



Woodbury Commons Homeowners Association (WCHOA)

Booklet 1 Useful Information

Revised May 2026 by WCHOA Rules & Regulations Committee

David Richardson, Chair; Sandra Koon; and Evelyn Frazee

TABLE OF CONTENTS

Important Contact Information.....	2
Board, Committee & Volunteer Participants.....	3
Vendors.....	4
Woodbury Commons Community Information.....	5
Trash & Recyclables Collection	
Addressing Residence & Grounds Care Issues	
Town of Perinton and Village of Fairport Information.....	7
Appendix A - WCHOA Responsibility Matrix.....	8
Appendix B - Map of Woodbury Buildings & Units.....	14
Appendix C - Staining and Painting Schedule.....	15
Appendix D - Building Stain/Paint Formulas.....	16
Appendix E - Driveway Sealing Schedule.....	17
Appendix F - Certificate of Occupancy Dates.....	19
Appendix G - Assessment Fee Payment Options.....	21
Appendix H - Exterior Light Information.....	23
Appendix I - Guide for Selection of Window Color.....	24
Appendix J - Exterior Front Door and Storm Door Information.....	25
Appendix K - Forms & Forms Information.....	27
Woodbury Commons Request for Approval (RFA).....	28
Woodbury Commons Emergency Contact Information.....	30

IMPORTANT CONTACT INFORMATION

Emergency Fire, Sheriff, Ambulance	911
Non-emergency Ambulance 1400 Turk Hill Rd. Fairport	(585) 223-4150
Non-emergency Sheriff (Penfield Zone A) 955 Panorama Trail S., Rochester 14625	(585) 753-4178
Fairport Municipal Offices 31 S. Main St. Fairport	(585) 223-9500
Town of Perinton General Offices 1350 Turk Hill Rd. Fairport	(585) 223-0770
U.S. Post Office 770 Ayrault Rd. Fairport	(800) 275-8777
<u>Management Company</u> Realty Performance Group, Inc. (RPG) Property Manager: Dave Drake 470 Long Pond Road, Suite 230 Rochester, NY 14612	(585) 225-7440 Email: ddrake@realtyperformancegroup.com FAX: 585/225-7630
<u>Dues Payment Processor</u> Western Alliance Bank(WAB) Technical Support (Fee Payment) See Appendix G for more information.	(844) 739-2331

BOARD, COMMITTEE & VOLUNTEER PARTICIPANTS

2026 WCHOA Board Members

Christine Simonson (1st term expires 2027), President
Thomas Klonick (1st term expires 2026), Vice President
Kathie Cahill Murray (2nd term expires 2028), Treasurer
Sharon Sofia (1st term expires 2027), Secretary
Lisa Rodriguez (1st term expires 2028), Member-at-Large

Nominating Committee

Lisa Rodriguez, Chair
Nan Notar
Marianne Weiser

Rules & Regulations Committee

Dave Richardson, Chair
Sandra Koon
Evelyn Frazee

Social Committee Members

Lisa Picone, Chair
Jennifer Lyons
Valerie Spogen
Kathleen Hurley-Spreter
Cynthia Van Hoover
Marianne Weiser

Slow Signs Caretakers (to place out from approx. May 1 to Nov.1 and store in winter)

Weisers (#60), Picones (#9) and Pressimones (#36)

VENDORS

Buildings/Carpentry: Highland Contractors (585) 507-3658

Lawn and shrub maintenance: GJ Romig Property Management, Inc. (585) 734-5007

Lawn and shrub spraying/treatment: TruGreen Lawn Care (585) 424-6330

Painting and staining: Porteous Painting: (585) 737-8166

Snow plowing: Graf's Lawn & Landscape, LLC: (585) 703-1452

Trash removal and Recyclables collection: Suburban Disposal (585) 352-3900

WOODBURY COMMONS COMMUNITY INFORMATION

Woodbury Commons is a 39-unit townhome community located in the Town of Perinton with a Fairport, New York mailing address. It is privately owned, including the roads, and consists of twelve buildings and common areas on just under nine acres of land. Initial occupancy of the units occurred between the years 1987-1994.

