

LONGVIEW MEADOW HOMEOWNERS ASSOCIATION

A Community of 36 Townhomes

HOMEOWNERS MANUAL

and

RULES & REGULATIONS

Revised: February 2020

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IMPORTANT TELEPHONE NUMBERS

	<u>EMERGENCY</u>	<u>NON-EMERGENCY</u>
LIVONIA JOINT FIRE DISTRICT	911	(585) 346-2257
LIVONIA AMBULANCE	911	(585) 346-6170
LIVINGSTON COUNTY SHERIFF	911	(585) 243-7100
NEW YORK STATE POLICE	911	
VILLAGE OF LIVONIA		(585) 346-3100
DOG WARDEN		(585) 243-6740
ROCHESTER GAS & ELECTRIC	911	(800) 743-2110
NATIONAL GRID		(800) 867-5222
LIVINGSTON COUNTY WATER & SEWER		(585) 346-3523
SHANKS ENTERPRISE (GARBAGE)		(585) 624-2126
WASTE MANAGEMENT		(800) 972-4545

MANAGEMENT COMPANY:
REALTY PERFORMANCE GROUP, INC.
1800 Hudson Avenue, Suite 100
Rochester, New York 14617
Telephone: (585) 225-7440
Fax: (585) 225-7630

Office hours are 8:00 a.m. to 5:00 p.m. weekdays.

In case of a maintenance emergency during non-business hours, call the Realty Performance Group office number (585) 225-7440 and dial “O” at the prompt to report the emergency to the answering service operator.

OVERVIEW

Welcome to Longview Meadow Homeowners Association. When you purchased your townhome at Longview Meadow, you automatically became a member of the Longview Meadow Homeowners Association. Maintaining a quality environment in a shared community such as Longview Meadow requires that each resident be acutely aware of their rights and responsibilities and also that of their neighbors. This awareness extends to everyday matters of parking, observing the speed limit, and the control of pets. It also extends to less defined matters of taste of exterior decorations and plantings and personal conduct.

When you purchased your townhome, you should have been provided with a copy of the Longview Meadow Declaration of Covenants and Restrictions, which contains the governing documents of the association, and you obligated yourself to abide by these rules. Therefore, it is important that you familiarize yourself with these documents.

Living in a shared community has both rewards and benefits. It also imposes certain obligations and restrictions. The following rules and regulations provide a standard for maintaining Longview Meadow as an outstanding community where residents may enjoy living and where property values will be protected.

The rules are based on the Declaration of Covenants, Conditions and Restrictions and the By-Laws of Longview Meadow Homeowners Association, Inc. They are intended to assure consistency and uniformity. Adherence to these rules and regulations is the responsibility of all of us. In addition, homeowners are responsible for assuring that their tenants, guests, contractors, and invitees comply with these rules and regulations.

The rules and regulations may be added to, amended, or repealed at any time by a resolution of the Longview Meadow Homeowners Association Board of Directors.

GENERAL INFORMATION

BOARD OF DIRECTORS

The affairs of Longview Meadow Homeowners Association are managed by the Board of Directors. The Board has contracted with a management company to aid in the performance of its duties. The Board of Directors consists of three homeowners elected by the members of the association. Directors serve three-year staggered terms without compensation. Board members are volunteers and your neighbors. Please respect their privacy and direct all service requests and community concerns to the management company. Board meetings are held monthly, and all issues raised by homeowners during the month are discussed at these meetings. Homeowners are encouraged to take an interest in, and become actively involved in the affairs of your association. Any homeowner who is interested in serving on the Board of Directors may contact the management company for more information.

MONTHLY ASSESSMENTS

Monthly assessment payments for Longview Meadow Homeowners Association are due on the first day of each month. A late charge of up to ten percent (10%) is incurred for any assessment received after the tenth day of the month, and there is a \$25.00 charge for any personal check returned by your bank for insufficient funds or any other reason. All monthly assessment payments must be sent directly to the management company.

