

**Silver Ponds
Homeowners'
Association**

Homeowners' Handbook

**Revised
March 2015**

All homeowners and residents are strongly encouraged to review this document. We all want our community to function in an atmosphere of mutual respect and friendliness. Therefore, careful attention should be given to the Community Rules and Regulations. It is important that all of us have a clear and accurate knowledge of our community responsibilities.

Pursuant to By-Laws Article III Section 5, (a)6, the Board of Directors is authorized “to make reasonable rules and regulations and to amend the same from time to time”. Such rules, regulations and amendments shall be binding upon the members when the Board has approved them in writing and distributes a copy to each member. The Rules and Regulations may include reasonable limitations on the use of the recreational facilities and common properties by guests of members.

Individual Units:

(1) Disturbances-

- No owner, tenant or guest shall make, cause or permit any unusual disturbing or objectionable noises or odors to be produced from his/her unit, or permit anything to be done therein that will interfere with the rights, comfort or convenience of the other units owners.

(2) Excessive Noise-

- No unit owner, tenant or guest shall make excessive noise at anytime or play any musical instrument or operate stereo equipment, radios, television sets or loud speakers in or outside the unit between 9:00 P.M. and the following 9:00 A.M. if it shall disturb or annoy other occupants of the buildings.
- In no event shall any unit owner, tenant or guest practice either vocal or instrumental music between the hours of 9:00 P.M. and the following 9:00 A.M.

(3) Maintenance-

- Each unit owner must promptly perform all maintenance and repair work to his/her unit, which, if omitted, would affect the common elements. The unit owner will be liable for damages caused to the common elements or other units due to the failure to perform the needed maintenance work.
- Each unit owner shall keep his/her unit in a good state of preservation, condition, repair

and cleanliness. If an owner fails to do so, the Board reserves the right to employ the necessary workmen to perform the needed maintenance or repair and bill the owner for any repairs or maintenance.

(4) Exterior Repairs, Upgrades and Replacements

- For the protection of the unit owner and surrounding neighbors, all contractors must submit proof of liability insurance and worker's compensation. The certificate must name the homeowner and the Silver Ponds Homeowners Association as the additionally insured. All appropriate paperwork must be submitted to the Board for approval prior to any work commencing. A work permit must be displayed prior to start of work and remain during the work period. The Management Company must be notified within one (1) week after work is completed.
- All units that have the original roofs are required to maintain them, and to remove mold and streaking. Once new roofs are installed, this maintenance requirement should become less frequent, but is still required.

(5) Snow-

- The Association will provide hand or power shoveling of the walkway leading to each doorway and the driveway leading to each garage door. The Association is not responsible for any use or application of deicer on any walkway or driveway.

(6) Doors –

- Storm doors shall be white, full pane glass doors.
- Entrance doors shall be white.

(7) Satellite Dishes -

- Satellite dishes are to be installed in a manner that creates the minimal visual intrusion.

(8) Privacy Fences –

- Finishes on wood must be clear wood stain preservative. Dimensions are 6'x8' with 6' vertical slats, board on board. Colored stains or paints are not permitted.
- Vinyl fence must be white in color. Dimensions are 6'x8' with 6' vertical slats, board of board.

(9) Garbage Cans –

- Garbage cans and other solid refuse containers are not to be placed or stored outside of the home except on pick-up days or the evening before. ALL HOUSEHOLD REFUSE MUST BE PLACED IN A COVERED GARBAGE CAN. All containers must be taken in as soon as possible after pick-up. Yard waste such as leaves, weeds, and branches may be placed at the curb in plastic bags on pick-up days or the evening before.

(10) Barbecue Grills –

- All outdoor grills, charcoal or gas, are to be kept a minimum of three feet from any

building. BBQ's must be used on rear patios only and never on a driveway or grass area.

- Fire pits of any sort are prohibited.

(11) Decks, Patios and Awnings -

- All construction and re-construction plans must be submitted to the Board for written approval in advance of installation. The deck and patio regulations allow only for the basic construction of decks and patios and do not authorize any other additions.
- Items such as planters, lights, etc. may be used if they are “free standing”, meaning not attached to or built into the deck or the patio.
- The installation of awnings shall conform to size, style and color (beige & white or green & white striped) as approved by the Board with written Board approval in advance of installation.

