



# CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION

## HOMEOWNERS MANUAL

REVISED: October 2023

### 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](http://www.chgreene.hoaspace.com)

## TABLE OF CONTENTS

| <b><u>RULES &amp; REGULATIONS</u></b>          | <b><u>PAGE</u></b> |
|--|--------------------|
| ABOUT THE GREENE                               | 4                  |
| MESSAGE FROM THE BOARD                         | 4                  |
| OVERVIEW                                       | 5                  |
| GENERAL INFORMATION                            | 6                  |
| ARCHITECTURAL CONTROLS (INCLUDING COMMON AREA) | 7                  |
| WINDOWS and DOORS                              | 9                  |
| LAWN, GARDEN and PLANTINGS                     | 10                 |
| TV DISH or TV ANTENNA                          | 11                 |
| MAINTENANCE/REPAIRS                            | 12                 |
| CHILD SAFETY WITHIN THE GREENE                 | 13                 |
| PARKING and ROAD SAFETY                        | 13                 |
| PATIO AREAS                                    | 15                 |
| PATIO FENCING                                  | 16                 |
| GRILLS and RECREATIONAL OPEN FIRES             | 17                 |
| PET REGULATIONS                                | 18                 |
| SIGN, FLAG and BANNER REGULATIONS              | 20                 |
| REFUSE STORAGE and REMOVAL                     | 21                 |
| NOISE POLLUTION and NUISANCES                  | 23                 |
| DAMAGE TO COMMON AREAS                         | 24                 |
| VIOLATIONS                                     | 25                 |
| LEASING and RENTAL                             | 25                 |

## TABLE OF CONTENTS

| <b><u>RULES &amp; REGULATIONS (Cont.)</u></b>               | <b><u>PAGE</u></b> |
|---|--------------------|
| MAINTENANCE FEES  | 26                 |
| INSURANCE   | 27                 |
| ENFORCEMENT   | 27                 |
| VARIANCE REQUEST FORM PROCESS                               | 28                 |
| HOW TO FILE A COMPLAINT                                     | 30                 |
| EMERGENCY PHONE NUMBERS and CONTACT INFORMATION             | 31                 |
| SUMMARY   | 32                 |
| GREENE RULE and REVISION DATE                               | 32                 |
| REVISIONS DOCUMENTATION                                     | 42                 |
| <b><u>APPENDICES:</u></b>                                   | 33                 |
| 1. Variance Request Form Information                        |                    |
| 2. Homeowner Responsibility Chart                           |                    |
| 3. Appropriate Mounting of TV Dish or TV Antenna (Pictures) |                    |
| 4. Churchville Greene & Visitor Parking Map                 |                    |
| 5. Recycling Options  |                    |
| 6. 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.

## **MESSAGE 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, and 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 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. To keep the Greene neat and clean, all personal items such as toys, bicycles, lawn furniture or other comparable 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 THE POLICE, FIRE OR AMBULANCE, CALL 911 IMMEDIATELY.** (See “Emergency Phone Numbers and Contact Information”).

## ARCHITECTURAL CONTROLS (INCLUDING 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. For the Board of Directors to decide 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. Any exterior changes to your home 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, bricks, statues, and comparable items are not permitted in any grassy part of the Common Area unless placed there by the Management Company as part of the Greene landscaping. Items placed in the area between a fence and sidewalk, in front of garages and in shrub areas directly in the front of the home are excluded. Items or plantings in mulched areas under trees are not permitted due to the hindrance of landscaping repair work and tree maintenance.

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, tarps or rugs from windows, doors, or fences, or the attachment of clotheslines to buildings or fences is prohibited.
8. Awnings are not permitted to be attached to any part of the exterior structure of your home.

## **B. Interior:**

1. It is the privilege of each homeowner to improve the interior of his/her home by new construction if 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 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, except for the installation of fireplaces.

## **C. Fireplaces:**

The installation of fireplaces (gas, wood, or pellet) 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 of the exterior doors, windows and screens and their attached hardware is the sole responsibility of the homeowner.

The exterior surfaces of 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, all have grids, or all have no grids.
- 4) Window trim is white in color, no exceptions.

