

# **HILLSBORO COVE HOMEOWNERS ASSOCIATION, INC.**

## **Rules & Regulations (R&R)**

September 2019 -Revised August, 2020

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## PURPOSE OF THIS DOCUMENT

The purpose of the Rules & Regulation document (R&R) is two-fold.

### **Board Authority**

First, the R&R establishes the authority of the Board of Directors of the Hillsboro Cove Homeowners Association (HOA) to interpret and enforce the rules and regulations set forth in the governing documents of the Hillsboro Cove Community, specifically what was established in the Bylaws and the Declaration, Covenants, Conditions, and Restrictions (DCCR) documents at the inception of the community. The Board also has the authority to establish new rules when necessary, for the good of the community.

This authority is granted by the Bylaws document that outlines the operation of the HOA, in particular, how the community is governed. **As stated in the Bylaws, Article V, Section 5.11, Sub-paragraphs H and I, the Board of Directors of the HOA is authorized (H) to adopt and publish rules and regulations regarding the use of the property; and (I) to impose penalties for violations of those rules and collect fines and delinquent assessments.**

The R&R therefore, contains rules and regulations that are enforceable by the Board, as authorized by the governing documents of the Association.

### **Summary of R&R (Rules and Regulations) Document**

The second purpose of the R&R is to act as a reference to and provide clarification of the rules and regulations specified in the DCCR or established by the Board, so that homeowners understand their responsibilities as well as the responsibilities of the HOA and the Board of Directors.

The regulations cited in the R&R come directly from the above documents and from Association policies the Board has established.

*Hillsboro Cove Homeowners Association, Inc., as a shared community has rewards and benefits, but also imposes certain obligations and restrictions. The Board of Directors hopes that this Rules & Regulations document will facilitate your enjoyment of Hillsboro Cove.*

## HANDY INFORMATION

### **See Separately Printed Page 6**

As of June 25, 2018, the Handy Information page will be issued separately from the R&R Handbook because it requires more frequent revisions than the handbook.

This page will remain in place.

To see the latest contact information on the Handy Information page, go to:

<http://realtyperformancegroup.com> Scroll to Hillsboro Cove

# HILLSBORO COVE COMMUNICATIONS PLATFORMS

## **Website INFORMATION**

The Hillsboro Cove community information can be found at:  
<http://realtyperformancegroup.com> (Scroll to Hillsboro Cove)

The purpose of the RPG website is to make available pertinent information to our community while reducing mailing expenses.

On the front page of the RPG website you will find a work order form to complete if you are in need of service from RPG.

Once you scroll to Hillsboro Cove you will find the following documents:

HC Variance	Assessment Payments
HC Variance/ Release Waiver	Electronic Funds Transfer
Rules & Regulations (R&R)	Maintenance Service
Handy Information Page 6 of R&R	Certificate of Insurance
Declaration of By-Laws	Refuse and Recycle
Homeowner Questionnaire	Landscaping
2020 Minutes	Alterations and Additions

Lisa Taggart, RPG is the administrator for the RPG website. She is the only person who can post to the site. Lisa has discretion on what can be posted, with Board approval, if necessary. If you have questions contact [Lisa Taggart](mailto:Lisa.Taggart@realtyperformancegroup.com) ([Lisa.Taggart@realtyperformancegroup.com](mailto:Lisa.Taggart@realtyperformancegroup.com))

## **Email Messaging**

The RPG/HC website and email notifications work together to announce, alert, or post information to the community.

To opt-in for email, please contact Judy Lipka ([dajude1152@gmail.com](mailto:dajude1152@gmail.com)) to get placed onto this distribution list. The distribution list will only be used for Hillsboro Cove Board communications and periodic newsletters. Your email address will not be shared with any other party or used for anything other than HC related activities.

The email subject line will begin with: "Hillsboro Cove Communication:" The subject of the email will be stated, such as, "Lawn Treatment Scheduled," or "Hillsboro Cove Newsletter."

## **US Postal Service Mailings**

Certain communications must still be delivered by the USPS *to all residents*, such as notifications of the annual meeting, or communications requiring a community vote.

Residents who have not elected to receive Board Communication emails will continue to receive USPS mailed materials (newsletter for example). However, not all Board communications will be sent via USPS. For example, while the minutes will not be mailed, the newsletter will. Residents with computer access can see Board communications by periodically visiting the RPG website. Residents without computer access must contact a Board member to get a copy of the latest minutes.

In any event, an individual will receive communications either by email or USPS, but not both, with the exception of the first paragraph above.

The Board's regularly scheduled meetings are the second Thursday of each month. However, this can change because we need a quorum and if Board members cannot attend for various reasons, the meeting may be rescheduled. We meet at each other's homes from 3 to 5 p.m., the location of which varies monthly.

If a resident wants to discuss an issue with the Board in person, the Board requests that you contact a Board member two weeks in advance, if possible. But what is imperative is that you indicate what the issue is that you want the Board to address so the Board has time to research the issue so that there will be a productive conclusion to the residents' visit.



## RESPONSIBILITY CHART

Category	Association / Other	Homeowners
Brickwork	XX	
Cedar Siding and Trim	XX	
Deck Repair	XX	
Deck Staining (Every odd-numbered year)		XX
Doors / Windows; Storm & Screen		XX
Driveways, Parking Areas, Roads	Repair, resurfacing, sealing	
Foundations		XX
Glass Surfaces – Window Panes		XX
Gutters and Downspouts	XX	
Heating / Cooling		XX
Insect/pest Control	Exterior	Interior
Insurance – Master Coverage, Fire, Liability, Umbrella, & Earthquake	XX	
Insurance – Personal Contents, Liability, Umbrella, & Other		XX
Landscaping	Common Areas	Own Plantings Via Variance
Lighting – Street	XX	
Lighting Fixtures - Exterior		XX
Plumbing		XX
Refuse, Rubbish, Recycling	Waste Management	
Roofing and Vents	XX	
Sewers, Storm Water, Sanitary	XX	
Skylight glass, glass replacement and silicone caulking around skylight lens.		XX
Snow Removal	Driveways, roads, parking & mail box areas	Sidewalks, porches & decks
Repairs to Walkways both in front & back of unit	XX	
Watering Lawns/Shrubs/Trees		XX

## HOW TO BE A GOOD NEIGHBOR

Abide by the rules and regulations, it's that simple! Most of the rules and regulations can be met by being considerate. However, there are many special requirements that have been put in place to assure harmony, both among residents and with the "look and feel" of our community.

## ASSOCIATION MONTHLY ASSESSMENT

The monthly Association maintenance assessment is set as of January 1<sup>st</sup> each year. Homeowners will be notified of the assessment amount at least thirty days prior to the beginning of each new fiscal year. Payment is due the first of the month, and payments received after the 10<sup>th</sup> of the month will be charged a 10% late fee. You can set up an electronic funds transfer (EFT) with your bank to arrange a repeating or month-by-month payment. If you are not having your bank send a payment automatically each month, send the appropriate payment coupon from the coupon book provided each year with a check payable to "**Hillsboro Cove Homeowners Association, Inc.**" to the Management Company at the address listed on [Page 6](#).

## LEAVING YOUR HOME AND KEEPING IT SAFE

Each homeowner is required to complete a Homeowner Questionnaire, which is in the Welcome Packet provided by the Management Company or may be obtained from its website. Please return it to the Management Company for inclusion in your Unit file. This information is needed so that appropriate action can be taken in emergency situations.

When you leave for an extended period of time it is suggested that you:

- Make sure the emergency contact information on your Homeowner Questionnaire is up-to-date!
- Tell a neighbor that you will be away so that he/she can check your home for apparent problems and request any corrective action necessary.
- Arrange for a neighbor to water any landscape plants, especially newly installed ones, as it is your responsibility to ensure they don't perish due to drought.
- Winterize your home if you will not be there during the winter season. Be sure to take measures to prevent freezing of water lines and the leakage of washing machine water supply hoses.
  - The leading cause of water damage in most residences is failure of the flexible rubber hoses that connect the washing machine to the water feed pipes. We recommend that you have high quality stainless steel braided hoses installed for your toilet tanks and from your water outlet to your washing machine. The Community Association Underwriters of America, Inc., (CAU) recommends FloodChek™ [www.floodchek.com](http://www.floodchek.com) because of its superior construction (not all braided hoses stand up to years of wear).

