

INTRODUCTION

January 2017

Dear Georgetown Commons Resident,

This new Georgetown Commons Guidebook has been reviewed, edited, and approved by your Board of Directors. Please take the time to read this important document and destroy older versions.

These policies, rules, regulations and customs have been published to provide a uniformity of use and enjoyment of the recreational and clubhouse facilities by members of the Association. The Guidebook in its present form represents the thoughts of many hard working committee members and feedback from residents. The By-Laws, in conjunction with your Offering Statement, establish the legal framework of operation and guidance for our Board of Directors in the performance of their duties.

As Georgetown residents live in very close quarters, the Guidebook assumes all are cognizant of the rights of our neighbors and afford them the courtesies you expect of them.

This information is distributed to give assurance of enjoyment to all, rather than restriction to the use of any. Any restrictions are designed only to protect the large investment owners have made in our community. As townhouse owners, we all own a share of the common area and recreational facilities. Protection of our investment can only be assured by proper maintenance, management, and use of these facilities.

We are confident that all owners have a sense of pride in our fine facilities and will cooperate in their use and administration. Comments or suggestions for improvement are always welcomed by your Committees and Directors.

If you have any questions please call our Property Manager who will either answer your questions or refer you to the appropriate Committee or Board Member.

Sincerely,

Your Board of Directors

Residents Guidebook
for Georgetown Common Homes
As approved 1/18/17

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- Common Area Map
- Maintenance Responsibility Chart

GENERAL

ASSOCIATION RECORDS

The following records of the Association are maintained in the office of the Property Manager at the management company and are available for inspection by any homeowner for at least six (6) months, during normal business hours:

1. A copy of the current Management Agreement, if any.
2. The current Georgetown Common Homes Association, Inc directory.
3. Annual Financial Statements, including a Balance Sheet and Profit and Loss Statement, or Financial Statements appropriate for Not-for-Profit corporations.
4. Minutes of Annual and Special Member Meetings.
5. Basic layout of Georgetown Common properties.
6. Basic Forms
 - Clubhouse Reservation
 - Crier Advertising
 - Directory
 - Dish/Antenna
 - Emergency Contacts
 - Pet
 - Variance
 - Other Forms as Required by the Board of Directors
7. The Board of Directors shall also make available to members such other data and materials for legitimate corporate purposes consistent with the Association's corporate interest, as the Board, in its sole discretion, may determine from time to time.

GARAGE AND/OR HOUSEHOLD SALES

1. Only one garage and one household sale is permitted per year per unit; each sale is to be limited to two consecutive days; no sales on Sunday. The number of garage or household sales to be held at one time may be limited by the Property Manager.
2. All homeowners wishing to have a sale must obtain a permit from the Property Manager giving details as to the date, size, time, etc.
3. A deposit of \$100.00 *per unit* is required, with the entire amount to be refunded if no damage has been incurred. It is the responsibility of the homeowner to secure their refund. In the event of damage, the cost of repair will be deducted from the deposit and the difference returned. A deposit is not required for community-sponsored events.

4. Estate sales conducted by outside vendors are prohibited.
5. The Property Manager may use extra people to control traffic, pedestrians, parking, etc. If this is needed, arrangements suitable to the Property Manger must be made by the homeowner to hire and pay the necessary people. Illegally parked cars will be towed away at owner's expense.
6. Time of sale is permitted only between the hours of 9:00 a.m. to 4:00 p.m.
7. A sign for the entrance will be furnished to the homeowner wishing to have a sale. The sign is to be returned to the Property Manager immediately after the sale ends.
8. Other signs will be limited to two (2) within the complex.

GEORGETOWN CRIER

HISTORY

The Georgetown Crier was created shortly after the Georgetown Commons complex was built in the late 1970's. The Crier has been the main publication of the Georgetown Commons Homeowner's Association, communicating events and information to the association's residents. As the primary source of communication, information included reports from the GTC Board of Directors, functional committees, and other pertinent information as provided by the association's residents.

PUBLICATION PROCESS

The information to be published for the Crier is compiled and edited by a resident who is also a volunteer on the Communications Committee. Articles for the Crier are either provided directly to the editor or through the Property Manager who in turn provides the article to the editor. The document is formatted electronically and reviewed and approved by the President of the Board of Directors prior to being sent electronically for publication. The Crier is distributed via the staff of the GTC management agency.