INSURANCE

The association's master insurance policy covers property losses for the structure of the townhomes and liability coverage for the common elements of the property. If you wish to review the policy itself, please contact the management company. A copy will be sent to you for the copying cost. Homeowners must obtain a separate HO-6 insurance policy (the standard condominium homeowner policy) for the contents of your home and to provide liability coverage for the interior of your unit. Homeowners should also purchase improvements and betterments coverage to the extent that the unit has upgrades and improvements which were not originally offered by the sponsor of Longview Meadow. The association is not responsible for this type of coverage.

FISCAL YEAR

The fiscal year of the association runs from January 1st through December 31st each year.

ANNUAL MEETING

The annual meeting of the association is held during the month of August every year. The Board of Directors and management company report to the membership at this meeting, including the financial status of the association and any other matters of importance. Board members are also elected at the annual meeting. In order to ensure that issues of importance to our members are adequately addressed, members are requested not to raise individual maintenance issues at this meeting that would detract from addressing the issues of the membership as a whole. Additionally, members are permitted three minutes to discuss the issues of importance to them, the Board will either respond immediately at the meeting, or in written correspondence after the fact if the question/issue requires further investigation.

SEMI-ANNUAL MEETING

The semi-annual meeting of the association is held during the month of February every year. The purpose of the semi-annual meeting is to allow for members to bring to the attention of the Board any questions or issues which need to be addressed. Like the Annual Meeting, each member will be permitted three minutes to discuss the issues of importance to them, the Board will either respond immediately at the meeting, or in written correspondence after the fact if the question/issue requires further investigation.

RESERVES

The association has established a long term replacement reserve fund to offset the costs of major capital expenses. A portion of your monthly common charge payment is set aside into this fund. It is designed to fund future replacements of roofs, siding, gutters and downspouts, sidewalks, etc., as well as periodic driveway sealing and resurfacing, exterior trim painting, etc. without having to resort to special assessments to fund such work. The management company completes a detailed long range projection and periodically updates it on an as needed basis to review how the reserve fund is doing. These studies are based on anticipated future costs of the capital components of the property, their estimated useful

lives, and an assumed rate of inflation. It is important to note that there can be no assurances that the assumptions utilized in these studies will be totally accurate with the passage of time, and, therefore, there is no guarantee that special assessments will not be required.

WHEN YOU ARE AWAY

If you leave for an extended period of time, it is suggested that you notify the management company and leave a forwarding address and telephone number where you can be reached. In addition, please provide the name and telephone number of a local person, such as a neighbor or family member, who can be contacted in case of an emergency and who will have a key to your townhome and who will check your home periodically for any damage. You are also encouraged to turn your water off at the shut-off (which is most commonly located in your basement), turn down the temperature setting on your water heater, and stop the delivery of your mail and newspaper while you are away.

MAINTENANCE SERVICE

In accordance with the association governing documents, the association is responsible for all maintenance and repair to the common areas of the property, including the driveways, the exterior surfaces of the buildings, including roofs, siding, gutters and downspouts, (except not including the repair or replacement of doors, windows, skylights, patios, and decks). In addition, the association provides weekly lawn mowing. Homeowners are required to address the needs of their own foundation plantings, shrubs and trees. Requests for maintenance that is the responsibility of the association should be called into the management company's office during normal business hours. Please review the Maintenance Responsibility Chart located in Appendix A of this document for more detailed information on association and homeowner maintenance responsibilities.

SNOW & ICE REMOVAL

Snow plowing service is not provided by the association. The Roadway is plowed by the Town of Livonia and any plowing of driveways or shoveling of the front sidewalk and stoop is the responsibility of the individual homeowner. Common rock salt should not be used on your sidewalks or porches, as it can cause spalling and pitting of the concrete, which the association will not repair. Calcium chloride or potassium chloride (the white beaded pellets) is less damaging to concrete surfaces and should be used instead. The repair of any damages (to driveways, lawns, etc.) caused by your independently hired plow contractor are your responsibility to ensure are addressed.