**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 sliding glass type doors 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.
- 4) Window trim is white in color, no exceptions.

**Entry Door Replacement Guidelines (Interior Door):** When replacing an entry door, the Board shall consider and may approve required variance requests for entry door replacement under the following guidelines.

- Must be the same size and exact dimensions as the previous door.
- Installer specifications and copy of proposal must be included with the Variance Request.
- A Variance Request must be submitted to the Board for approval of door color and design. A picture of the door must be included with the Variance Request.
- If a homeowner is just painting an entry door, a Variance Request is still required to approve the color.
- The door may, or may not, include glass regardless of prior configuration.

- If glass is requested, the design in the upper half is optional.
- If the door has an existing sidelight, the homeowner has the option of including venetian blinds between the thermal panes.

### **Storm Door Replacement Guidelines (Exterior Door):**

When replacing a storm door, the Board shall consider and may approve required variance requests for entry door replacement under the following guidelines.

- Must be the same size and exact dimensions as the previous door.
- Installer specifications and copy of proposal must be included with the Variance Request.
- A picture of the door must be included with the Variance Request.
- **Glass:** Full view design, Mid view design, or High view design are acceptable.
- The storm door must be white in color and material must be impervious to the seasons.

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

## 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 once** 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 varies from season to season, depending on the weather and the conditions of the lawn and plants.

2. Permanent plantings, such as trees and shrubs that are outside of the patio area, must not 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 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 Landscape Committee Chairperson 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 of 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 is 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 hinder 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 damage 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 conducting 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/guardian's 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. **Visitor Parking Rules:** Designated Visitor Parking spaces for Homeowner guests, including handicapped parking, are located at the Barn and throughout Churchville Greene. These parking spaces are clearly marked as "Visitor Parking" and to be **used only by Visitors and not to be used for everyday Resident parking. Homeowner**

**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 1<sup>st</sup> to May 1<sup>st</sup>. Cars in violation may be ticketed or removed by the Village of Churchville.
5. The speed limit on Greenway Boulevard is posted as 25 MPH. The speed limit on the interior driveways and private drives is 10 MPH. For the safety of our children, residents, and pets, it is expected that all will comply with the posted speed limit.
6. Limited handicapped parking is available at the barn lot designated as “Handicapped Parking.”
7. All campers, trailers, boats, and snowmobiles must be stored in the interior of your garage. This includes unregistered vehicles. The storage of such vehicles in the Common Areas is strictly prohibited. No one shall live in or store boats, trailers, mobile homes, motor homes, recreational vehicles or commercial vehicles in the Common Area, driveway, or parking areas.
8. Parking is not allowed on any lawn area of the Greene. Any lawn damage resulting from a failure to comply with this rule will be assessed to the individual homeowner. All cars are to be kept in the garage whenever possible. Parking is not allowed on 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 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 vehicles 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 BBQs are allowed in the patio.
3. No fixed 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 raised coverings over patio areas for decoration or protection and are acceptable in patio areas if they are fully staked so as not to come lose in high winds. These are seasonal, temporary structures and must be removed by December 1st. No permanent canopy structures or gazebos in a homeowner's patio are allowed.
4. In high wind situations all loose items, such as umbrellas and furniture, must be well secured OR brought into the garage to insure resident home and personal safety. Any damage incurred by free-flying objects to homes, or the Common Area, becomes the responsible party's liability for damage repair and mitigation.