FREQUENCY OF DISTRIBUTION

The Crier is distributed monthly, generally within 1 week after the regularly scheduled GTC Board of Directors meetings.

CONTENTS

Guidelines for publication include the following:

1. Message from the Board President
2. Board Meeting Highlights written by the Board Secretary
 - Note: these are not the actual meeting minutes but a synopsis

3. Message from the Property Manager
4. Messages from the management company
5. Committee Reports/Messages from Chairs of Committee
6. Meeting/Event Notifications
7. Ads from Residents
 - a. Garage Sales and Auctions: Allowed.
 - Activity is permitted per the GTC Resident Guidebook on Garage and/or Household Sales.
 - b. Garages/Rooms for Rent: ***Not allowed***
 - Activity is not permitted per By-Laws Section 10(h) – “No portion of a unit, other than the entire unit, may be rented...”
 - c. Personal Business Ads: Allowed with Permission from Board upon approval of submitted form
 - Activity is not permitted per the Declaration Article VIII, Section 5, “no business activity of any kind whatsoever shall be conducted in any building or in any portion of said property”
 - Activity is permitted with approval of the Board per GTC Residents Guidebook page 3 on Business Operations. “Homeowners are reminded that private business activities are forbidden within the Georgetown Commons complex, except by action of the Board of Directors approving such activities.
 - d. Items for sale from Residents - Allowed
8. Ads from Local Businesses: ***Not allowed***
 - Solicitation is prohibited in GTC per GTC Residents Guidelines on Solicitation and Speeding.
9. Topics of Interest
 - Allowed if pertinent to general safety and well being of GTC residents.
 - ***Not allowed*** if associated with solicitation.

Exceptions to the guidelines for publication are considered on a case by case basis and should be submitted to the Board on the proper form for consideration.

HOMEOWNER RESPONSIBILITIES

ASSESSMENT

These monies are required to maintain the property and to provide needed services to you. They are due and payable on the first day of each month. Please make a special effort to pay in a timely fashion. Failure to pay the monthly maintenance assessment, any special assessment or charges for damages, by the date specified, can result in a lien being placed against your property and the imposition of additional charges to cover the legal expenses involved.

BUSINESS OPERATIONS

Business operations are not permitted per Article VIII, Section 1 of the Declaration which states: "Said property is hereby restricted to residential dwellings for residential use." This also applies to rental of the Clubhouse (see page 12, #3 below)

COMMON PROPERTY

Refer to Article VIII, Section 7 of the Declaration.

FINES

Fines assessed by the Board are the responsibility of the homeowner and can result in liens against the property per the Declaration, Article IV and the By-Laws, Article 4.3

FIREPLACES - INDOOR

Safety Notice

Heatilator Model 123 fireplaces (the standard fireplace unit at Georgetown Commons) **do** have UL approval for use as a wood burning fireplace. However, because the Model 123 is a "zero clearance" unit, i.e. a factory built fireplace which is able to be supported and framed in with standard building materials, **the unit should not be used with any glass fireplace doors in a closed position.**

Original operating instructions were included with the original sale of the unit and specified that glass doors ***should NOT be installed*** on the fireplace because of the possibility of excessive heat build up

Demand by consumers caused the Heatilator Company to develop their own glass fireplace door (the only one which passed Underwriters Laboratory safety standards) some time after introducing the Model 123. Since that point in time, even Heatilator has stopped producing the glass doors ***and no longer approves*** installation over their fireplaces.

Because of this, you *should not* operate the fireplace with glass doors in a fully closed position, regardless of the make of the doors. The doors may still be used to reduce cold air infiltration when the fireplace is not in use or when the fire has burned down to a very small size.

Periodic cleaning of chimneys is advisable.

SALES AND RENTALS OF TOWNHOUSE UNITS

Note: As of 6/13/16 a By-Law amendment went into effect severely limiting unit rentals. A copy of the amendment can be obtained at the Property Management Office

All owners who have sold or rented their home are required to give such notification in writing to the Management Company. Items out of conformance must be brought back into conformance prior to the sale or a variance request must be submitted and approved prior to closing. Units that are rented require a lease for a minimum of 6 months. A copy of the lease and lease renewal must be supplied to the Management Company. The lease must include the statement that the renter has read and agrees to abide by the Declaration, By-Laws and Resident Guidebook. The Offering Statement, Bylaws, Residents Guide Book and pool passes are to remain with the unit.

Renters will normally have full use of facilities as occupants in the area, and owners who rent their unit are not permitted to use the facilities.