## REQUESTS FOR SERVICE / HOW TO ADDRESS PROBLEMS

All requests and/or problems should be directed to the Management Company at the address listed on [Page 6](#). The Association pays the Management Company or subcontractor for labor on an hourly basis (portal to portal) and for materials used. Homeowner can call, submit an online request, or use the Work Order form on [Page 43](#).

### RPG WORK ORDER PROCEDURE

This procedure refers to repairs and projects that are the responsibility of the Home Owners Association. The HOA has contracted with Realty Performance Group to manage these projects. Refer to the Responsibility Chart on [Page 9](#) to understand a homeowner's responsibilities versus those that RPG handles for the Hillsboro Cove HOA.

Some work order requests may require Board **approval** before the request can be performed. You will be notified that this may be the case.

This category would include items such as, but not limited to:

- Expenditures in-excess of RPG's Board-mandated threshold (\$1,000)
  - Any work requiring a variance
  - Asphalt Repairs
- **Contact Realty Performance Group:**  
Call RPG at 585-225-7440. **Business hours are M-F 8 a.m. to 5 p.m.**  
Or, submit an online work order request by visiting: <http://realtyperformancegroup.com>.
  - **Emergency problems:**

Always phone RPG! Do not email. Do not use the online work order request. Calls outside office hours will be handled by an answering service. You will be asked to press "0" (emergency), in which case a live operator will talk to you, gather your information, and contact the on-call maintenance technician. The technician will then respond either by phone or in person to resolve your issue.

Emergency problems: handled ASAP.

Some emergency problems may require the use of an outside contractor. When an outside contractor is engaged, you will be notified of the contractor's name and your WO number.

- **Non-emergency problems:**  
**Calls to the office outside office hours will be handled by an answering service. You will be asked to press "1" (non-emergency), and you will be asked to leave a voice mail message to be handled the next business day.**

- **How to submit a work order request:**

Go to <http://realtyperformancegroup.com>

At the top of the page in the **BLUE-colored banner** click on “**Submit A Work Order**”  
Fill in the form detailing the nature of the maintenance request.

Be sure to fill in all boxes including Name, Phone Number, Email, and the Work Requested.

**NOTE:** Do not use this online form for emergency requests.

### **Non-Emergency Problems—Timing**

During peak maintenance times (during severe weather, summer months, etc.) the “typical time” for work order completion may be extended.

Work orders that are **less time sensitive** are usually handled within two to three business days. This category would include items such as but not limited to:

- Deck inspections
- Gutter cleaning
- Siding repairs
- Painting and drywall repairs
- Roof repairs (like missing shingles)
- Landscaping issues not requiring a variance (i.e., cracked pavers)

- **Get a Work Order Number:**

Always get a Work Order Number. While on the phone, the RPG assistant will enter your request into the RPG tracking system and provide you with a WO Number for tracking and follow-up. Refer to this number whenever you contact RPG to follow up on your work order.

- The answering service will **not** issue you a WO number. The answering service will provide RPG with your information on the next business day, at which time an RPG assistant will enter your request into the RPG system and call you back with your WO number.
- With an email generated work order, an RPG assistant will enter your request into the system and email your WO number to you.
- If you do not receive a WO number within 1-2 business days, call RPG to get it.
- At any time you can call RPG and refer to your WO number to get an update on the status of your work.

- **Appointments for Interior Work:**

You must make your home accessible. RPG personnel will be wearing apparel with an RPG logo and will have IDs. If you are unsure about the identity of an *outside* contractor, call [\*\*RPG 585-225-7440\*\*](tel:585-225-7440).

When your presence is required to gain access to your home, or you need to be present for other reasons, RPG will set up an appointment with you.

**Appointments will be scheduled within a two-hour window, such as 8-10 a.m. or 2-4 p.m. Consequently, you must be present for at least that period of time or longer so the work can be completed.**

If RPG arrives at your home and you are not there as scheduled, nor can you be reached via any contact method, RPG will leave a door tag indicating the numbers used to contact you, the time, and a **notification that the *job order* will be closed based on your not being present. You must then call RPG's main number to have a new job order opened.**

Do not call an RPG maintenance employee directly, even if you have that person's phone number.

- **Appointments for Exterior Work**

If RPG or a contractor does not need to be inside your home you should expect a call when the work is completed, or RPG will leave a door tag for you.

## **VARIANCES**

- **Variance Needed:**

A variance is required for ALL **external changes** to your property. Anything that changes the appearance of your Unit requires submission of a variance request and its approval BEFORE changes are made. You must complete the work outlined in your variance within 90 days of its approval by the Board or it is no longer valid, and you will have to resubmit it. Variance request forms may be obtained from your R&R handbook (Page 42) or the Management Company website.

**NOTE:** If a homeowner is doing the work themselves a Variance/release of liability form is used for this purpose. This variance is submitted in the same way along with the supporting documentation (photo/specifications) for the identified project. This form is in the R&R handbook (Page 42) and on the RPG/Hillsboro website.



**For the quickest response, deliver your variance to**  
**Donna Pritchard, 333 Reef Point Circle. 14580 (see Page 6)**

**If your property is sold, new owners must be made aware of any variances and the maintenance responsibility required for that variance. For example, any plantings you have had variances for and you are responsible for maintaining, must be accepted by the new owner, or you must remove them prior to the sale.**

**Any changes to or installation of:**

- Garage doors
- Exterior doors -- (Steel doors are required)
- Exterior hose bibs

- Exterior light fixtures
- All windows and glass, including skylight glass
- Storm door and storm door windows and screens
- Exterior wall vents (e.g. if you install a high efficiency furnace, the vent must be covered with a vertical exterior cap)
- Installation of satellite/TV dishes, antennae
- Air conditioner condensing Unit and pad
- Bringing in a dumpster (for interior home remodeling)
- Landscaping in the rear of a Unit
- **No Variance Needed:**
  - Staining and sealing of decks
  - Cleaning of fireplace, furnace chimneys, and dryer vents
  - Removal of any blockage in sewer lateral between townhome and sewer main at street
  - All internal utility installations of the home such as the electrical, heating/cooling, plumbing, telephone, and television systems shall be repaired and replaced at the individual homeowner's expense
  - Replacing gravel under deck
  - Clearing snow off porches, sidewalks and driveways: **use calcium chloride**
    - **Rock salt is prohibited: do not use common salt to melt ice on your porch, sidewalk or driveway as it causes pitting.**

## **INSURANCE**

### **SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES:**

#### **Section 9.01 - Insurance to be carried**

1. **Fire and Casualty**
2. **Liability**

#### **Section 9.03 - Insurance Carried by Unit Owners**

### **RECOMMENDATIONS:**

**Unit Owners Insurance** - It is recommended that Unit Owners purchase Unit Owners Insurance, Form 6 or equivalent with loss assessment coverage. The insurance should provide fire, casualty and theft coverage for any "betterments or improvements" (additions, alterations, or upgrades) made after the home was purchased from the Sponsor and for the Unit Owner's personal property. Personal liability insurance is needed for occurrences within the Unit or within any common elements exclusive to an Owner's Unit. Specific questions relating to the Association insurance coverage of your Unit can be obtained by contacting the current Hillsboro Cove insurance agent (see [Page 6.](#)). It is recommended that homeowners get an earthquake rider on their policy to cover interior and personal possessions.

## **PROCEDURE:**

1. If a Unit sustains damage as a result of a covered peril or fire, the Unit Owner should call the Management Company and the Unit Owner's insurance policy carrier as soon as possible, within 24 hours. The Management Company will take a report and/or inspect the reported damage. A claim may be submitted to the Associations Master insurance carrier on behalf of the Homeowner.
2. Damage to the interior structure must be inspected by the Management Company and/or the Association's insurance agent and the Unit Owner's insurance carrier before repairs are made. A determination of the size of the claim and the responsibility of the insurance carriers must be agreed to before a commitment is made to make the interior repairs.
3. An inspection must be made on completion of interior repairs to satisfy insurance company concern regarding subsequent claims for the same damage.