## 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. Both vinyl and wooden fencing posts must be securely buried and reinforced as required. Any new wooden or vinyl fencing must consist of privacy fence panels as documented on the appropriate variance request that is published on our Management Company and Churchville Greene Website. Refer to the Variance Request Form Information in the Appendix for obtaining additional fence requirements.
2. Patio fencing must consist of either 100% vinyl or 100% wooden material. The mixing of wood and vinyl fencing material within one fence is prohibited.
3. All patio fences must have an entrance/exit door.
4. Any architectural fence change that deviates from Variance Request specifications must be presented to the Board by the homeowner with all supporting documentation and subsequently reviewed by a special committee. Deviations include fencing material that is not wood or vinyl, a fence height that is not between 5 or 6-foot, the type of post materials and allowable fencing styles. Fencing and gate material and style must be consistent in overall design and nature.
5. **Fence Maintenance:** New wooden fences need to be stained within a year of construction to maintain visual appeal and to extend fence longevity. Routine wooden fence maintenance is important to maintain the aesthetic of the fence and the life of the wood. A fence should be stained every two to three years to preserve the look and function of the fence. When staining a wooden fence, you must submit a General Variance Request with the documented color choice for Board approval. The approved colors of stain samples are posted at the barn.
6. Extending a current patio fence height by use of an attachment, free standing device, or other contrivance for the purpose of added privacy is prohibited.
7. The placement of fencing around a homeowner's patio area defines your home's personal outdoor space, protects your privacy, is an enhancement to the beauty of your home and is a requirement in Churchville Greene. The removal of any fencing without a replacement fence is prohibited and will be strictly enforced.



## 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 at a minimum of 3 feet away from your home/building or fence. No grilling is allowed inside your garage. Use extreme caution when using starter fluids so that the fire does not excessively spark or shoot up out of control.
3. No grilling is allowed in any part of the Common Area. This includes your driveway, sidewalk, and all grassy areas outside of your fence.

### 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. If a Board Member or the Management Company 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 increasingly 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 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.

### **Animal Sanitation and disposal requirements as per Village Law:**

“No person who owns, harbors, keeps, or is in charge of any animal, or who has such animal in any manner under such person's control, shall allow such animal to defecate on any public property whatsoever, such as, but not limited to, thoroughfares, sidewalks, passageways, play areas, parks, roads, or any other place where people congregate or walk, or upon any private property, without the permission of the owner of said property. Any such person shall immediately remove, in a suitable container, all feces deposited by such animal on any areas as set forth above. All such material shall be properly disposed of. Disposal of the feces in the street storm collection system or any other public facility is prohibited.”

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.

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. If your dog is seized, please call the Town of Riga Animal Control 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.

3. While on common property, all pets (dogs and cats) must always be restrained using a hand-held leash not to exceed eight (8) feet in length.
4. Pets must NOT be leashed or staked out in the Common Area.
5. 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.
6. The use of “invisible fencing” is prohibited.
7. 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 small snakes.
8. 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.
9. 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 Town of Riga Animal Control first (See “Emergency Phone Numbers and Contact Information”)** who will also contact the owner to help resolve the issue. If any damage occurs, a homeowner can also file a complaint with the Village as follows:

**Filing complaints as per Village Law:**

“Any person who observes or has knowledge of a dog causing damage or destruction to property of a person other than its owner or violating any section of this chapter or committing a nuisance upon the premises of a person other than its owner may file a signed complaint, under oath, with the Town Justice of the Town of Riga or the Village Justice, if any, and with the Village Clerk specifying the objectionable conduct of the dog, the date thereof, the damage caused, a description of the dog and name and residence, if known, of the owner or other person harboring said dog.”

10. Formal dog complaints are managed with the Town of Riga Animal Control Dog Warden first, followed by the Town of Riga Justice (there is no Village Justice).

*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, FLAG and BANNER REGULATIONS



## Advertising Signs:

1. No advertising signs except one (1) “FOR SALE” or (1) “FOR RENT” sign (not exceeding 2 feet x 3 feet or 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.

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

- On the Patio fence.
- Any interior window of your home
- On the Front Door

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

2. No Contractor advertising signs or flags are allowed anywhere on Churchville Greene property.

## Political Signs and Flags:

Political Signs, Flags, and Banners of any kind **ARE NOT ALLOWED** anywhere outside your home and on any Churchville Greene property.

## American Flags:

The **Freedom to Display the American Flag Act (2006)**, gives all residents the right to fly an American flag. The Homeowners Association can establish rules for the location, placement, and size of the American Flag.

**Size:** The American flag should be no larger than **3 feet x 5 feet** in size.

## Allowable Locations:

### ❖ Patio Area:



When flags of states, cities or organizations are flown on the same staff, the U.S. flag must be at the top.