TRASH & RECYCLING COLLECTION

WCHOA contracts with **Suburban Disposal** for both trash and recycling collection. Trash collection and recyclables are picked up on **Tuesdays**. If this changes, residents will be notified by email or regular mail.

Homeowners provide their own trash cans. Recycling bins are available from Suburban Disposal. Per Rule 15, Booklet 3 of the WCHOA Rules and Regulations, trash with food that could attract birds and animals must be placed in a trash container with the lid fastened securely. Trash that does not contain food matter (such as, wood, metal, leaves, and household items) may be placed in securely tied trash bags or in an open trash can. Trash cans are to be placed at the end of the driveway in an area that will not interfere with lawn maintenance and care.

ADDRESSING RESIDENCE & GROUNDS CARE ISSUES

The **WCHOA RESPONSIBILITY MATRIX (Appendix A)** sets forth those items that are the responsibility of the homeowner and those for which the Association is responsible. Please review the Responsibility Matrix before calling the Property Manager to determine if the matter for which you are requesting service is something for which the Association is responsible. If unsure about who is responsible, please ask a Board member or the Property Manager for clarification.

- **RESIDENCE.** To request service or attention/repair of a problem or to register a concern affecting a residence, the homeowner is to **directly** contact the Property Manager by email (preferred) or phone (see contact information above). **DO NOT CONTACT THE VENDOR.** A service request form is not needed. The Property Manager will arrange for the work to be done directly with the homeowner. When the work is completed, a service completion report (Work Order) is filed by the Property Manager for inclusion in the monthly report to the Board of Directors.
- **VENDOR.** To express concern about the performance of a vendor, contact the Board President and/or Vice President by email (preferred) or phone.

To arrange for a **vendor to do work for you** and for which you (not the Association) will pay, you should contact the vendor directly. Homeowners should not approach workers to ask them to do personal work or work outside the scope of their contract with WCHOA.

For example, trimming trees or shrubs in backyards is not included in the WCHOA contract with the landscaper. If a homeowner wishes to have backyard trees or shrubs trimmed, he/she should contact the landscaper directly (see contact information above) to ask if the vendor will agree to do this work and the cost for the work. If the landscaper will not agree to do this work or if the homeowner and vendor cannot agree on a price, the homeowner will need to contact other vendors who can provide this service.

- **COMMON AREAS.** To report a concern or suggestion about a common area contact the Board President and/or Vice-President by email (preferred) or phone with regard to any concern affecting common areas. DO NOT contact the Property Manager with concerns about common areas.

TOWN OF PERINTON AND VILLAGE OF FAIRPORT INFORMATION

Woodbury Commons is located in the Town of Perinton just outside the Village of Fairport. A prime feature of the Town of Perinton is the Recreation Center (PRC) located next to the Town Hall at 1350 Turk Hill Road. PRC publishes a quarter-annual booklet which lists all the activities, facilities and programs offered. The booklet can be received by mail or picked up at the PRC. Information is also on the Town website at: perinton.gov

Some of the more notable benefits offered by the Town are

- Swimming facilities which include a lap pool, recreational pool with a slide and children's splash feature, a current channel, and whirlpool hot tub.
- Seniors Program which provides special athletic classes and activities, including a meal program, for residents age 55+ - the Town participates in the Silver Sneakers, Silver & Fit, and Renew Active insurance programs.
- Sunday evening concerts during the summer at Center Stage located behind the Town Hall.

Popular features in the Village of Fairport include the

- Library, located at 1 Fairport Village Landing, with programs and multiple modality materials, as well as books, for all ages.
- Crafts, Bits and Pieces shop and the Tool Thrift Shop, also located at Fairport Village Landing, which, respectively, accept donations of crafts, sewing and needlework items and accessories and tools and miscellaneous building materials for resale with the proceeds going to support senior programs.
- Perinton Historical Society, located at 18 Perrin Street, which has a museum with a library and displays about local history as well as programs and lectures.
- Summer concerts held on Thursday evenings at Kenneally Park located between the library and the canal.

These are all great resources that WC residents may want to check out.