## **GOVERNING DOCUMENTS**

**When you sell your home, the buyer's attorney should provide a copy of the Governing Documents to the buyer prior to closing.** Similarly, you should have received a copy of these when you purchased your Unit. If you need a copy it can be found on the Management Company's website. The Governing Documents are a collection of many documents which provide a legal definition of our community and how it functions.

**If your property is sold, new owners must be made aware of any variances and the maintenance responsibility required for that variance. For example, any plantings you have had variances for and you are responsible for maintaining, must be accepted by the new owner, or you must remove them prior to the sale.**

The pertinent sections of this document are Part II, the Declaration of Covenants, Conditions and Restrictions (DCCR), and Part III, the By-Laws of the Hillsboro Cove Homeowners Association, Inc., both of which provide a legal definition of our community and how it functions.

The DCCR is on file with our individual deeds in the County Clerk's office and it describes what we agreed to at the time of purchase just as the deed establishes the piece of property which we agreed to buy at the time of purchase.

## RESPONSIBILITIES of HOMEOWNERS ASSOCIATION

1. Enforcement of restrictive covenants and establishment of rules and regulations
2. Establishment of annual and reserve budgets for the operation of the Association
3. Snow removal from driveways, parking areas, roads, mailbox clusters - when snow depth is three inches or more
4. Gutter cleaning - annually in the fall, or homeowners may call the Management Company as needed
5. Weekly refuse removal
6. Landscape maintenance - lawn mowing, edge trimming, fertilizing, weed killing, grub proofing, cultivating, mulching, and weeding front beds, pruning trees and shrubs, leaf raking, lawn repairs, diseased tree replacement
7. Maintenance of fire and casualty insurance on the structure of each Unit as originally built (The Association has an earthquake rider on the master policy, for "as-built" structural damage to Units.)
8. Maintenance and sealing of driveways, parking areas, and private roadways
9. Caulking of gaps between molding and trim, as needed.
10. Repair of sewer and water laterals outside of dedicated easements, Driveways, main roadways, parking areas, street lights, entrance area, and community sign.
11. Exterior structural repairs including – roofs; vents (*other than* high-efficiency furnace vents, which are the homeowner's responsibility); gutters and downspouts; cedar siding and trim; brickwork; front stoop and sidewalk; back deck slate stones, where applicable; deck structures (but not deck staining); sealing gaps or holes in the flashing around the frame of the skylight (but not skylight glass, glass replacement and silicone caulking around skylight lens).
12. Maintenance of storm water management system
13. Staining and painting of exteriors, including all exterior siding and trim, garage door exterior, all exterior doors and frames (excludes storm doors and windows)
14. Maintenance of all landscaped areas except homeowner plantings previously approved by the Association via a variance and installed by the Unit owner
15. Maintenance, repair and replacement of pipes, wires, conduits, and public utility lines servicing the Units and for which a utility company or other entity is not responsible.
16. Providing pest control for exterior of units when needed (bees, wasps, etc.)



## **PENALTIES FOR RULES VIOLATIONS**

The Board of Directors believes that good community relations are best when built and maintained through understanding, consideration and cooperation among members. However, when residents and their properties are adversely affected by actions of others, it is unfair to allow such offenses to continue. The Board must act to enforce the rules of the community in a timely and consistent manner through the use of penalties and/or appropriate legal actions as directed by the Declaration and the By-Laws of the Association.

### **I. Identifying Violations**

- A. Any resident may register a complaint by writing or calling the Management Company. Any communication between a resident and the Board or the Management Company is strictly confidential.
- B. The Management Company, Board of Directors, or members of an appointed committee will conduct frequent inspections of the property.

### **II. Enforcement Procedures**

- A. Records to be maintained – complaints and violations will be placed in the homeowner's file maintained by the Management Company. Subsequent actions taken with regard to any complaint or violation will be recorded and dated. All involved parties will be kept informed of progress toward resolution of the problem.
- B. Step 1 – Information Resolution – The Management Company will contact the responsible resident to inform him/her of the violation/complaint and will attempt to resolve the problem. If some action by the resident is required for resolution, a reasonable deadline date for the action to be completed will be established.
- C. Step 2 – Formal Action – If the resident fails to resolve the problem by the deadline date and has not notified the Management Company of any extenuating circumstances, a letter will be sent to the owner detailing the penalty imposed for not correcting the problem, and a new deadline for correcting the problem will be established.

### **III. Penalties**

- A. Monetary penalties will be issued to the homeowner, (not to a tenant, if there is one) and may become a lien against the property if not paid by the date noted in the letter. To remove the penalty the homeowner must pay the balance due plus any costs associated with placing a lien on the property. The penalty schedule for the same type of violation is:
- 1) First Occurrence - \$50
  - 2) Second Occurrence - \$100
  - 3) Third Occurrence - \$200
- Each additional occurrence will cause the penalty to be increased by \$100. An occurrence is considered to take place if the problem continues after a penalty is imposed and a new date for correction is not met.
- B. A letter will be mailed to each homeowner at the end of each month whose account is in arrears whether for monthly fees, late fees, rules violation(s), legal fees or any other reason.
- C. The letter will advise the homeowner that he has 30 days in which to contact the management company to arrange a payment plan to bring his account to a zero-balance due.
- D. The letter will advise the homeowner that his failure to do so may result in his account being turned over to a collection agency and any associated costs in doing so will also be billed to his account.
- E. When a homeowner's account reaches \$750 in arrears a *certified* letter will be mailed to the homeowner advising him that he has 30 days to contact the management company to arrange a payment plan to bring his account to a zero balance due and that his failure to do so will result in the association placing a lien on his unit. The cost to do this will also be billed to his account. The management company will also at this time perform a search to determine whether the homeowner is in arrears on his taxes. If that is the case and there has been no response from the homeowner the association may proceed to file for foreclosure on his unit.
- F. When a homeowner's account reaches \$2000 in arrears a *certified* letter will be mailed to the homeowner advising him that he has 30 days to contact the management company to arrange a payment plan to bring his account to a zero balance due and that his failure to do so will result in the association filing for foreclosure on his unit.

## ARCHITECTURAL CONTROLS / EXTERIOR MODIFICATIONS

### SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES:

**Section 7.01 - Control by Association**

**Section 7.02 - Composition and Function of Architectural Committee**

**Section 10.03 - Protective Screening and Fences**

**Section 10.08 - Television and Radio Antennas**

**Section 10.15 - Clotheslines**

- **Variances:**

Any proposed change to the appearance of the outside of a Hillsboro Cove residence, or any complaint/problem, must be submitted to the HC Board or the Management Company for action. A Variance Request Form is in your R&R handbook ([Page 41](#)) or can be obtained from the RPG/Hillsboro Cove website. See [Page 13](#) for more on variances.

- **Exterior Modifications:**

No exterior modifications or alterations can be made without prior architectural approval. All requests for changes or additions to decks, patios, plantings, windows, exterior lighting fixtures, air conditioning condensing units, generators, high efficiency furnace venting, etc. must be submitted on a Variance Request Form to the Management Company. ***Any unapproved or inadequately maintained modifications will be subject to a fine and removal by the Association with the homeowner being charged for the service.***

- **Storm Doors:**

Storm doors are to be aluminum **full-view only**. Half-view, crossbuck doors, or kick panels are not acceptable. See examples of approved doors on [Page 40](#). The aluminum may be either a **cream** or **black\*** color, at the homeowner's option. However, a manufacturer's brochure must be submitted to the Board with the variance request form as there is a wide range of variation in color descriptions from manufacturer to manufacturer. The Board has the right to request the owner to use a different manufacturer if the correct color of the door cannot be satisfied by said manufacturer. Any storm door or window installed that has not received prior variance approval, will be removed at the homeowner's expense. \* Note: The change from brown to black is effective January 2018. However, those units with "brown" doors are grandfathered in until a new door is installed.