**Dig Safely New York (the Underground Detection Service, also known as an 811)** must be called to locate any underground utilities, and consequently staked out prior to the installation of patio posts. Replacing an old post may involve the creation of a larger hole in post’s current location. This is a free New York State service.

❖ **House Location: Front Porch Pole or Garage Door Frame:**

When the U.S. flag is displayed from as projecting from a building, the union of the flag should be placed at the peak of the pole unless the flag is at half-staff. When suspended from a rope extending from the building on a pole, the flag should be hoisted out, union first from the building. **Fence Mounting with the flag hanging over the sidewalk is not allowed due to safety concerns.**



**Out of respect for the U.S. flag, NEVER:**

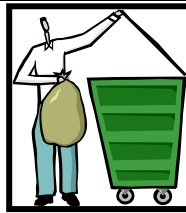
- Display it with the union down (blue area), except as a signal of distress.
- Let the flag touch anything beneath it: ground, floor, water, siding, or roofing.
- Hang/drape a flag on any kind of fencing.

**Other Flags:** The flag should be no larger than **3 feet x 5 feet** in size. **Flag location is restricted to the homeowners inside patio, front porch pole, garden area outside your fence for 12x18 inch flags only, or garage door frame. These flags include:**

\* Garden \* Sports \* Religious \* Military \* National \* Organizational \* Municipal

**Other Signs:** **ARE NOT ALLOWED** anywhere on Churchville Greene Common Areas This includes Grass, Driveways, Sidewalks and Roadways. Exceptions include signs that are commissioned by the Management Company, the Village of Churchville, and Local Code Requirements.

**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 need 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.hoospace.com](http://www.chgreene.hoospace.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](http://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 that are produced from your home which will disturb the comfort of others at any time, day, or night.
2. Homeowners are responsible for the behavior, decorum and actions of their families, guests, invitees, and tenants who must also abide by the Rules and Regulations of Churchville Greene.
3. The use of any fireworks in Churchville Greene is strictly prohibited. Aside from posing a risk to safety, fireworks also tend to be very loud, and consequently become a noise violation. Fireworks can also startle dogs or residents who are suffering from post-traumatic stress disorder.
4. Parents/Guardians should monitor all outdoor activities of children playing in the Greene. Noise levels should be monitored so as to not interfere with general Churchville Greene daily living.

5. The flying of drones that are not considered toys is strictly prohibited on any Churchville Greene property.

Refer to the New York State website: [https://drone-laws.com/drone-laws-in-ny-state/#Notes\\_for\\_recreational\\_drone\\_pilots\\_flying\\_for\\_fun\\_in\\_New\\_York\\_State](https://drone-laws.com/drone-laws-in-ny-state/#Notes_for_recreational_drone_pilots_flying_for_fun_in_New_York_State)

## DAMAGE TO COMMON AREAS



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

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.

1. Bouncing balls and toys against any building or garage door may cause dent damage to the siding or window trim and IS NOT ALLOWED.
2. Driveways:  
Your driveway is part of the Churchville Greene Common Area, and thus falls under the authority of HOA maintenance guidelines. In the event of any driveway damage, the Board of Directors will make an assessment based on the individual situation. Damages listed below will be the homeowner's responsibility to repair and/or remove:
  - Vehicle leakage which includes oil, gas, transmission, solvents, and other fluids.
3. Damage to Flowers, Plantings or Shrubs:  
Any damage that is done to any Common Area greenery including grass, shrubs, Greenway Blvd. entrance flowers or other plantings IS NOT ALLOWED and becomes the responsible party's obligation for any replacement cost and repair.



## VIOLATIONS



Any perceived infraction/violation of Churchville Greene Homeowner Association's Rules and Regulation by a homeowner or a Board member shall follow the following reporting process to insure the prompt initiation of the Violations procedure:

- The Homeowner should contact any Board member.
- The Board Member will contact the Management Company.
- Subsequent Warning letter(s) will be issued followed by possible fines.