SOLICITATION AND SPEEDING

The Georgetown Commons complex is a posted area and signs prohibiting solicitation and speeding are posted at the entrances. These regulations should be observed at all times and any violation reported to the Property Manager.

SUMP PUMPS

Sump pumps, located in your basement, carry off excess ground water and keep your basement dry. Please take time to check the correct operation of the sump pump periodically and be sure it remains plugged in and operational at all times. This is especially important if you leave your home for long periods of time, since both you and your neighbors could be affected.

VARIANCES

Homeowners wishing to make **any** modification to the exterior appearance of their respective units, including replacement of windows and doors, must submit a variance request in accordance with the guidelines published below (see page 21). Exterior modification shall include any and all changes made upon the townhouse and garage exteriors, construction of patio enclosures or covers, erection of outside antennas, satellite dishes, poles, fences or similar structures, landscaping, and any other observable external changes. Request forms may be obtained from the Property Manager

INSURANCE CLAIM PROCEDURE

If your home sustains significant damage you should call the Property Manager immediately (within 24 hours). The Property Manager will compile a list of the damage reported by homeowners as well as damage he notes during a special inspection of the property after the storm. This procedure will be followed to limit the amount of "deductible" the Association might be charged. Owners not reporting damage on time may be charged a "deductible" because late claims will be considered as separate damage by our carrier.

SERVICE REQUESTS/ASSOCIATION PROCEDURES

1. All requests for service to the exterior (excluding glass surfaces, screens, screen doors, window fixtures and patio areas) of any unit or to the Common Area should be brought to the attention of the Property Manager. He will be responsible for seeing that the request is directed to the appropriate channels for consideration and action. The Property Manager will also inform the homeowner if a particular request is not the responsibility of the Association or its agents and will attempt to provide counsel for the Homeowner in resolving such requests.
2. All Homeowner questions or requests concerning Association procedures may be directed to the Property Manager in writing. He will assist in seeing that the matter is brought to the attention of the appropriate individuals for consideration or response to the Homeowner.

SIGNAGE

1. Signs, other than real estate, garage sale and private parties at the club house, are prohibited.
2. Real estate signs will be not more that 5 square feet and placed in the front window of the property for sale or for rent.
3. An "Open House Today" sign may be placed at the front entrance to Georgetown Commons and as needed throughout the property to direct traffic to the location of the open house. Signs shall be placed no sooner than one hour prior to the open house and removed immediately after the event. Any sign posted and not removed will be removed and disposed of by the Property Manager.
4. Sign holders for signs directing your guests to the Clubhouse and Garage Sales are available for your use at the Property Manager's office. (Their use is optional.)

TRASH COLLECTION AND RECYCLING

Service is provided by a private contractor. Space for trash and recyclable storage must be allocated inside each homeowner's garage. Trash and recyclables are not to be stored in patio areas or in the alleyways adjacent to the garage. This is to discourage pest infestation and reduce wind-blown debris. Trash must be placed in securely covered metal or plastic rubbish containers with handles. Recyclables must be placed in the blue recycle bin available at the Town Hall. All newspapers, magazines, etc. should be securely tied or placed in brown paper bags between 5:00 am - 7:00 am, on the day of collection only. Containers must be placed outside the garage. Trash collectors will not step into the garage. Violators will be notified in writing by the Property Manager upon the first occurrence of non-compliance. Additional occurrences of non-compliance are subject to a \$25.00 fine per occurrence thereafter.

People with unusually large amounts of trash, or with a large size, heavy item should contact the Property Manager. Dumpsters are to be placed in the garage or at the end of a building but NEVER in front of the garage.

If you will be away on trash collection day and wish to have your trash collected, contact the Property Manager to make arrangements for trash pick-up.

Trash and recyclables are currently picked up on Thursday. If a holiday falls early in the week, the collection day will be postponed one day. Changes to the schedule will be announced in the Crier.

US MAIL DELIVERY

The US Postal Service delivers mail to the residents of Georgetown through the mail slots found in the garage area of each unit (most through the garage doors).

VEHICLE REGULATIONS:

Help keep Georgetown Safe.

1. Speed limit of 15 MPH is in effect throughout Georgetown Commons for all vehicles. This property is patrolled, upon request, by the Sheriff's Department. Fines may be levied in accordance with Georgetown By-Laws.
2. Unlicensed powered vehicles and/or unlicensed drivers are prohibited from using common property or roadways. Such incidents will be reported to the Sheriff's Office. Handicapped persons may obtain permission to use unlicensed vehicles.
3. The designated parking areas are common property for the use of all owners and their guests. It is expected that residents and their guests will respect the rights of others by not abusing the parking privileges.