- **Awnings, Pergolas & Gazebos:**

Installation of an awning is permitted providing that it is like those already used in the community and that a Variance Request has been approved. The Association waives all responsibility for maintenance of the awning, and any damage caused by the awning. In addition, homeowners are responsible for properly maintaining their awning. If in the opinion of the Board of Directors the awning is not being properly maintained, the homeowner will be asked to remove the awning. Should the

homeowner not comply with such request, the Board of Directors will have the awning removed, and the homeowner will be charged. **Approved Sunbrella Models: #4776 - Chocolate Chip Fancy (original); #4954 - Heather Beige Classic (is a little greyer) and #4994 - Eastridge Cocoa (multi-color stripe), or comparable.**



#### Pergolas and Canvas Gazebos for Decks

Deck embellishments, i.e., free-standing pergolas and gazebos with canvas or cloth roofs are allowed. However, they cannot be attached to the unit or deck. The Pergolas are usually made of wood and the Gazebos are usually of light- weight powder coated aluminum or lightweight steel with a factory painted finish. Complete structure will not exceed 200 lbs. Wooden Gazebos with hard roofs are not allowed.

Before installation a variance is required, along with a photo of the structure and the specifications. If being installed by a contractor a certificate of insurance is also required.

In the winter the unit roofs are raked so the Pergolas and Gazebos must allow for this to happen. Therefore, all canvas or cloth on the Gazebo must be removed by October 31.

In addition, the removal of such structure is the responsibility of the homeowner when

- units need painting
- decks stained
- siding repairs
- roof work is needed
- tree work
- gutter cleaning

**Damage incurred by such structure, i.e., rotting of the deck or siding is the responsibility of the homeowner.**

- **Decorations:**

No decorations of any kind are allowed in the mulched areas or on the lawn. These objects can be unsightly and can interfere with landscape maintenance. See the photo on [Page 30](#) for a description of what constitutes the “mulched areas” for end units.

The only objects allowed “on” the mulched areas are potted plants which must be on top of the mulch and not sunk in the mulch. “Shepard hooks,” which suspend potted plants are allowed.

The following *are permitted* without a variance request, but they are subject to inspection and approval by the Association:

1. Flowerpots and small decorative objects on front stoops and on decks
2. Homeowner maintained individual pots on TOP of mulch beds, or hanging pots of annuals (but not in trees) between May 1<sup>st</sup> and October 15<sup>th</sup>
3. The display of American or decorative flags attached to the Unit with rust proof brackets for the flagpole but no spotlights.
4. Seasonal decorations, should be put in place and removed two to three weeks after the specific holiday or season. **They should not interfere with lawn mowing, mulching, or shrubbery maintenance.**
5. Temporary decorations for the winter holiday season displayed between Thanksgiving and January 15<sup>th</sup> of the following year. Decorative lights (white or colored) may be placed on decks and in shrubbery or trees.

***Not permitted:***

- a. Lighting on roofs or hanging from gutters or soffits.
- b. Landscaping lights of any type.

- **Satellite Dish/TV Antennas:**

The installation and location of any dish or TV antenna, including any high definition antenna, must be approved by submitting a variance request form **prior** to the installation. The variance form may be obtained from the Management Company or its website. Mounting a dish or antenna on the roof is **NOT** allowed. The homeowner is responsible for maintenance of the dish/ antenna and any interior/exterior structural damage. After variance approval, a Board member or architectural committee member **must be present** at installation to assure it is placed in back and not visible from the street.

- **Decks:**

1. **Repair:** All decks in the community will be maintained by the Association; however, such maintenance *does not include* staining.

In the spring of a staining year (an odd numbered year), the Architectural Committee and RPG will conduct deck inspections and initiate job orders where necessary. If any repairs to a deck are necessary, the association will complete the repairs in the spring, prior to the staining season. **Those residents whose decks require some repairs will be notified and should not stain their decks until the repairs are completed.**

During the growing season, planters may be fastened to the top/outside portion of a deck railing. The planter must be securely fastened so that it will not be a safety hazard with potential to fall during a summer storm.

2. **Deck Maintenance:** Cleaning and staining decks is the responsibility of each homeowner. Deck cleaning and staining goes beyond upholding appearance: it helps preserve the deck from degradation by the elements.

Decks in Hillsboro Cove must be cleaned and stained every two years. This maintenance must be done by August 31<sup>st</sup> in odd-numbered years (e.g.: 2021, 2023, etc.). If homeowners do not maintain their decks in the time frame mentioned, the Management Company, after sending a notice to the homeowner, has the authority to have the deck cleaned and stained. The homeowner will be billed for the expense incurred.

Deck cleaning and staining can be done by the homeowner or by a commercial deck staining company once the inspection process is complete. Protect your plants and other items under plastic sheeting.

**Cleaning:** Proper preparation of the deck prior to staining involves 1) using a deck cleaning agent, 2) a scrub brush and 3) a power washer. Deck cleaners penetrate deep into the wood and lift dirt to the surface to be scrubbed and then rinsed away.

After applying the deck cleaner, let it sit for five to 10 minutes, then scrub off with a stiff brush, then power wash.

These steps must be followed. If your contractor does not want to do them, then you should **not** use that contractor. Contractors who are allowed to circumvent our process will not be allowed to perform work in this community in the future.

**Staining:** The approved stain is available only at Sherwin-Williams on Barrett Road in Webster. The stain is called "Hillsboro Douglas Fir." You will receive a discounted price on each gallon.

Once the deck has been stained, the homeowner must send the Management Company a copy of the receipts for the cleaner used, the stain purchased, and the

contractor's invoice (if one was used) with the homeowner's name, address, date the work was completed. This information will be used to monitor staining compliance. The receipts must come from the homeowner, not the contractor.

In summary, the process is as follows:

- Maintenance deck inspection by HC Architectural Committee and/or RPG
- Notification of repairs and repairs completed if applicable
- Cleaning and scrubbing of deck by homeowner or contractor
- Staining
- Homeowner remits receipts for cleaning agent and stain, and contractor receipt with homeowner name, address date work was completed.

## GARBAGE AND REFUSE REMOVAL

### SECTION OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES:

#### Section 10.04 - Garbage and Refuse Disposal

**Trash Removal:** Trash removal takes place on a weekly basis. Trash containers and recycle bins should be placed at the curb no earlier than the evening before pick-up and removed promptly on the pick-up day.

If you have bulk items to be disposed of, please contact [RPG \(585-225-7440\)](tel:585-225-7440) in advance. They will make the necessary arrangements with Waste Management for a special pick-up. If needed, please do not hesitate to make a follow-up call to RPG. Homeowners must put bulk items at the curb no earlier than the evening before pick-up. Keep your bulk items in your garage until then.

Are you up-to-date on what can or cannot be recycled? Electronics recycling includes everything from small devices such as cell phones and digital cameras to large devices such as televisions and desktop computers. It is illegal to discard of electronic waste in the trash! Electronics manufacturers are required by law to provide information on how to recycle your equipment free of charge. Or, go to: <https://www.monroecounty.gov/ecopark/> to see what can be put at the curb and what must go elsewhere. Information is also at <http://www.wm.com/thinkgreen/what-can-i-recycle.jsp>.

The following detailed disposal procedure must be used in order to prevent the accidental dispersal of garbage and trash in our yards that can be caused by crows, raccoons, and the wind:

- The normal pick-up day is Tuesday – subject to change by the disposal service company
- Make sure paper and other items are placed in the recycle bin **in a manner that will prevent wind from scattering them**
- You are encouraged to place your address on all of your receptacles in case they are blown away on windy days
- Use of plastic bags is strongly discouraged if they are put out overnight because of the real threat of animals scattering trash before it pickup
- If you need to use a dumpster, you need to get a variance for it in advance
- The disposal service company's policy is that if New Year's Day, Independence Day, or Christmas falls on a Monday or a Tuesday, Hillsboro Cove's pick-up is delayed by one day – to Wednesday. (These holidays fall on different days of the week each year.)

Thanksgiving is always on a Thursday, so pick-up will always be on Tuesday that week.



Memorial Day and Labor Day are always celebrated on Mondays, so these holidays will have a Wednesday pick-up.

Other Federal holidays that occur on Mondays that will have regular Tuesday pick-up are: Columbus Day (October), Martin Luther King Jr.'s Birthday (January), and Washington's Birthday (February).

Veterans Day (November), which is on a different day of the week each year will have normal pick-up.