The Board of Directors has the chartered responsibility to enforce the Rules and Regulations of Churchville Greene to maintain our property values as well as to provide all homeowners with 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 the 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 Management Company will provide a Homeowner/Tenant Questionnaire as part of the Churchville Greene "Welcome Packet" package that is sent to each new homeowner/landlord. A new questionnaire must be completed and submitted to the Management Company each time the unit is rented and established with a new tenant. Current homeowners are mailed a questionnaire at the Board of Director's request for the purpose of updating any current information for records purposes.
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. 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
5. A tenant has all the rights of a homeowner (except for voting) and 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 with 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.
11. 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



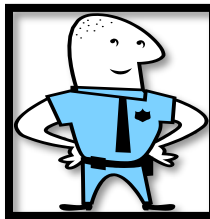
The Board of Directors is responsible for providing insurance for the Homeowners Association as specified in the Declaration section of the Offering Plan. Accordingly, the Board of Directors secures a master policy for which premiums are paid from the homeowner's monthly assessment fee. A copy of the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

Homeowner's Personal Property and Liability Insurance are 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 (½) 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 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 distinct 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. **Variance Request forms are also available at the Barn.**

**You will 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](http://www.realtyperformancegroup.com). Variance Request Forms are also available on our Churchville Greene website [www.chgreene.hoaspace.com](http://www.chgreene.hoaspace.com) and at the Barn.
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. The Board of Directors will make every attempt 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 the Architectural Committee Chairperson for further clarification.**

## 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)** (585) 546-1100 or 1-800-743-1702  
**or Smell Gas Odor**

**Churchville Electric** (585) 293-3366 Daytime  
(585) 746-8025 (Emergency)

**Realty Performance Group, Inc.**  
And Property Manager (585) 225-7440

Website: [www.realtyperformancegroup.com](http://www.realtyperformancegroup.com)

**Village of Churchville Office** (585) 293-3720

**Town of Riga Office** (585) 293-3880

**Churchville Greene Website:** [www.chgreene.hoospace.com](http://www.chgreene.hoospace.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: 09/23/2023

Board Approval Date: 10/11/2023



## APPENDICES

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

## APPENDIX 1

### **Variance Request Form Information:**

There are currently **3 distinct 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.

Variance Request Forms are located:

- Online on the Management Company’s Website.
- Online on our Churchville Greene Website.
- Outside at the Barn, with additional instructions and a Locked Box for completed Variance Request Form return.

See the Manual Section “Emergency Phone Numbers and Contact Information” for the Management Company’s phone number/Website address, and the Churchville Greene Website address.

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 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                 |

| <b><u>Exterior of Unit (Cont.)</u></b>               | <b><u>Responsibility</u></b> |
|--|------------------------------|
| Down Spouts  | CGHOA                        |
| Trim around Windows & Doors (excluding garage doors) | CGHOA                        |
| Chimney (exterior only)                              | CGHOA                        |
| Vents (outside only furnace vents)                   | CGHOA                        |
| Water Spigots (outside only)                         | CGHOA                        |
| <b><u>Sidewalk</u></b>                               |                              |
| Deterioration  | CGHOA                        |
| Sagging (if hazardous)                               | CGHOA                        |
| Snow Removal   | HO                           |
| <b><u>Roads</u></b>                                  |                              |
| Main Road  | Village                      |
| Private Roads  | CGHOA                        |
| Driveways  | CGHOA                        |
| <b><u>Common Grounds</u></b>                         |                              |
| Grass, Shrubs, & Trees (outside of the patio)        | CGHOA                        |
| Homeowner Planted Shrubs & Trees (inside the patio)  | HO                           |
| Homeowner Planted Annuals (outside the patio)        | HO                           |
| <b><u>Exterior Lights</u></b>                        |                              |
| Fixtures (garage & common area)                      | CGHOA                        |
| Power Supply (private road streetlights)             | CGHOA                        |
| Exterior bulb replacement                            | CGHOA                        |
| <b><u>Patio</u></b>                                  |                              |
| Grounds  | HO                           |
| Fence & Gate (interior & exterior)                   | HO                           |
| <b><u>Mailbox</u></b>                                |                              |
|  | CGHOA                        |