(12) Window Air Conditioners –

- Homeowners shall not install or permit to be installed any window mounted or through the wall air conditioning unit.

(13) General –

- No building, fence, wall or other structure shall be changed without prior written approval of the Board.

(14) Lighting and Outdoor Decorations –

- Except for seasonal decorative lights, which shall be displayed between December 1st and

January 10th only, all other exterior lights or decorations must be approved by the board in advance of placement.

(15) Energy Conservation Equipment –

- No energy collector panels or attendant hardware or other conservation equipment shall be constructed or installed on any unit without written approval of the Board in advance of installation.

(16) Landscaping –

- All landscaping of common property shall be in strict accordance with the landscape requirements and guidelines of the SPHOA. All plantings and landscaping of common grounds is the responsibility and sole authority of the Board through its property manager and the landscaping contractor.

(17) Signs –

- No sign or notice of any kind shall be erected within the community by any homeowner, tenant or guest. The Board shall have the right to erect signs, which it deems appropriate.

(18) Garage Sales –

- No garage sales, moving sales, or similar activity shall be permitted without prior written approval of the Board and the issuance of a permit.

(19) Bird Baths, Bird Feeders and Bird Houses –

- These are not permitted on common property.

(20) Hazardous Materials –

- Any item or substance deemed by the Board, the Management Company, or the local fire department to present an imminent hazard to life or property must be removed from any unit. The Association bears no responsibility for storage or security of items removed.

Common Property:

The land surrounding your home is considered restricted and/or common property that is subject to all Covenants and By-Laws of the Association, including the following:

(1) Damage –

- Homeowners shall be liable for all damage to the common property of the Association which shall be caused by said owner, tenant or guests.

(2) Pets –

- Pets are to be walked in the roadways on a leash.
- Pets are not permitted to run loose on common areas.
- All pet owners are required to clean up after their pets with a “pooper scooper” or some other visible means of waste pick – up.
- Pet owners are responsible for any damage caused by their pets to the common areas.

- No more than two (2) pets per household (dogs and or cats) are permitted.

(3) **Ponds** –

- No one is to enter the ponds, whether frozen or not, for any reason. Ponds are not for recreation. No skating, walking, sledding, fishing or riding of any vehicle is permitted. These activities are extremely dangerous.

(4) **Sprinklers** –

- Only authorized personnel are to adjust sprinkler time clocks and sprinkler heads. Residents are not to tamper with these components. The entire system can be disrupted.
- All work performed on the irrigation system must be performed by the contractor authorized by the Board.

(5) **Lawn Area** –

- No furniture, fixtures, barbecues, kiddie furniture/pools, etc. shall be placed on lawn areas around units.

Recreational Facilities:

(1) **Hours** –

- Clubhouse is open from 5:00 A.M. – 10:00 P.M. Sunday – Thursday and from 5:00 A.M. – 11:00 P.M. Friday and Saturday. Clubhouse access can be suspended for non-payment of common charges, assessments or

fines. Smoking is not permitted in the clubhouse.

(2) **Guests –**

- Guests are welcome to use clubhouse facilities only when accompanied by homeowner or tenant. Number of guests is limited to six (6) per visit, per homeowner/tenant.

(3) **Clubhouse Activities –**

- Only activities approved by the Board may be held at the clubhouse. The Board has the sole authority to determine the time and dates of all activities planned at the clubhouse.
- The Board meetings or Board sanctioned meetings shall take precedence over any previously scheduled activity.
- The Board reserves the right to cancel any previously scheduled activity in order to have the whole community attend events such as a “movie night” or any other special event.
- No personal or private parties are permitted at the clubhouse under any circumstances.

(4) **The following age restrictions shall be observed at all times at the clubhouse:**

No one under 18 is permitted to use the clubhouse unless accompanied by a parent or an adult.

Billiard Room – Children under 14 are not permitted to use the billiard tables. Children between the ages of 14 to 17 must be accompanied by a parent or an adult.

Exercise Room – No one under 18 is allowed to use the exercise equipment.

Tennis Courts – An adult must accompany children under 14.

Clubhouse Grounds – Roller skating, skateboarding or bike riding is prohibited.