## **PARKING**

### **SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES: Section 10.14 - Oversized, Commercial or Unlicensed Vehicles**

- **On Street Parking Prohibited:**

Hillsboro Cove streets are narrower than normal residential streets. For this reason and to allow access for emergency vehicles, on-street parking is prohibited and repeated offenses are subject to fine. The exception to this rule is if the visitor parking lots are full. Then excess vehicles may park on the street, but only on one side of the street so traffic can move freely. It is important that all residents use common courtesy when parking vehicles. No parking on the grass, because it kills the grass.

- **Visitor Parking:**

This rule establishes equal opportunity for residents to use visitor parking areas for guests to Hillsboro Cove. Visitor parking areas are to be left open for visitors and should not be used by residents.

1. A resident is someone whose legal address is Hillsboro Cove. Residents' parking should be limited to the owner's private driveway and garage. A resident may use visitor parking at times, infrequently, for special situations (dumpster in driveway, driveway being repaved, etc.)
2. A visitor is anyone who isn't a resident and who only visits HC. Visitor parking is for these people.
3. A visitor who is living with residents whose legal address is in HC must not park in visitor parking as that person is a "resident by proxy" to the legal resident. Residents who park in visitor parking areas frequently or for long periods of time are subject to being fined.

- **Commercial Vehicles:**

Any commercial vehicle must be parked in a garage with the exception of vehicles making deliveries or providing services to the homeowner. A Commercial Vehicle is defined as, but not limited to, two tons of packed weight, a vehicle which has business signs or lettering on it, and/or visibly contains or has attached to it any equipment which is used for conducting a business.

- **Boats, Trailers, and Recreational Vehicles:**

Any boat, trailer, or recreational vehicle must be parked in a garage. In addition, these vehicles may be granted short term parking privileges on an individual basis by contacting the Management Company.

- **Unregistered/Unlicensed Motor Vehicles:**

No unregistered/unlicensed *motor* vehicles are allowed to be operated anywhere on Hillsboro Cove grounds. These include mini bikes, trail/dirt bikes, go-carts, snowmobiles, mopeds, motorcycles, and ATVs. They can, however, be stored in a homeowner's garage.

## **OUTSIDE STORAGE**

### **Section 10.12 - Outside Storage**

Storage under decks is not permitted except for storage of deck furniture, grills and unused flower pots, which may be stored during the period November 1<sup>st</sup> to May 1<sup>st</sup> providing that they are neatly arranged. The Board may, when necessary, request a homeowner to remove unsightly items that are perceived as an eyesore to neighbors, visitors, and especially potential home buyers. Curb appeal is the operating principle here.

## PETS

### SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES: Section 10.02 - Animals Including Birds and Insects

1. **The Town of Webster ordinances regarding all animals prevails. Webster has a leash ordinance and a pet waste disposal ordinance (101-3). When outside, dogs and cats must be leashed.**
2. Dogs, cats, fish, or birds kept in a cage, are allowed; no other animals shall be kept or maintained in a house or on a lot. Previous Boards have set forth reasonable limits of **two** animals per unit. Any owners who desire more than the allowed number are required to submit a variance request. The Board of Directors of the Association may, from time to time, (i) impose reasonable rules and regulations setting forth the type and number of animals and (ii) prohibit certain types of animals entirely.
3. The Board of Directors of the Association shall have the right to require any member of the Association, any tenant of any member or any family member or guest of any member or tenant to dispose of any animal, bird or insect, if in the opinion of the Board of Directors, acting in its sole discretion, such animal, bird or insect is creating a nuisance because, for example, the animal is not cleaned up after, the animal is too noisy or the animal is not properly controlled.
4. In furtherance of the above, no dog or cat may be kept or left unattended on the grounds, in the garages, patios or decks at any time, whether or not chained, caged or tethered. *We urge you not to feed stray animals because they roam unattended and may therefore be a nuisance to your neighbors, cause disease and damage association property.*
5. All pet waste shall be properly disposed of by the owner of the pet. No pet waste shall be deposited or left anywhere on the grounds or thrown down the storm sewers. (The storm sewers drain directly into the bay.) Pet owners should carry bags for proper disposal of dog waste. The above rules apply to Sunset Trail and Glen Edith - any dog droppings must be picked up there, as well as anywhere in Webster.
6. Any dog or cat found on the property in violation of these restrictions may be summarily removed by the Association or the Management Company or their employees, and delivered to the custody of any local or municipal authority with power to impound the same, without any liability on the part of the Association, its directors, agents or employees, for such removal.

## LANDSCAPING

### SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES: Section 10.09 - Landscaping

- **Planting of Shrubby or Flowers:**

Planting anything anywhere on the property requires the submission of a variance request form and a disclaimer that the new planting will be maintained by the homeowner or removed by the homeowner at his expense if a new owner does not wish to assume the responsibility. Existing foundation and yard plantings cannot be altered. Do not plant flowers around the base of trees or in the mulched area. Plans for any and all proposed plantings must be submitted to the Management Company and approved by the Landscape Committee. See photo on [Page 30](#) for prohibited planting areas for end units.

If a variance is obtained for any plantings in the back of a property and the owner sells such property, they must tell the buyer that they will be responsible for all the trimming and care of such plantings or the seller must remove them prior to moving.

Homeowners will be requested to remove plantings that have not received approval from the Board via a variance request form. If the plantings are not removed, the Management Company will remove them and the homeowner will be billed and/or the homeowner will be fined. This rule is necessary because unapproved plantings may interfere with lawn/yard care and treatment, but primarily because we wish to have a uniform cohesive landscaping look for the community. Flowers in the entrance area do not fall within the same guidelines as individual homes.

Any landscape concerns should be brought to the attention of the Management Company and then the Landscape Committee will follow up.

The Association is aware that RG&E prohibits and can remove plantings around its transformer boxes.

- **Watering:**

The Board has adopted a watering policy for new shrub plantings. When new shrubs are planted around a Unit it will be the homeowner's responsibility to water them for two seasons. If the new shrubs die due to a lack of watering, new shrubs will be planted and the homeowner will be billed at the prevailing rate.

If you are physically unable to water, we ask that you contact the Chairman of the Landscape Committee or any member of the Board to see if arrangements can be made to have the watering done for you. You will be required to provide enough hose to reach around from the outside faucet of your home to the plantings requiring watering and to have your outside faucet turned on. If you are going to be away from your Unit for more than a week during the period from spring through fall it is your responsibility to find someone to perform this watering for you.

- **Landscaping Around End Units:**

End unit homes have differently configured mulched areas than the other units in Hillsboro Cove. The mulch area is defined as the area from the garage door to the deck and also the circle of mulch on the opposite side of the steps. Below is a typical example of the mulched areas that are maintained by the Association around an end unit. End unit homeowners are prohibited from planting in the mulched areas as shown below. As with all units, the only objects allowed on the mulched areas are plants in pots which must be placed on top of the mulch and not sunk or planted into the mulch.



## SIGNS

### SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES:

#### Section 10.01 - Advertising and Signs

#### Section 10.16 - Leasing

One "FOR SALE" sign is allowed on the inside front window only. For Sale signs are **not** allowed on the front lawns or posted outside any house unless an open house is in progress. Signs indicating that a house is protected by a security system must be limited to one (1) sign in the mulched area and small signs posted on the inside windows of individual homes. NO other exterior signs are permitted, including FOR SALE signs on a vehicle.

## LEASING

If you decide to lease your unit, you must complete the *Lease Information Form*, identifying your tenant, term of lease and other appropriate information and give it to the Board President. Conditions that must be met in order to lease your unit are stated on the *Lease Information Form*. The forms can be found on the Management Company's website, or on [Page 44](#) of this document.

Conditions of leasing:

- Only the entire Townhome (not rooms or portions of the home/garage) may be leased as per Article X, Section 10.16 of the Declaration of Covenants.
- Lease must have an initial term of no less than six (6) months as per Article X, Section 10.16 of the Declaration of Covenants.
- Homeowner must provide tenant a copy of Hillsboro Cove's Declaration of Covenants and this Rules & Regulations document.
- Tenant must agree to abide by the rules and regulations as stated in the Declaration of Covenants, Article XI, Section 11.08.