HO – Homeowner Responsibility

CGHOA – HOA

3/17/2023

## APPENDIX 3

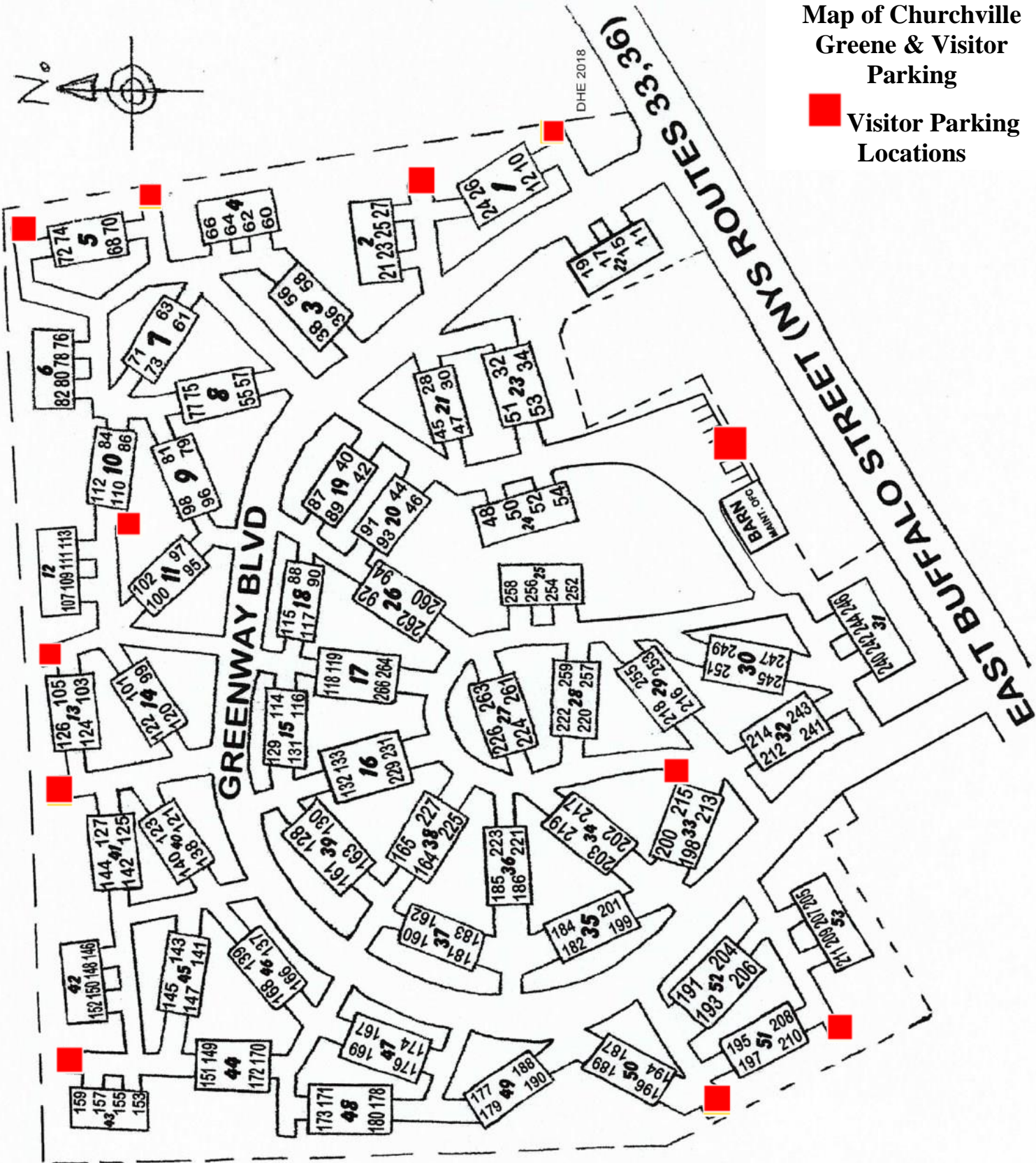
### Appropriate Mounting of TV Dish or TV Antenna:

#### Approved Exterior Locations



APPENDIX 4

Map of Churchville  
Greene & Visitor  
Parking  
Visitor Parking  
Locations



## APPENDIX 5

### **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
- Broken Tube TVs/Monitors
- Flat Screen TVs/Monitors
- Passenger Vehicles Tires on Rims
- Tires off Rims
- Appliances with Refrigerant

#### **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 6

### 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 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](http://www.chgreene.hoaspace.com). The minutes are also posted at the Barn. The Agenda for our monthly meeting is available on the Churchville Greene Website on the Home Page > Community Notice. Minutes will be posted only after being approved by the 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. Refer to the "Sign, Flag and Banner" section in this manual.