4. No motor vehicles other than a private, passenger type may be stored or parked on the premises except within the garages.. Boats, trailers, campers, equipment or supplies, including firewood, etc. may not be stored or parked in roadways or parking areas. Vehicles found in violation of the parking restrictions will be given a warning via a tag affixed to the vehicle, boat, trailer, camper, equipment or supplies. If item has not been removed within 48 hours, the item will be removed at the owner's expense.
 - a. Only private passenger motor vehicles owned by residents or their guests may be parked in Georgetown parking areas. Passenger vehicles are defined as passenger only cars, minivans, sport utility vehicles, or pickup trucks. All of the above mentioned vehicles must fit inside the owner's garage. All other vehicles must be stored inside the owner's garage or parked off the Georgetown premises.
 - b. Commercial vehicles (defined as any vehicles which display advertising signage and/or equipment indicating that they are other than personal-use vehicles) may be parked on Georgetown property only during periods of delivery or service to residents. Commercial vehicles can be parked behind a garage for a brief period for loading or unloading only. Once loaded or unloaded the vehicle must be removed and parked in designated parking areas. Commercial vehicles used by residents may remain on the property only if stored inside the owner's garage.
 - c. Exceptions may be granted for up to two weeks by the Property Manager. Exceptions for longer periods may be granted by the Board of Directors.
5. On snow days, vehicles parked in parking areas, must be moved by 10:00 a.m. to areas that have been cleared, so that the unplowed areas may be cleared of snow. If not, they will be towed at owner's expense. Parked vehicles must not obstruct sidewalks or stoops.
6. Keep sidewalks and steps free of parked vehicles. Please keep bumpers from protruding over sidewalks for pedestrians as well as for snow removal equipment in winter months. (Park so vehicle does not overhang the curb.)
7. **Bicycles are not to be parked on any common property except where racks are provided.** Bicycle racks are located in front of the Clubhouse.

COMMON AREAS
Refer to Article VIII, Section 7, Offering Statement.

USE OF CLUBHOUSE AREA

All resident owners, members of their families, renters of units, and their guests are permitted to use the Clubhouse. The Clubhouse Facility is Smoke Free. Smoking is not permitted in the Clubhouse, Library, Billiard Room, Showers, Locker Rooms, around the exterior of the building, in the pool area, patio area nor in the tennis courts.

CLUBHOUSE

1. The hours of operation for the Clubhouse are 8 am – 10 pm
2. The Clubhouse is primarily for social functions sponsored by the Association and attended by the residents and guests. The secondary use is by members for private social functions. Association sponsored events take precedence over member's private requests.
3. The Clubhouse is not to be used for profit making functions unless such a function has the prior approval of the Board of Directors. Appropriate profit making functions are those which are open to, primarily intended for, and principally attended by residents
4. Only the Perrin Room and/or the Card Room may be reserved. Reservations will be on a first-come, first served basis. A reservation form must be filled out and presented to the Property Manager not more than 12 months prior to the event. A prior reservation of either the Perrin Room or Card Room by a resident will preclude the use of the other room by another resident unless each of them and the Property Manager agree to simultaneous use.
5. Reservations, which requires a pre and post inspection, will require a check for \$100, dated the day of the event, as deposit which will be refunded if there is no damage and the facility used is cleaned and returned to its original condition (after the activity and before the opening hours of the following day) by the resident.

Members of the principal resident's family, 18 years of age or over may use the Perrin Room for private parties with outside guests only if the resident makes the reservation and takes full responsibility for the activities at the party and is present at the gathering.

Reservations in the Perrin Room or Card Room (25 Dunbridge North) does include use of the Recreation room. Reservations in the Perrin Room or Card Room (25 Dundbridge North) *does not* include use of the pool, library, or tennis courts.