## MISCELLANEOUS PROVISIONS

### SECTIONS OF THE DECLARATION THAT SUPPORT THE FOLLOWING RULES:

**Section 10.06 - Noxious or Offensive Activities**

**Section 10.07 - Dwelling in Other Than Residential Units**

**Section 10.11 - Commercial and Professional Activity on Property**

**Section 10.13 - Outdoor Repair Work**

**Section 10.17 - Public Safety**

- **Noise:**

Keep stereos, radios, televisions at a level that does not disturb your neighbors. It is suggested that stereo speakers not be located next to common walls.

Remember that loud parties, barking dogs, etc. can also disturb the peace and quiet of the neighborhood. The best rule is that noise should not be heard within a neighbor's house with the windows closed.

- **Garage Doors:**

The Board recommends that you keep your garage door closed unless you are around or in the garage -- this for your own safety and security. Also, open garages can be unsightly. We appreciate your cooperation in this! Garages cannot be used as a dwelling of any type, seasonal or otherwise.

- **Air Conditioners:**

Installation of window air conditioning units is strictly prohibited; window units are noisy and unsightly.

- **Traffic Control:**

We must adhere to the New York State Vehicle and Traffic Law referred to in Section 10.17 of the Declaration. Therefore, it is the law, as well as for the safety of all of us in the community, that residents and guests obey the stop signs and posted speed limit of 15 mph. It is important to be especially watchful for children, walkers and bicyclists who use our streets, or for cars that are backing out of their driveways.

- **Garage Sales:**

Individual home owner Garage sales are not permitted. However, a community wide garage sale is allowed for **ONE** day with Board approval. This includes any other names used to identify such sales, for example tag sales, estate sales and household sales. See "moving sales" below.



- **Moving Sales:**

Moving Sales are permitted providing the following provisions are complied with:

- A variance must be approved for the sale.
- Such sale must be limited to one or two days only and signage must read "Moving Sale".
- Owner or owner's representative must ensure that no neighbors' driveways are blocked and that no damage is done to Hillsboro Cove property, i.e. lawn, parking, etc. All signs must be removed at the end of the day. If these provisions are not adhered to, a fine of \$100 per day will be assessed.

- **Fire Pits / Tiki Torches:**

Wood burning and propane gas fire pits or chimineas and tiki torches are **not allowed** anywhere in the community. The Webster fire code also generally requires that open fires be a minimum of 15 feet from combustible construction. This, in itself, suggests the inadvisability of placing open fires on our decks, especially because of the proximity of the homes to each other.

## BOARD APPROVED FRONT PORCH STEP HANDRAILS

If you want to add front porch step handrails to your unit, you need to fill out a variance form and submit it to the Board president for immediate action. RPG will contact the homeowner regarding design and placement. Homeowners bear the cost of installing handrails. However, the handrails will be painted the trim color by the HOA at the HOA's expense. See below for a photo of the approved design for an up/down Townhome unit. See [Page 35](#) for the design, including a list of materials needed to the railing for an up/down unit. Since porch configurations are not identical in the homes in Hillsboro Cove, each handrail may differ slightly from the image. For example, the handrail might be on the left side of the porch, rather than the right. The handrail might attach directly to the front bricks, eliminating the "L" shape.

The decorative post caps (up/down units only) should be the same as those in the photo and design.

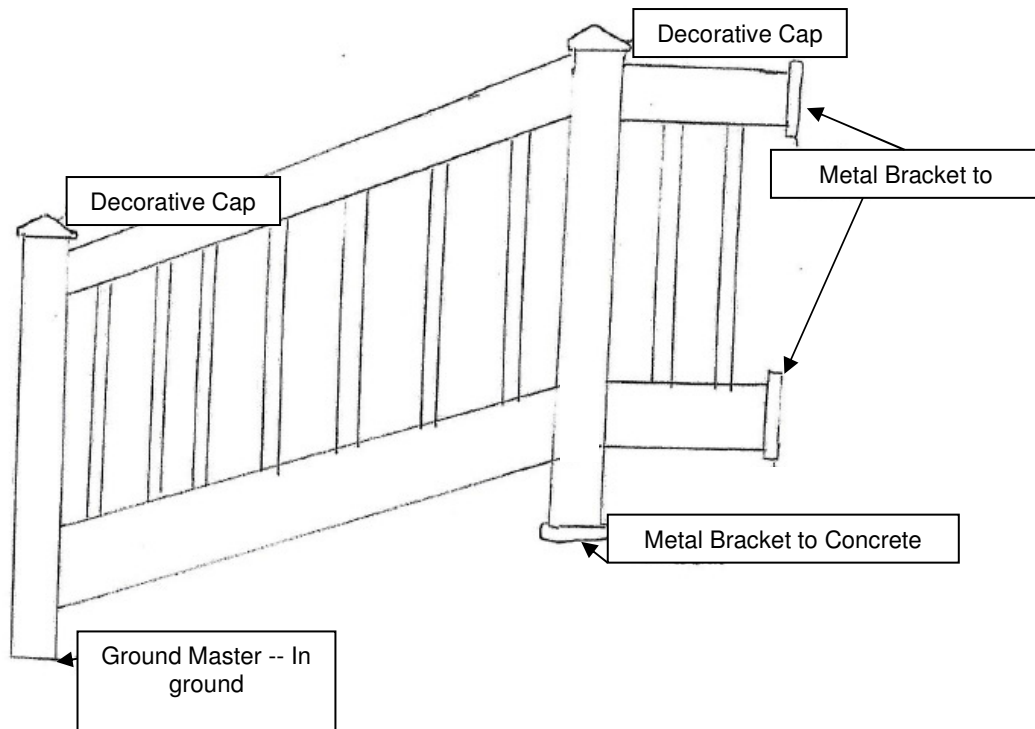
The variance must include a precise drawing of the design of the handrail and its elements before the Architectural Committee gives its approval.

- **Photo of Typical Up/Down Townhome Handrail with Two Steps**



The handrail must be painted the home's trim color (not shown here).

- **Design of Typical Up/Down Townhome Handrail with Two Steps**



- **Materials List For Typical Up/Down Townhome Handrail with Two Steps**

<u>Qty.</u>	<u>Material</u>
2	4ft – 4 x 4 posts
3	2 x 4 x 8ft for top and bottom rails
10	2 x 2 x 3ft mitered balusters between top and bottom rails (number required may vary depending on the number of steps)
1	4 x 4 bracket for top step
2	4 x 4 post caps
2	2 x 4 brackets to attach top and bottom rails to brick
1	30" Ground Master (no concrete is to be used to secure post to ground)

If railing is to be anchored to a step (one surrounded by 4 x 4's) another 4 x 4 bracket would be substituted for the 30" Ground Master.

A copy of the photo and sketch must accompany the variance request.

- **Photo of Typical End Unit (Ranch) Townhome Handrail with Two Steps**



The design of the handrail must be the same as the design of deck railings and is different from the design of the up/down townhome railing. It must be stained the deck color

- **Materials List**

For Typical End Unit (Ranch)

<u>Qty.</u>	<u>Materials</u>
2	4ft 4 x 4 posts (3 needed if adding a section coming off the unit)
3	2 x 4 x 8ft for top and bottom rails
10	2 x 2 x 3ft mitered balusters between top and bottom rails (number will vary depending on whether railing is an extension of the existing deck rail or a section is being added coming off the unit)
1	4 x 4 bracket for top step
1	30" Ground Master (no concrete is to be used to secure the post to the ground)

A copy of the photo must accompany the variance request.