Property Taxes. Residents should be aware that they may be eligible for a Veterans exemption if a resident or his/her spouse has military service. There is also a S.T.A.R. (School Tax Relief) Program of which residents should also be aware.

For information regarding the Veterans exemption, contact the New York State Tax Department at <https://www.tax.ny.gov/pit/property/exemption/vetexempt.htm>.

Information about the S.T.A.R. Program can be obtained through the Office of the Receiver of Taxes at the Town of Perinton (number provided above) or

<https://perinton.org/?s=STAR+Exemption> or New York State Department of Taxation at <https://www.tax.ny.gov/pit/property/star/star-qa.htm>.

APPENDIX A - WCHOA RESPONSIBILITY MATRIX

Updated APRIL 2026

Note: An "X" Indicates Association Responsibility

1 - Plumbing / Heating & Cooling:	Association Responsibility
- Interior Fresh Water Plumbing	From curb box shutoff (near street) to and including unit shutoff in all units. Water usage-based payment only.
- Exterior Fresh Water Plumbing	None
- Heating & Cooling	None

2 – Sewage:	Association Responsibility
- Internal	None
- External, Laterals (4" pipe) from unit to 8" interceptor near roadway	All after owner attempts to clear line(s) to the street interceptor
- External, interceptor (8" pipe near Woodbury Way) & beyond	None

3 – Windows:	Association Responsibility
- Glass	None
- Window frames & sills	None
- Window hardware (hinges, actuators, locks)	None
- Weather sealing between windows and frames	None
- Caulking, Painting, and Staining	Exterior Only
- Skylights, see "Roofs" Section 12	

4 – Doors:	Association Responsibility
- Garage:	
...Wood / Steel door	Exterior Painting, Staining and Caulking Only

... Hinges, Springs, tracks, cables	None
... Lifting mechanism	None
- Front entrance:	Exterior Painting, Staining and Caulking Only
- Rear entrance(s):	Exterior Painting, Staining and Caulking Only
- Storm & Screen	Exterior Painting if Color does not match Windows
- Garage (kitchen or foyer to garage)	None
- All locks	None

5 – Concrete floors:	Association Responsibility
- Garage	None
- Basement	None

6 – Walls:	Association Responsibility
- Exterior block walls:	
... Outside surface	None
... Inside surface	None
... Structural integrity	None
... Waterproofing	None
- Party walls	None
- Steel basement columns (lolly columns) and their immediate foundation	None
- All wall foundations	None
- Exterior siding and related trim (e.g., drip edges, soffits, etc.)	X - Including Staining

7 – Front porch / step(s):	Association Responsibility
- Structural Integrity	None
- Snow removal	X
- Exterior Lights	None
- Any and all additional lighting installed by owner.	None

8 – Rainwater / snow melt / sumps:	Association Responsibility
- Gutters	X Including periodic cleaning
- Downspouts	X
- Grading of soil surrounding units	X
- Storm water	X
... Interceptors (mains)	None
... Catch basins, laterals (from unit to interceptor) and downspouts	X
- Damage due to ice damming	None
- Sump pump & check valves	None

9 – Chimneys & fireplaces:	Association Responsibility
- Interior components	None
- Exterior components:	
... Cap	All, Including Caulking
... Spark arrester	All, Including Caulking
... Structural framing	All, Including Caulking
- Any and all Natural Gas or Propane conversions	None

10 – Decks / deck enclosures / patios / owner-installed improvements:	Association Responsibility
- Staining / painting	None
- Roofing, glazing, siding	None
- Structure	None
- All owner installed improvements	None

11 – Vents:	Association Responsibility
- Dryer vents	Exterior portion only, including caulking
- Bathroom vents	Exterior portion only, including caulking
- Kitchen vents	Exterior portion only, including caulking
- Sewer vents	Exterior portion only, including caulking
- Vacuum cleaner vents	Exterior portion only, including caulking
- Soffit	X-Maintenance Only

12 – Roofs:	Association Responsibility
- Shingles	X
- Underlayment	X
- Sheathing	X
- Integral roof peak vent	X
- Flashing / drip edge	X
- Framing	Repair of leaks only
- Skylight Replacement	None. Replacement is responsibility of Homeowner & requires an RFA
- Skylight Leaks	Exterior caulking of leaks only

13 – Common areas:	Association Responsibility
- Common Areas Defined:	Common areas are all areas beyond the borders of individual units as defined in the Instrument Survey Map for each unit. This is usually 2 feet out from the foundation in the front of units and on the sides. In the back of the units, it is generally 20 feet from the foundation.
- Grass	All except watering
- Trees	All trees whether planted by WCHOA or Owner. Except watering.