7. When are monthly maintenance fees due?

Monthly maintenance fees are due on 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?** (See Appendix 5.)

Additional Visitor parking spaces are provided for guests at the Barn and throughout Churchville Greene, marked by a “Visitor Parking” sign. 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 1<sup>st</sup> to May 1<sup>st</sup>. Cars in violation may be ticketed or removed by the Village of Churchville.

**11. What are the speed limits within Churchville Greene?**

The speed limit on Greenway Boulevard is posted as 25 MPH. The speed limit on the interior driveways and private drives is 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](http://www.chgreene.hoaspace.com) (Click on the “About Us” tab), as well as posted at the Barn, and also in the Newsletter.

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

A copy of the Homeowners Manual can be found on the Churchville Greene website [www.chgreene.hoaspace.com](http://www.chgreene.hoaspace.com) (Click on the “Information” tab, “Rules & Regulations”), or by calling our Management Company. It is also available from our Management Company’s website at [www.realtyperformancegroup.com](http://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).

**15. 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.

## 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 (Variance Request Form Process and Appendix 1) or contact our Management Company or any Board Member.

## REVISIONS

**Revised: April 2019**> (replaced pp. 41-42 due to copying error)

**Revised: November 2020**> (replaced pp. 20-21 Pet Regulations)

**Revised: May 2022**> (Updated Windows & Doors, p. 9; Parking & Road Safety, p.15; Variance Request Process, p. 30; Appendix 1, p. 37; Appendix 2, pp. 38 & 39; Appendix 7: p. 46 #2, #4 & p.47 #10)

**Revised: October 2023**>

- \* **Removed** HOA Meeting time from p. 8, General Information.
- \* **FAQ's** – Removed HOA Meeting time from #2; Updated #6, #10, #14 & #16.
- \* **Appendix 2** – Reformatted HOA Responsibility Chart.
- \* **Appendix 3** – Has become dish & antenna locations.
- \* **Appendix 4** – Map of the Greene & the Visitor Parking Map are ONE.
- \* **Appendix 5** – Has become Recycling Options; Removed dollars from fee-based items.
- \* **Appendix 6** – Has become Frequently Asked Questions.
- \* **Revisions** – Added New Last Page to Manual.
- \* **Architectural Controls** – Updated #3, #5, #7, #8 & Fireplaces.
- \* **Windows & Doors** –Updated & better-defined front door & storm door requirements.
- \* **Landscaping-Lawn, Garden & Plantings** – Revised #2, #6 & #7.
- \* **Patio Areas** – Updated #3; Added new #4.
- \* **Patio Fencing** – Updated #1 & #6; Added new #2, #3, #4, #5 & #7.
- \* **Grills & Recreational Open Fires** – Added new #3 (Grills); Updated #2 (Open Fires).
- \* **Signs, Flags, and Banners** – Updated Advertising signs section; Added new Political signs & flags section; Added no banners #6; Added new section on the flying of the American flag.
- \* **Noise Pollution & Nuisances** – Updated #2; Added new #3 Fireworks ruling, new #4 reinforced children playing, & new #5 drones.
- \* **Damage to Common Areas** – Updated #2 expanding driveway damage; Added new #3 Damage to flowers, plantings & shrubs in the Common Area.
- \* **Violations** – Re-wrote the section to add more detail.
- \* **Leasing & Rental** – Updated # 2 with reference to the Homeowner Questionnaire; Removed old #4:”Anyone living in the unit other than the immediate family of a unit owner is considered a tenant.”.
- \* **Variance Request Form Process** – Updated #1.