RUBBISH REMOVAL

Rubbish removal service is the responsibility of each homeowner. Rubbish must be placed in appropriate containers, preferably securely closed, plastic trash cans or toter. Recyclables must be placed in an approved recyclables container and secured in such a way to prevent them from blowing out of the container. Newspapers and magazines should either be placed in paper bags or bundled or weighted down. Homeowners are responsible for their own trash clean up if it blows around or is opened by animals. Trash and recyclables must be placed near the end of your driveway, not earlier than dusk the night before your pick-up. All trash and recyclable containers must be returned to the appropriate location; either at the end of the front porch but not on the porch itself or the end of the building.

ARCHITECTURAL AND APPEARANCE CONTROL

There shall be no changes or additions to the exterior of any building except as provided in these regulations. No alterations or additions may be made to the exterior of your townhome, your lawn areas, or to the common areas of Longview Meadow without the prior written consent of the Board of Directors of the association. Any homeowner who wishes to make any such changes, including but not limited to adding or removing a shrub or tree, installing a storm door, adding a deck, replacing doors or windows, adding exterior lighting, etc., must complete a Variance Request form and submit it to the Board of Directors for review and approval. Blank variance request forms may be obtained from the management company. You may call the office and request a copy be mailed to you, or you may download a copy from the website at www.RealtyPerformanceGroup.com.

1. **Combination Storm/Screen Doors** – All storm doors must be white, full view type storm doors. All such installations require the prior written approval of the Board of Directors. All future maintenance of the door is the responsibility of the homeowner.



(Pictures are samples only)

2. **Satellite Dishes/Antennas** – FCC regulations disallow the prohibition of certain satellite dish and antenna installations. However, the association maintains the right to approve the location of any such installations. In general, 16” to 18” diameter satellite dishes may be installed in exclusive use space directly behind the townhome. Rooftop installations and installations attached to the building surfaces are prohibited, due to possible damages, leaks and unsightly appearance; unless there is no other location available where an acceptable signal can be obtained. All cables must be concealed to the greatest extent possible, and any cable entrance into the building must be through an approved watertight connector. Any damage to the structure caused by any such installation is the responsibility of the homeowner. All such installation locations require the prior written approval of the Board of Directors. All future maintenance of the satellite dish is the responsibility of the homeowner. Homeowners are also responsible for the removal of the satellite prior to the sale of the home.

3. **Air Conditioning** – Window air conditioning units and window fans are allowed in rear-facing windows only. Any damages caused to the exterior building surfaces by such units are the responsibility of the owner to repair. Central air conditioning units must be located in the rear of the townhome or side of the building for any end-units. All such installations of central air require the prior written approval of the Board of Directors.

4. **Fencing & Decks** – Installation of and any repairs or maintenance to any fences or decks, including the necessary periodic staining or sealing, is the responsibility of the homeowner. Homeowners are required to submit a variance request for the staining or sealing of their deck/fence (if required) in order to ensure compliance with the selected color of stain. Below are the specifications for the construction of decks which have been adopted by the Association, it is the responsibility of the owner to ensure that newly constructed decks conform with the local laws, fire code, etc.

Deck Construction Specifications

The following are guidelines for the construction of decks on the rear of townhouses as set up during the first meeting of the Association. (Keep in mind that - **A**: plans must be submitted to Homeowners Association for compliance verification and - **B**: a building permit must be obtained from the town prior to any construction.)