- Shrubs	All shrubs whether planted by WCHOA or Owner. The Association reserves the right to trim, shape, thin out, or remove any planting in the side, front or rear of units that in the Board's opinion has become an eye sore or threatens the integrity of the foundation, wall, or roof of a unit or adjacent units. Such work undertaken by the Association shall be charged to the homeowner. No work will be done until after the homeowner has been consulted. Except Watering.
- Roadways	X
- Sidewalks	X
- Driveways	X
- Street gutters	X
- Street lighting	X
- Fire hydrants	None
- Mailboxes	X
- Lawn irrigation systems	None

14 – Services & infrastructure:	Association Responsibility
- Electric:	
... Mains (primary, transformers & pull boxes, if used)	None
... Secondary service	Common areas. From transformer (or pull box) to meter.
... Street & monument lighting	X
- Refuse & recycling	All routine removal
- Snow removal / deicing	3" or more of snow only on roadways, driveways, and sidewalks will trigger plowing and shoveling. Deicing will be applied to the roadway by the plowing contractor in its discretion or as the Board approves.
- Insurance:	
... Structures and common areas master fire, liability and umbrella including "improvements and betterments" for cost of	All unless caused by negligence or wanton malicious act of owner(s). Owner(s) will be assessed any applicable deductibles.

“replacement of like quality with no depreciation”	
... Personal contents, liability and umbrella	None
Insects & undomesticated animals:	
... Maintenance threat	Voles, moles, carpenter ants and carpenter bees; undomesticated animal damage which affect the structural integrity of the Unit or lawn, shrubs, trees, or other landscape.
... Undomesticated animal and unknown (stray) domesticated animal removal	None
- Cable TV	None
- Telephone	None

APPENDIX B - MAP OF WOODBURY COMMON BUILDINGS & UNITS



Appendix C - Staining and Painting Schedule

All units in a building are scheduled for routine staining and painting (including doors & garage doors) and caulking (as necessary) on a five-year rotating basis.

NOTE: Deck staining and maintenance are the responsibility of the homeowner. Homeowners may hire Porteous Painting to stain their decks, retain another vendor or do the work themselves.

By Unit

<u>Unit Number</u>				Next	+5	+5	+5	+5
1	3	5	7	2026	2031	2036	2041	2046
2	4	6		2029	2034	2039	2034	2049
8	10	12	14	2028	2033	2038	2043	2048
9	11	15		2027	2032	2037	2042	2047
16	18	20		2028	2033	2038	2043	2048
17	19	21		2026	2031	2036	2041	2046
22	24	26	28	2030	2035	2040	2045	2050
30	32	34		2029	2034	2039	2044	2049
36	38	40		2027	2032	2037	2042	2047
42	44	46		2027	2032	2037	2042	2047
48	50	52		2029	2034	2039	2044	2049
56	58	60		2030	2035	2040	2045	2050

By Year

2026 - Units 1, 3, 5, 7, 17, 19, 21

2027 – Units 9, 11, 15, 36, 38, 40, 42, 44, 46

2028 – Units 8, 10, 12, 14, 16, 18, 20

2029 – Units 2, 4, 6, 30, 32, 34, 48, 50, 52

2030 – Units 22, 24, 26, 28, 56, 58, 60

APPENDIX E - DRIVEWAY SEALING SCHEDULE

Note: The interval was changed from three to four years in 2023.