(5) Pool Area –

- There will be a lifeguard on duty from 10:00 A.M.- 6:00 P.M. from Memorial Day to Labor Day.
- An adult must accompany children under 16.
- All children must be toilet trained to use the main or lap pools. Children in swim diapers (swimmies) must use the kiddie pool.
- One (1) adult can supervise a maximum of four (4) children.
- No diving or running is allowed.
- No food, alcoholic beverages, glass containers or smoking are allowed in the pool area.
- No persons with open wounds are permitted in the pools.
- Proper bathing attire is required.
- The Board has the authority to close the pool for a valid reason such as inclement weather or health concerns.
- The lifeguard on duty has the discretion to close the pool if deemed necessary.
- The lifeguard on duty has the authority to remove anyone from the pool area for non-compliance with pool rules.
- Only personal sound systems with earphones are allowed.

- The lap pool is strictly for swimming or walking laps or other aerobic water activities.
- No reserving of lounges, tables or chairs is permitted unless users remain in the pool area.

(6) **Playing Courts** –

- Tennis Courts – If busy, we will have a sign-up sheet on the bulletin board. Court time limit if someone is waiting or has a reservation is no more than one (1) hour.
- Basketball Court – share the court.
- Shuffle Board, Bocce and Horseshoes – limit to one (1) hour if people are waiting.
- Only tennis shoes or sneakers are allowed on playing surfaces.

(7) **General** –

- Use of exercise equipment and swimming pool is **at your own risk**.
- No pets are permitted in the clubhouse and pool areas.
- Do not remain in building with wet swim suits.

Motor Vehicles

(1) **Repair** –

No vehicular repair (except for emergency repairs) shall be made on any of the roadways or driveways.

(2) **Parking** –

Roadways and driveways shall not be used for the parking of any boat, trailer, camper, recreational vehicle, bus, truck or commercial vehicle as

defined by the New York State Motor Vehicle Department as a vehicle requiring commercial plates.

Commercial vehicle shall be defined as follows:

- Vehicle weighing in excess of 5,000 pounds.
 - Vehicle which has advertising on its sides, rear or roof.
 - Van or panel truck (unless equipped with passenger seats).
 - Vehicle too large to fit into the garage, except luxury vans with unusual height.
- No overnight parking is allowed in the clubhouse parking lot. That lot is for short-term parking while using clubhouse facilities only.
 - No vehicle can be parked on roadways or allowed to sit unused without written approval of the Board.
 - All vehicles must have current registrations and inspection stickers and must be in drivable condition (no flat tires, etc.).
 - In order to keep the streets clear for emergency vehicles, school buses, service vehicles etc. the Board insists that all residents adhere to the following:
 - a) Use your garage for parking.
 - b) Use your driveway for parking.
 - c) Park additional vehicle(s) across the end of your own driveway.

d) No parking is permitted on Silver Ponds Blvd. or Rolling Estates Circle at any time.

(e) No ATV's, quads, or golf carts are permitted on the roadways or common property within the community at any time.

Leasing Units:

- A rental permit must be obtained from the town.
- Any homeowner who leases his/her unit must notify the Board of such action and provide the Management Company with a copy of the lease.
- Any homeowner who leases his/her unit must provide the Board with information regarding all vehicles of the lease, i.e. make, model, year and plate number.

Selling Units:

- Any homeowner selling his/her unit must have an attorney contact the Management Company prior to closing.
- At closing the Declarations and By-Laws, Community Rules and Regulations, and entry devices must be given to the new homeowner.
- Prior to closing, seller's attorney must contact the Management Company for a common charge release letter and a certificate of insurance.

Assessments for Violations

- First time violation of the Rules and Regulations will result in a warning letter.
- If a violation is not corrected or eliminated within ten (10) days of receipt of warning letter, a \$50.00 fine will be levied.
- Fines will be considered additional common charges and will be treated as such regarding late penalties and lien on property as provided in the By-Laws.
- The Board is authorized to collect fines in the same manner as it is authorized to collect delinquent assessments and common charges.

Safety Tip:

- For your safety and for the safety of your neighbors, please have your dryer vents cleaned every year. Not only does this reduce the risk of fires, but also, it will maintain the efficiency of your dryer.