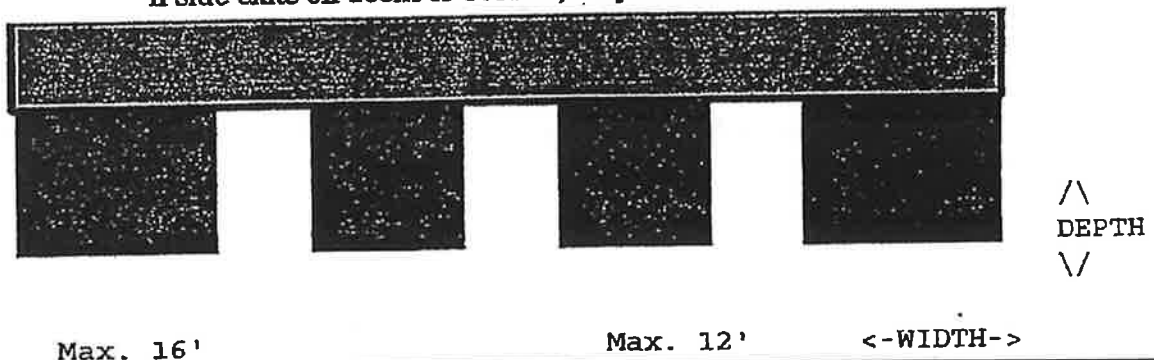
Size of decks:

Minimum width	10 ft.
Maximum width	12 ft. (inside homes) 16 ft. (outer homes)*
Minimum depth	10 ft.
Maximum depth	16 ft.

Location - 4 ft from neighboring lot line.
 * - Deck must line up with edge of townhouse if constructing a 16 ft. wide deck. Construction must not extend beyond side of building.

Construction: Natural (plain) pressure treated lumber. No stains.

Design: Railings are required. Railings - 2" x 2" slats within 6" of each other.
 Steps are to be attached to end of deck (not on sides) and extend no more than 5 ft. If side exits off decks is desired, they must be recessed into the deck floor.



5. **Siding Surfaces** – No drilling into, nor attachment of objects to the exterior vinyl siding is permitted without the prior written approval of the Board of Directors.

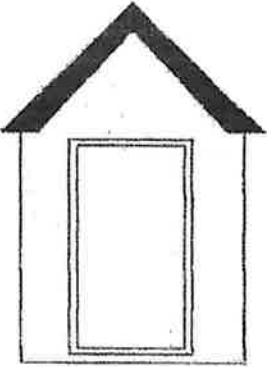
6. **Storage Sheds** – Storage sheds are permitted at Longview Meadow Homeowners Association so long as prior written approval is obtained by the homeowner prior to its installation. Below are the specifications for storage sheds at Longview Meadow.

STORAGE SHEDS

The Architectural committee
developed the following guidelines for storage sheds.

Dimensions
8' W x 8' L,
8' W x 10' L,
or 8' W x 12' L

10' H at peak



- Wood Construction (T-1-11 siding)
- Door 8' H x 4' W Same wood material
- Roof Peak to mirror townhouse (not barn)
- Black Shingle Roof
- Painted or stained color scheme to match townhouse (i.e. gray, white trim)
- Maximum of 2 windows (1 on right and/or left side; 18' x 18' Plexiglas)
- Shed is to be placed at rear lot line
- Must not extend beyond the townhouse side line of the building {end units}
- Repairs and maintenance is the responsibility of the homeowner. Shed is to be kept in a good state of preservation and cleanliness. Any damages to other property resulting from sheds are the shed owners' liability.
- Sheds can not be permanently attached to the property.

7. **Doors, Windows and Screens** – The association is not responsible for the repair or replacement of window panes or screens, or the repair or replacement of doors. The homeowner is responsible for the timely repair/replacement of any damaged doors and/or windows.

8. **Window Coverings** – Window coverings visible from the outside must be appropriate; no sheets, blankets, flags, papers, etc. are permitted as window coverings at any time.