## **BOARD APPROVED LANDSCAPE AMENDMENTS AND REPLACEMENTS**

**(To be planted only by the Management Company)**

### **Trees:**

Maple (Green Glory) in shady areas  
Blue spruce  
White spruce  
Norway spruce  
Concolor Fir  
Crimson King Maple  
Sugar Maple  
October Glory Maple

Magnolia  
Flowering Cherry (Autumn) white/pink  
Kousa Dogwood (Cornus Kousa or  
Cornus Rubra (white & pink)  
Japanese Lilac (Syringa white)  
Plum (no fruit)

### **Shrubs:**

Arborvitae  
Boxwood  
Holly  
Burning Bush  
Sand Cherry or Flowering Plum  
Potentilla  
Spiraea  
Heather  
Orange Blossom  
Korean lilac  
Deutzia  
Weigela  
Twisted Heath  
Euonymus  
Birds Nest Blue Spruce

The HOA will no longer use:

Bradford Pears, Cleveland Pears, Crab Apples, Grasses, Junipers, Bayberry, or  
Creeping Red Carpet, Dwarf Alberta Spruce between driveways, Yews, Cotoneasters

**THIS LIST IS SUBJECT TO CHANGE**



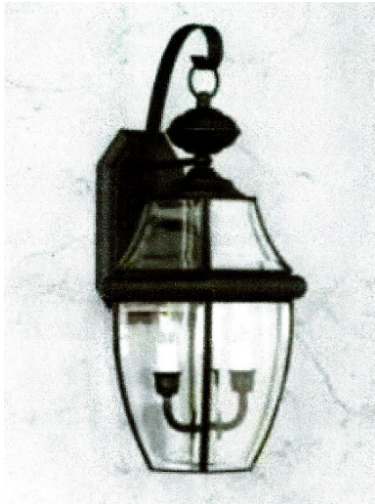
## BOARD APPROVED EXTERIOR LIGHTING FIXTURES

(Revised 4/9/2018)

Replacement of exterior lighting fixtures is the responsibility of the individual homeowner. However, such fixtures cannot be replaced without submitting a variance request and obtaining the prior written consent of the Board of Directors. The original lighting fixtures installed by the sponsor are no longer available. The fixtures below are models which the Board of Directors has approved.

- **Front Porch or Back Porch**

Forte, Model # 1301-02-04



Large  
10"W x 21"H x 10"E  
(2 60-Watt Cand. Bulbs)

Forte, Model # 1201-01-04



Medium  
8"W x 14"H x 8"E  
(1-100 Watt Bulb)

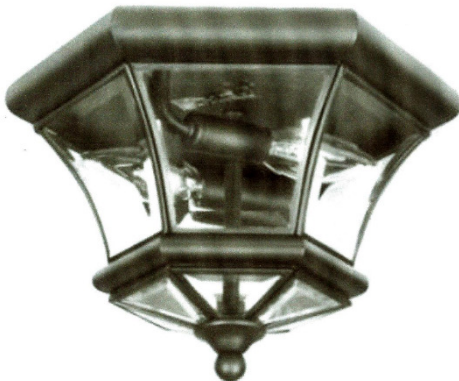
Forte, Model # 1101-01-04



Small  
7"W x 12"H x 6.75"E  
(1-100 Watt Bulb)

- **Over Garage Door:**

Monterey Model # 7052-04  
10.5"Diameter x 7"H (2 60-Watt Cand. Bulbs)



## BOARD APPROVED OUTDOOR SOLAR LIGHT FOR END UNITS

180 Degree Outdoor Solar White LED Motion Security Light

Defiant

Model # A3P-S100-WH-PK1 (or comparable)



### Overview

Model # A3P-S100-WH-PK1

Internet # 203321861

Store SKU # 925905

Solar powered motion security light. Light is activated when motion is detected. Easy installation on outside wall, with 20 ft. cord connecting the light to remote solar panel that's positioned in the sun. Solar panel converts sunlight into electricity, stored in rechargeable batteries to power the light at night. Ideal for illuminating driveways, sheds and other outdoor areas where additional light is needed for security.

Durable weather-resistant plastic construction

One adjustable light head

Timer can be set for light to remain on 1 or 5 minutes after motion is detected

Two motion sensors with up to 180-degree coverage

Detection range up to 49 ft.

100 Lumen light output to illuminate coverage area

Long-life LED's never need replacement

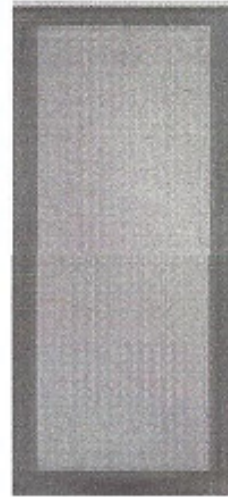
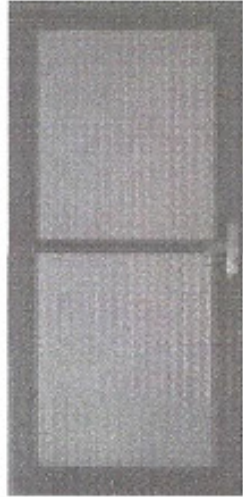
High efficiency remote solar panel can be placed in any sunny location

20 ft. cord allows flexibility in placement of solar panel

Uses 3 nickel cadmium AA 900mAh batteries, included

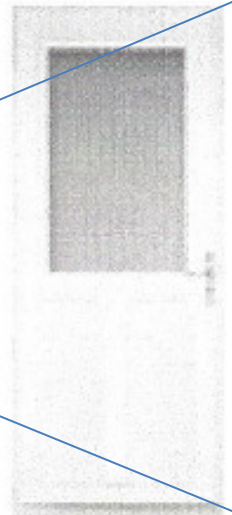
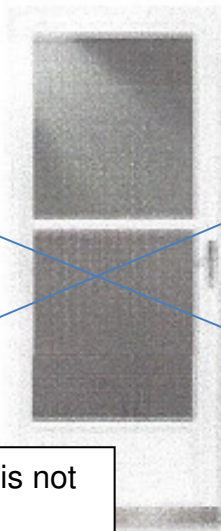
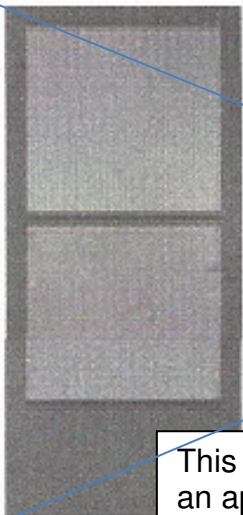
2-year warranty

**BOARD APPROVED STORM DOORS**  
**FULL VIEW DOOR WITHOUT KICK PANEL**



**Acceptable Colors**

Generic colors are Cream and **Black**. Beginning January 2018, black replaces brown, however units with brown doors are grandfathered in.  
Variance needs to be approved by Board before ordering.  
Variance must include manufacturer's color brochure. See Page 20.



This is a Kick Panel and is not an approved door option



# FORMS

## VARIANCE REQUEST

**PLEASE RETURN COMPLETED FORM TO:**

Hillsboro Cove Homeowners Association, Inc.  
c/o **Donna Pritchard, 333 Reef Point, 14580**  
(Also Shown on Page 6)

**HOMEOWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Daytime \_\_\_\_\_  
Evening \_\_\_\_\_

**TO: THE BOARD OF DIRECTORS:**

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY HOME OR TO THE COMMON AREA OF THE ASSOCIATION. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

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REASON FOR VARIANCE REQUEST: \_\_\_\_\_

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WHO WILL COMPLETE THE WORK? (All contractors must provide the association a certificate of insurance evidencing appropriate liability and workers compensation insurance): \_\_\_\_\_

LENGTH OF GUARANTEE (IF APPLICABLE): \_\_\_\_\_

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: \_\_\_\_\_

---

DATE

SIGNATURE OF PETITIONER

=====

**BOARD OF DIRECTORS ACTION**

\_\_\_\_ APPROVED

\_\_\_\_ DENIED

(Date)

(Authorized Signature)

COMMENTS:

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**NOTE:**

**"APPROVAL OF THIS VARIANCE EXPIRES 90 DAYS FROM THE DATE SIGNED BY THE BOARD PRESIDENT. FAILURE TO COMPLETE THE PROJECT WITHIN THIS TIME WILL LEAD TO AUTOMATIC REVOCATION OF THE APPROVAL AND REQUIRE THE HOMEOWNER TO RE-APPLY FOR APPROVAL"**

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: \_\_\_\_\_

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER: \_\_\_\_\_

**FORMS**

**HILLSBORO COVE HOMEOWNERS ASSOCIATION,  
INC. DIY Insurance Waiver**

The undersigned Unit Owner certifies that the Unit Owner will be performing the work specified for the attached Variance Request (hereafter referred to as the Project) and that no contractors or employees will be working on the Project. The undersigned Unit owner agrees to indemnify and hold harmless Hillsboro Cove Homeowners Association and its agents and employees against all liability, claims, and judgements or demands arising from accidents to persons or property occasioned by Unit Owner and any other individuals working on the Project on Unit owner's behalf. The undersigned unit Owner agrees to defend Hillsboro Cove Homeowners Association against all claims or demands for damages arising from accidents to Unit Owner or other individuals working on the Project, and reimburse Hillsboro Cove Homeowners Association for any expenditure that they may incur by reason of such accidents or judgment after expenditure. The Variance Request form must be submitted and approved by the Board of Directors along with this form prior to any work being done.