<u>UNIT</u> <u>#</u>	<u>2021</u>	<u>*2022/23</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
1		X				X			
2	X			X				X	
3	X			X				X	
4		X				X			
5	X			X				X	
6		X				X			
7	X			X				X	
8		X				X			
9	X			X				X	
10		X				X			
11		X				X			
12		X				X			
14		X				X			
15	X			X				X	
16	X			X				X	
17	X			X				X	
18	X			X				X	
19	X			X				X	
20		X				X			
21	X			X				X	
22		X				X			
24	X			X				X	
26		X				X			
28	X			X				X	
30	X			X				X	
32	X	X		X		X		X	
34		X				X			
36	X			X				X	

38	X			X				X	
40	X			X				X	
42	X			X				X	
44	X			X				X	
46	X			X				X	
48		X				X			
50	X			X				X	
52		X				X			
56		X				X			
58		X				X			
60	X			X				X	

*Driveways Scheduled for 2022 & 2023 were all done in 2023.

APPENDIX F - CERTIFICATE OF OCCUPANCY DATES

A Certificate of Occupancy (C of O) is the document issued by the Town certifying that a home is complete, has passed inspection, and is cleared to be occupied.

Woodbury Commons - Building Dates

- Notes: 1) Unit Numbers are USPS Mailing Address on Woodbury Way.
2) Lot numbers are per the original subdivision map on file with Monroe County and is referred to in the homeowner's Deed to the property.

<u>Building</u>	<u>Location</u>	<u>Unit #</u>	<u>Lot #</u>	<u>C of O Date</u>
A	Outside Circle	2	1	9/28/1987
		4	2	9/28/1987
		6	3	9/28/1987
B	Outside Circle	8	4	5/17/1988
		10	5	5/17/1988
		12	6	5/17/1988
		14	7	2/3/1988
C	Outside Circle	16	11	2/2/1990
		18	12	3/24/1992
		20	13	9/18/1990
D	Outside Circle	22	14	8/2/1991
		24	15	4/27/1992
		26	16	11/18/1992
		28	17	5/29/1991
E	Outside Circle	30	18	9/28/1990
		32	19	8/8/1991
		34	20	4/4/1990
F	Outside Circle	36	24	1/3/1990

		38	25	12/12/1989
		40	26	11/9/1989
G	Outside Circle	42	31	4/3/1989
		44	32	5/10/1989
		46	33	7/6/1989
H	Outside Circle	48	34	5/25/1990
		50	35	7/31/1990
		52	36	8/21/1990

APPENDIX G - ASSESSMENT FEE PAYMENT OPTIONS

Woodbury Commons Homeowners Association, Inc.

As of November 1, 2022, Woodbury Commons uses Western Alliance Bank (WAB) for Monthly Assessment Payments. WAB specializes in banking for Homeowners Associations and Condominiums. This allows you as the homeowner a wide range of options for making Homeowners Association assessment payments. All payments are made directly with the bank to provided efficient and secure service.

- 1) Online Options: (See detailed instructions #1 if you would like to use any of these options.)
 - a) Pay by Direct Debit online: Homeowners can have assessments taken directly out of their accounts each month, for free. Since it's automatic, homeowners won't have to worry about remembering to make payments.
 - b) Pay by eCheck online: Homeowners can make a one-time or reoccurring automatic assessment payment with just a few clicks. Payments made with eCheck will take up to four days to process.
 - c) Pay by Credit Card online: WAB's secure, convenient HOA assessment payment service accepts Visa®, MasterCard®, American Express® and Discover® Card, with minimal fees. Payments made by credit card may take up to five days to process.
- 2) Pay by Mail: (See detailed instructions #2 if you would like to use this option.) Homeowners can write checks for assessment fees and mail them to WAB's Lockbox center, where they will be quickly processed and deposited.
- 3) Pay by Automatic Bill Pay with Your Personal Financial Institution: (See detailed instructions #3 if you would like to use this option.) Homeowners can set up automatic payments with their personal financial institution.

Detailed Payment Instructions

1. Online Payments or Scheduled Automatic Withdrawal Payments:

Here is a link to make payments online or with scheduled automatic withdrawal:

<https://pay.allianceassociationbank.com/Home?cmcid=DC41AA2C>

Management Company ID – 7824 Association ID - wbcomn

Account Number – This will be the account number that is unique to your unit- the format is your 2-digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.