9. **Shrubs/Flowers/Landscaping** – Foundation plantings are the responsibility of the homeowner to maintain as may be required. Shrubs, bushes, and flowers may be planted and/or removed in your designated front landscaping area with an approved variance. Shrubs and bushes must not be allowed to grow taller than 36” in height, all flowers must be kept under 24” in height. Trees are not appropriate foundation plantings. Rear patio areas generally may be utilized for landscaping as you desire so long as the design is submitted in writing and approved in advance by the Board of Directors and does not interfere with weekly mowing services. The association is not responsible for resident installed flowers or plants damaged during routine lawn/landscape maintenance. Maintenance of any landscaping added by the homeowner is the responsibility of that homeowner. Any dead flowers must be removed immediately. If abandoned or neglected, the homeowner will be required to restore the area to its original condition. No vegetables or fruit-bearing plants/trees or vines are permitted. A reasonable number of flowerpots/planters are allowed on porches, so long as they are appropriately sized and properly maintained. Artificial flowers, shrubs and trees are not permitted. Planters and pots are to be removed for the winter by no later than November 1st each year.

10. **Lawn Furniture/Lawn Decorations/Personal Property** – The front stoop and rear patios/decks are to be kept clear of all items except those normally associated with outdoor furnishings, and all such items must be of appropriate appearance and size to attractively fit on the stoop, patio, or deck. Lawn furniture is to be removed from the lawn when not being used. Nothing is permitted to be left out in the lawn or planting beds that will interfere with lawn mowing and maintenance operations. The installation of any lawn and/or garden decorations to the front or side lawn or landscaped beds of a unit, or to front porches, such as windmills, or plastic, metal, wood, or stone objects or statuary, must be of an appropriate size, number, and attractive appearance for the space.

11. **Bird Feeders/Houses** – Bird feeders and bird houses are not permitted in front yards or within thirty feet of the building exterior, as they otherwise attract pests and rodents and result in bird droppings around foundations and patios. In addition, bird nests in building vents cause safety and ventilation problems.

12. **Signs** – No signs are permitted except that one for sale sign may be placed in the front yard and “Open House” signs are permissible on weekends only so long as they are removed each day at the close of the open house.

13. **Clotheslines** – Clotheslines are not permitted. Outdoor drying or airing of clothing or bedding is not permitted.

14. **Flags** – The United States flag will be permitted to be flown from a bracket mounted on a front porch post. Flag etiquette must be adhered to, e.g., flag flown from sunrise to sunset. No other type of flag is permitted.

15. **Holiday Decorations** – Temporary decorations for the holiday season may be displayed between November 1st and February 1st of the following year. Halloween and other holiday decorations may be displayed for up to thirty days. Lights or other decorations may not be attached to the exterior of the building in such a way that they will damage the building. Lawn displays require the prior approval of the Board of Directors.

TRAFFIC AND PARKING

These traffic and parking rules are intended to provide for the safe and convenient use of the public road which is used by all of Longview Meadow's residents and their guests. These rules apply to all homeowners and tenants, their families and guests, and any persons operating motor vehicles on Longview Meadow property. Local law will preside if there is a discrepancy between that and these regulations.

1. The maximum speed on Old Meadow Court is 30 mph. Speeding and careless driving on our road is dangerous and destructive to life, property and good community relations.
2. No on street parking is permitted if it hinders access by emergency vehicles, interferes with the regular mail delivery, or interferes with the town's snow plowing operations during the winter months.
3. Vehicles may not be parked within 10 feet of fire hydrants.
4. Parking is not permitted on grass areas at any time.
5. Major repairs to vehicles are not permitted outdoors at any time.
6. No snowmobiles, all terrain vehicles, or similar machine shall be operated in Longview Meadow at any time.
7. The following vehicles are not permitted to be operated or remain overnight on Longview Meadow property or to be parked in driveways for more than one 72 consecutive hour period per month: unlicensed vehicles, recreational vehicles, mobile homes, boats, trailers, snowmobiles, ATVs, vehicles weighing two tons or more, or other similar vehicles.
8. Fines may be assessed to the homeowner, or vehicles may be towed without notification at the owner's expense, for violations of these parking rules.