Requestor Name:\_\_\_\_\_ Date:\_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Variance Request (Project) description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORMS

## WORK ORDER REQUEST For Hillsboro Cove, Webster, NY

Homeowner Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please provide as much information as possible, including details of problem needing correction, exact location of problem, etc.

**Mail form to:**

Realty Performance Group, Inc.  
1800 Hudson Avenue  
Suite 100  
Rochester, New York 14617

# FORMS

## LEASE INFORMATION FORM

**In Re: Townhome located at \_\_\_\_\_,  
Webster, NY; a residential unit on the property of the Hillsboro Cove Townhome Association.**

The Owner and Tenant agree that the following provisions are incorporated into the lease of the subject townhome. These provisions shall remain in effect throughout the term of said lease and any renewals thereof.

1. The townhome specified above is leased in its entirety. Neither Owner nor Tenant may lease rooms or any portion of the townhome/garage separately. No individuals other than the tenant may occupy the residence.
2. The initial term of this lease shall be no less than six (6) months
3. The Owner shall provide the Tenant with a copy of Hillsboro Cove's Declaration of Covenants and R&R document. Owner's right to lease and Tenant's right to use and occupy the premises shall be subject and subordinate in all aspects to the provisions of these documents. The Tenant shall insure that he, his family members, guests, and all other persons whose reasons for being on the Hillsboro Cove property relate in any way to the Tenant, conduct themselves in accordance with the provisions of these governing documents.
4. In the event of a material breach of the provisions of this Lease Information Form as determined by the Board of Directors, the Owner will be notified in writing and the Owner shall take immediate steps to correct said breach. If the breach has not been corrected within 14 days after the Owner has received such notice by certified mail return receipt, then the Owner shall take immediate steps to evict the Tenant from the premises. If the Owner fails to take action to evict the Tenant, then the Board may take any necessary action to evict the Tenant. Any costs incurred as a result of the Board's action, including but not limited to attorney's fees, shall be borne by the Owner. Failure of the Owner to pay such costs will result in a lien being placed against the subject unit.
5. Owner and Tenant shall be jointly and severally liable for any damages or costs directly or indirectly incurred by Hillsboro Cove as a result of noncompliance by the Tenant and/or Owner with the provisions of Hillsboro Cove's Declaration of Covenants, the R&R document, or this Lease Information Form.

**Term of Lease:**    **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Owner Name(s):** \_\_\_\_\_

**Owner Address (other than Hillsboro Cove)** \_\_\_\_\_

**Owner Phone(s): Land:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Owner Signature(s):** \_\_\_\_\_ **Date** \_\_\_\_\_

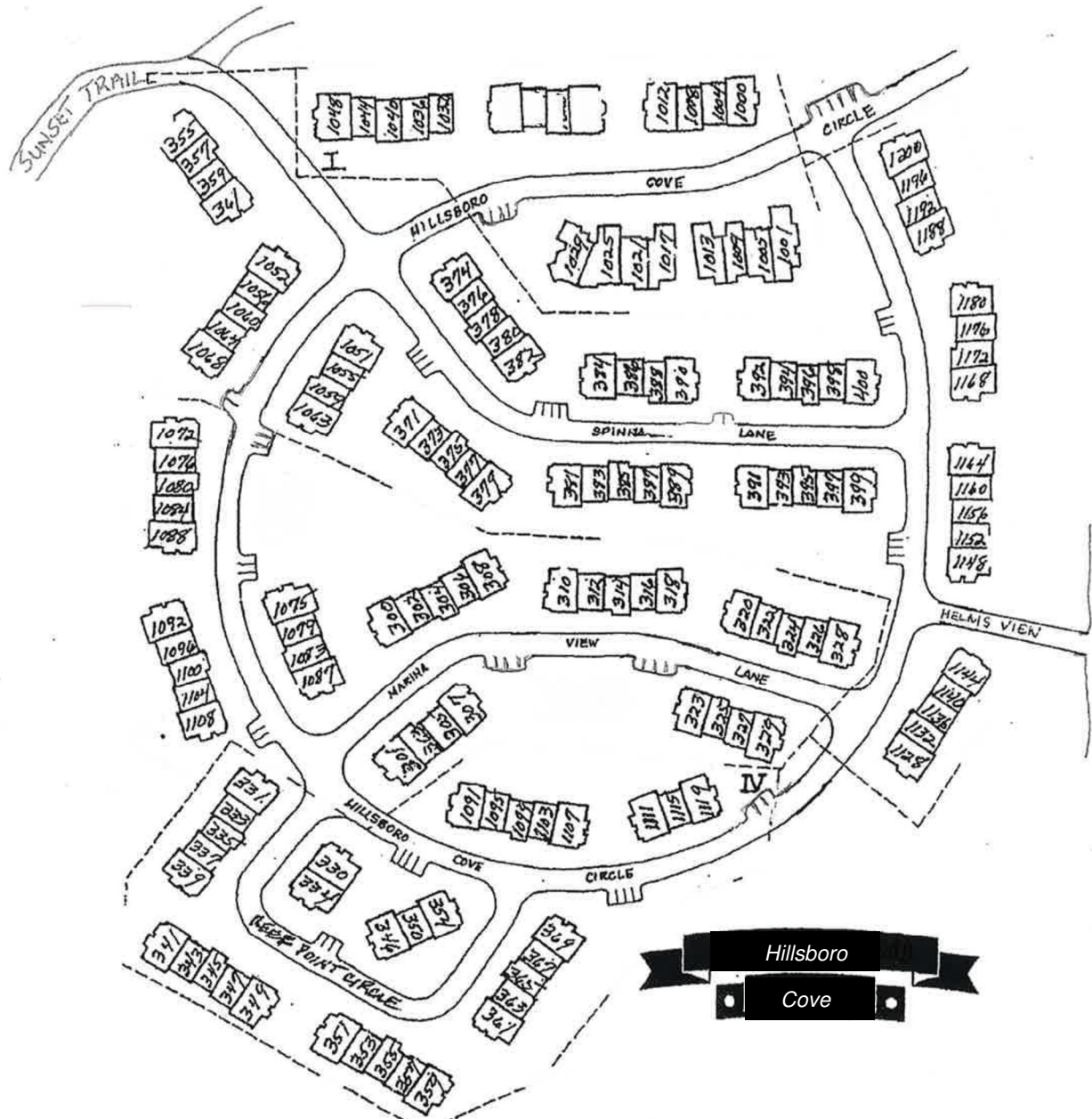
**Tenant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Tenant Vehicle(s): Make/Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Lic. Plate #:** \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# MAPS

## MAP OF HILLSBORO COVE





## MAPS

### AERIAL MAP OF HILLSBORO COVE



Aerial photograph by Eric Mehserle – 1088 Hillsboro Cove Circle

## **RULES AND REGULATIONS**

### **BOARD APPROVED HEALTH-MANDATED MAILBOXES**

There may come a time for some of our residents when retrieving mail from their street postbox (even in good weather) becomes dangerous for their health. If and when that time arrives, residents must do the following:

- Have a doctor's letter recommending direct delivery to your house.
- Contact the Webster post office and apply for direct delivery.
- Submit a variance form to the Board.
- Purchase the approved mailbox or mail slot online, over the phone or at retail locally.
- The mailbox/slot and installation are at the resident's expense.

#### **Salsbury Industries, 4150E-BLK Eagle Door Modern Mailbox, Black**

A mail box is required for up and down units. It must be installed under the light on the porch.



#### **Salsbury Industries, 4045B-Magazine Size, Mailbox, Brass Finish**

A mail slot is required for ranches (end units). It must be installed on the side of the garage.



**Feel free to contact RPG for more information or help.**