If you have technical issues setting up your online account or payments, please contact Western Alliance Bank Online Technical Support at (844)739-2331. Woodbury Commons Homeowners Association, Inc.

2. Payments by Mail with a Check:

If you would like to use the US Postal Service, checks for the Association fee must be payable to Woodbury Commons Homeowners Association, Inc. For prompt and accurate processing, please be sure to include your **Association ID, which is wbcomn**, and your Account Number on the check in the memo line. The **Account Number is unique to your unit in the format of your 2-digit unit number followed by your street abbreviation**. For example, if your unit number is only 1 digit, add a zero in front of it. For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.

For example, 11 Woodbury Way would write in the memo line of the check:

wbcomn - 11WW

All checks should be mailed to address:

Woodbury Commons Homeowners Association
P.O. Box 95903
Las Vegas, Nevada, 89193-5903

3. Payments with your personal financial institution:

If you utilize your personal financial institutions online bill pay system, please do the following:

1. Create a new payee for your payments using the mailing address listed below.
2. When asked for your payee account number, please enter your Association I.D and your Account Number. For example, 11 Woodbury Way would use:

Association ID - wbcomn

Payee Account Number: wbcomn - 11WW.

Account Number – This will be the account number that is unique to your unit, the format is your 2-digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.

Woodbury Commons Homeowners Association
P.O. Box 95903
Las Vegas, Nevada, 89193-5903

NOTE: If you set up automatic payments with your personal bank they are sent by mail. If you own multiple units, you must send in separate payments for each unit.

APPENDIX H - EXTERIOR LIGHT INFORMATION

The fixture over our garage doors was originally one of two styles, shown. As of February 2024.

Style 1

Manufacturer: Generation Lighting

Model: Lancaster Traditional 3 Light Outdoor Fixture

Colors: Black, Brass, Antique Bronze

Available at Home Depot and other suppliers.



Style 2

Manufacturer: Unknown

Model: Unknown

Colors: Unknown

Available at Unknown

Manufacturer: Livex Lighting

Model: Westover

Colors: Black (2181-04) Brass (2281-02)

Antique Brass (2281-01)

Available on Amazon and online.

Note: Not an exact match for the original style



APPENDIX I - GUIDE FOR SELECTION OF WINDOW COLOR

Guide for Selection of Window Color (below) sets forth acceptable colors for windows available in the Rochester, NY area.

Mfr / Store	Material	Medium Brown Color	Dark Brown Color
Anderson / Home Depot and several others	Vinyl	Terratone	Dark Bronze
Marvin / Rochester Colonial	Fiberglass-clad wood	Pebble Gray	Rustic Bronze or Bronze
Pace / their custom brand	Vinyl	Terratone	Bronze
Pella / Lowe's	Vinyl	Portobello	Brown
OKNA Sierra Pacific / Wonder Windows	Vinyl Aluminum clad	Terra Brown Sand	Bronze Bronze

NOTE: The Rules and Regulations Committee is not recommending a particular manufacturer or store. Some manufacturers' windows can be found at several different stores. Manufacturers and stores have different warranties on labor and material which should be checked before purchase. The colors selected by the Rules and Regulations Committee are matched as closely as possible to **PANTONE 7531 and 7533**, however there are variations between manufacturers.

The PANTONE COLOR CHART can be found at:

<http://www.graphicsport.com/Pantone%20Chart.pdf>

APPENDIX J - EXTERIOR FRONT DOOR AND STORM DOOR INFORMATION

DOOR: an exterior door designated as a front door or front entry that is the same or similar in design to one of the below photos. Handle shall be brass or antique brass or black. Door shall be painted Woodbury Gray at the Association's expense.



NOTE: Pictures are given to illustrate acceptable styles/designs only and not to imply approval of the color depicted therein. Acceptable colors are set forth specifically under "Windows" below and in the *Guide for Selection of Window Colors*.

STORM/SCREEN DOOR: an exterior front storm/screen door simple in design with no embellishments that is either full view removable glass and screen or full view or mid-view with retractable screen or screen that comes down from the top. Handle shall be brass or antique brass or black. Color shall be brown closely matching frame and trim of the Unit's windows or painted Woodbury Gray at Association expense.