PETS

In the interest of your investment, community relations, and a pet's welfare, owners must keep pets under control at all times.

1. Ownership of pets is limited to two (2) dogs or two (2) cats, or one (1) dog and one (1) cat per townhome, or fish or birds kept in a cage. No wildlife, endangered or exotic species are permitted.
2. Owners are responsible for immediate pick up and disposal of pet excrement on roadways, parking areas, landscaped areas, common areas, and other owners' yards.
3. When outdoors, dogs must be kept under direct and positive control on a leash no longer than six (6) feet in length and accompanied by or supervised by a person responsible for the pet's actions. Pets must not be left unattended outside at any time.

4. Homeowners are responsible for licensing their pets with the proper authorities. When outdoors, proper tags must be on pets.
5. Pet owners are responsible for any property damage caused by their pets. Damages will be repaired at the owner's expense.
6. Pet owners are responsible for seeing that their pets do not cause a nuisance such as excessive barking, or otherwise frighten or annoy residents or their guests. The Board of Directors has the authority to require the removal of any pet that, in its sole discretion, is creating a nuisance.
7. Complaints/concerns regarding unleashed/roaming/stray animals, as well as animal nuisance or animal abuse situations may be referred to the Animal Control authority listed on the Important Telephone Numbers listing.

MISCELLANEOUS

1. **Interference With Workers** – Homeowners should not interfere with maintenance or repair operations, interrupt or direct workers. Any maintenance requests, questions or concerns should be directed to the management company.
2. **Noise and Odors** - Residents are expected to remember the proximity of their neighbors in the community and avoid excessive noise levels when hosting parties, and particularly when using televisions, radios, and stereo equipment. Parents are responsible for supervising their children so that they do not unnecessarily disturb other residents. There shall be no objectionable odors or fumes allowed to emanate from the dwelling unit or garage.
3. **Garage/Estate Sales** – Garage sales are prohibited. Individual homeowners may hold an Estate/Household or Moving Sale. The sale must first be approved in advance by the Board of Directors through the variance request process. The sale will be limited to no more than two consecutive days during the hours of 9:00 AM to 5:00 PM. All items for sale must remain inside of the home. The unit holding the sale will be responsible for any damages to the common areas.

ENFORCEMENT AND FINES

The following enforcement procedures have been established for violations of these rules and regulations and/or the governing documents of the association:

Written notice will be sent to the homeowner stating the infraction. A time limit may also be specified for compliance. If the infraction is not corrected within the time limit specified, appropriate action will be taken. This may be in the form of a fine, court order, or other appropriate action. The homeowner will be notified of this action by mail. The standard fine for a violation is \$25.00 per occurrence and for each day that a violation continues.

If it is necessary to obtain legal or other assistance for the enforcement of these provisions, any such costs, along with any fines or other related costs, are charged to the homeowner and become a lien on the unit. The association has the same rights and remedies to enforce a lien for such expenses as it has for the non-payment of common charges.

APPENDIX A

Longview Meadow Homeowners Association, Inc.

by Realty Performance Group, Inc.

Maintenance Responsibility Chart

Item	Responsibility		
	Association	Homeowner	Other
Air Conditioning Condenser and pad		X	
Cable television underground cables			X
Decks		X	
Door bell		X	
Door Replacement/Repair/Painting		X	
Driveway Repair/replacements	X		
Dryer Vents		X	
Fascia	X		
Fences		X	
Foundations/basement walls		X	
Gutters & downspouts	X		
Lawn mowing	X		
Lights - exterior fixtures		X	
Mailboxes	X		
Mailbox Post	X		
Patio		X	
Roofs	X		
Sidewalks	X		
Siding - repairs/replacement	X		
Snow plowing driveways		X	
Snow plowing roads			X
Stoops	X		
Telephone cables			X
Trash removal service		X	
Trim paint/replacement	X		
Water mains			X
Water laterals		X	
Windows/casements/screens		X	