NOTE: Pictures are given to illustrate acceptable style/design only, and not to imply approval of the color depicted therein. Acceptable colors are set forth specifically under “Windows” below and in the *Guide for Selection of Window Colors*.

APPENDIX K - FORMS & FORMS INFORMATION

Request for Approval (RFA)

RFA / Exterior Changes. As mandated by Article VIII of the Declaration of Covenants (Booklet 2), all exterior changes to the buildings and grounds require prior Board approval of a Request for Approval (“RFA”). RULE 2 of the Rules and Regulations (Booklet 3) sets forth a non-exhaustive list of changes that require an RFA. RFAs should be submitted to the Property Manager and Board President as far in advance of an upcoming Board meeting as possible to allow sufficient time for any necessary notice to neighbors.

Upon receipt of an RFA, the Board or the Property Manager will determine whether the RFA is such that neighbors of the applicant homeowner should receive notice of the RFA. If the Board or Property Manager determines that notice is necessary, all appropriate neighbors will be notified pursuant to the provisions of **RULE 1**. As stated in **RULE 1**, such notice entitles neighbors to be heard, but not to control the outcome. Determination of an RFA rests in the sole discretion of the Board of Directors.

Possession of any required town permit does not waive the need for Board approval of an RFA. The Board will not knowingly approve a project that is in violation of town, county or zoning codes. Responsibility for compliance with any applicable codes is solely that of the homeowner.

The Request for Approval (RFA) form is below. You can print the form, complete it, and submit it to the Property Manager and Board President OR you can request an RFA Fill-in Form from the Property Manager. The RFA Fill-in Form can be filled in on your computer and saved. If you save the RFA Fill-in form on your computer, you can reopen it and make any additional updates needed, then save it again and resubmit it to the Property Manager.

Emergency Contact Information Form

Residents are asked to keep their emergency contact information current because situations may arise where it may be necessary to get in touch with a family member or someone who knows the resident and is trusted by him/her. The information contained in the Emergency Contact form will be accessed only in the case of an emergency, as necessary.

The Emergency Contact Information form is below. Submit the completed form to the Property Manager. You can print, complete, and submit it OR you can request an Emergency Contact Information Fill-in Form from the Property Manager. The Emergency Contact Information Fill-in Form can be filled in on your computer and saved. If you save the Emergency Contact Information Fill-in form on your computer, you can reopen it and make any additional updates needed, then save it again and resubmit it to the Property Manager

NOTE: To request or submit an RFA or Emergency Contact Information Fill-in Form, please contact the Property Manager:

Dave Drake
Realty Performance Group, Inc.
470 Long Pond Road Suite 230
Rochester, NY 14612

(585) 225-7440

Email: ddrake@realtyperformancegroup.com

WOODBURY COMMONS REQUEST FOR APPROVAL (RFA)

Please return completed form to:
ddrake@realtperformancegroup.com

Realty Performance Group, Inc.
470 Long Pond Road, Suite 230
Rochester, New York 14612

Homeowner:

Address:

Phone (Daytime)

I request approval for the following changes to the exterior of my townhouse and property or to the common area of the community. I understand that it is my responsibility to obtain any building permits that may be necessary for this work. I provide the following information in support of this application by the attached pages. ALL SIX ITEMS MUST BE PROVIDED:

- 1) Photo, picture or sketch of proposed change
- 2) Description of materials to be used and/or an item number and manufacturer sufficient to allow the Board to research the material or item to be used
- 3) Description of the material color and, in the case of windows and storm doors, a color sample.
- 4) Name of contractor doing the work and certificate of insurance evidencing appropriate liability and workers compensation insurance
- 5) Reason for Request for Approval
- 6) Nature of any future maintenance that may be required to be done by the Association

Date: Applicant's Signature

=====

Board of Directors action: Approved Denied

Conditions or comments, if any:

Date for completion of approved work, after which approval will be revoked and a new RFA will be required:

Decision Date:

Board informed applicant of its decision of date:

- E-mail USPS

Attached pages:

- 1) Photo, picture or sketch of proposed change (attach separately)
- 2) Description of materials to be used and/or an item number and manufacturer sufficient to allow the Board to research the material or item to be used

- 3) Description of the material color and, in the case of windows and storm doors, a color sample.

- 4) Name of contractor doing the work and certificate of insurance evidencing appropriate liability and workers compensation insurance

- 5) Reason for Request for Approval

- 6) Nature of any future maintenance that may be required to be done by the Association

WOODBURY COMMONS EMERGENCY CONTACT INFORMATION

Situations may arise that necessitate getting in touch with a resident's family or emergency contact. It is requested that all residents please use this form to provide current information on an ongoing basis as circumstances and preferences change. This information will be maintained in confidence and not shared by RPG and used only for emergency purposes, as necessary.

Thank you in advance for your cooperation with this request.

The form can be filled in on your PC and saved, then printed or emailed. Please return

Via mail:

Via email:

Realty Performance Group
470 Long Pond Road, Suite 230
Rochester, NY 14612

ddrake@realtyperformancegroup.com

Unit #

Names of Resident(s)

Telephone Numbers

Email Addresses

License Plates and make of vehicle(s)

Emergency Contact(s) (Name & Phone Number)

WOODBURY COMMONS EMERGENCY CONTACT INFORMATION

Situations may arise that necessitate getting in touch with a resident's family or emergency contact. It is requested that all residents please use this form to provide current information on an ongoing basis as circumstances and preferences change. This information will be maintained in confidence and not shared by RPG and used only for emergency purposes, as necessary.

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470 Long Pond Road, Suite 230
Rochester, NY 14612

Unit #

Names of Resident(s)

Telephone Numbers

Email Addresses

APPENDIX G - ASSESSMENT FEE PAYMENT OPTIONS

Woodbury Commons Homeowners Association, Inc.

Woodbury Commons HOA uses (since November 1, 2022) Alliance Association Bank (AAB) for Monthly Assessment Payments. AAB specializes in banking for Homeowners Associations and Condominiums. This allows you, as the homeowner, a wide range of options for making Homeowners Association assessment payments. All payments are made directly with AAB to provided efficient and secure service. RPG no longer accept payments in their office.

- 1) Online Options: (See detailed instructions #1 if you would like to use any of these options.)
 - a) Pay by Direct Debit online: Homeowners can have assessments taken directly out of their accounts each month, for free. Since it's automatic, homeowners won't have to worry about remembering to make payments.
 - b) Pay by eCheck online: Homeowners can make a one-time or reoccurring automatic assessment payment with just a few clicks. Payments made with eCheck will take up to four days to process.
 - c) Pay by Credit Card online: AAB's secure, convenient HOA assessment payment service accepts Visa®, MasterCard®, American Express® and Discover® Card, with minimal fees. Payments made by credit card may take up to five days to process.
- 2) Pay by Mail: (See detailed instruction #2 below if you would like to use this option.) Homeowners can write checks for assessment fees and mail them to AAB's Lockbox center, where they will be quickly processed and deposited.
- 3) Pay by Automatic Bill Pay with Your Personal Financial Institution: (See detailed instructions #3 below if you would like to use this option.) Homeowners can set up automatic payments with their personal financial institution.

Detailed Payment Instructions

1. Online Payments or Scheduled Automatic Withdrawal Payments:

Via

Here is a link to make payments online or with scheduled automatic withdrawal:

<https://pay.allianceassociationbank.com/Home?cmcid=DC41AA2C>

Management Company ID – 7824 Association ID - wbcomn

Account Number – This will be the account number that is unique to your unit, the format is your 2 digit unit number followed by your street abbreviation. If your unit number is only 1 digit, please add 1 zero in front of it. For example, if your address is 1 Woodbury Way, you will use the account number 01WW. The address 11 Woodbury Way would use the account number 11WW.

[Empty rectangular box for text entry]

License Plates and make of vehicle(s)

[Empty rectangular box for text entry]

Emergency Contact(s) (Name & Phone Number)

[Empty rectangular box for text entry]