The Clubhouse is not available for private parties on New Years Eve, New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

6. The Property Manager or designee has the authority to remove from the Clubhouse those individuals whose actions they deem are not in the best interests of the Association. This action will be reported to the Board of Directors.
7. Furniture or equipment of any kind is NOT to be removed or borrowed from the Clubhouse by any resident.
8. Food and drink are limited to Clubhouse and adjacent patio areas only.
9. No bathing suits or bare feet allowed in the upper level of the Clubhouse.
10. Georgetown Commons is not responsible for lost or stolen articles left in the Clubhouse.
11. The adult head of household may purchase a key fob for \$10 refundable deposit from the Property Manager. Entry is then gained to the Clubhouse: both Perrin Room/Recreation Room and Library/Fitness Center at stated hours.
12. Two pool passes were issued to each unit and remain the property of the Association. They are to be passed on to the new owner upon sale of the unit. Additional passes or replacement passes may be obtained from the Property Manager at \$10.00 each.

FITNESS ROOM

The fitness room facilities are used at the resident's own risk and with the utmost of care. Everyone is urged to contact a physician before starting an exercise workout routine. All residents and guests will comply with the written and posted rules and regulations of the recreation area.

1. Guests must be accompanied by an adult resident over eighteen (18) years of age.
2. Youths thirteen (13) to seventeen (17) years of age may use the fitness room facilities when accompanied by an adult resident eighteen (18) or older.
3. Children under the age of thirteen (13) are not permitted to use the fitness room under any circumstances.
4. Please wipe equipment after use.
5. Please do not wear "street" shoes on the gym floor or on the equipment. Please bring a change of shoes.

6. No food, candy or gum in the fitness center.
7. Please limit your time to 30 minutes per machine if others are waiting.

RECREATION ROOM

1. The Recreation Room will be open during the normal Clubhouse hours.
2. Only heads of households, members of their families, and guests accompanied by homeowners may use the Billiard Room.
3. Any person under 18 years of age must be accompanied by a homeowner. Any individual questioned on his or her age by the Property Manager will not be permitted use of the room until proof of age is submitted.
4. Food, drinks and tobacco products (or any related product such as vaporizers) of any nature are not permitted in The Recreation Room.

LIBRARY

1. The Library Room will be open during normal Clubhouse hours.
2. Only heads of households, renters and members of their families may use the library.
3. Books are filed alphabetically, according to the author. This is a free and unattended library and works on the "Honor System."
4. Paperback books, videos, CD's, books on tape, and cassettes may be donated to the library.
5. Food, drinks and tobacco products of any nature are not permitted in the Library.

SWIMMING POOL

SCHEDULE:

The pool season spans from the Saturday prior to Memorial Day through and including Labor Day (provided adequate staffing of lifeguards). During this period the pool will be open from 10:00 a.m. to 8:30 p.m. daily with a certified lifeguard on duty

ENFORCEMENT:

1. The Lifeguards and Property Manager have the responsibility for enforcing pool rules. The Lifeguard and Property Manager have the sole responsibility in determining if a toy is appropriate or if its use is inappropriate. All complaints or violations should be reported to the Lifeguard on duty who will consult with the Property Manager as he /she deems it necessary.
2. Continued violation of any rules will result in suspension of pool privileges for the remainder of the season.
3. **All regulations required by state, county and town health authorities will be complied with.**

PLEASE if you and your children plan to use the Georgetown Pool, read these informational pages and make sure you are protecting your health and the health of other Georgetown residents. Remember people have gotten sick, and have even died as a result of what the Communicable Disease Center calls Recreational Water Illnesses. Persons with diarrhea or incontinence problems may not use the pool.

SAFETY RULES:

1. **Non swimmers will not be permitted in the deep end of the pool. This rule can be waived for any person capable of passing a swim test consisting of jumping into the pool and swimming one length. This qualifying test will be administered by a Lifeguard.**
2. Toys are allowed in the pool *if the pool is not crowded and must be:*
 - a) Non-mechanical (no moveable parts) toys only
 - b) Cannot be made of a material that will absorb water
 - c) Cannot be pointed, hard surfaced or weighted so that someone can be injured by the toy or parts of the toy should it be broken.
 - d) Must be brought in with you and removed when you leave.

Personal flotation devices are for personal use only.

Any toys or flotation devices left at the pool will be collected at the end of the day and removed from the premises.

Individuals using toys in an aggressive or threatening manner will have the toy removed from their possession until they are ready to leave the pool area. Unruly behavior can result in removal of individual(s) from the pool area for the day. repeated unruly behavior can result in fines and/or removal of pool privileges for the remainder of the season.

3. “Horse Play” – running, spitting, undue splashing, cannon balling, yelling,

obscene language, etc. are *not allowed*.

4. **Swimmers are not to play or hang on the safety ropes in the pool.**

SANITATION RULES:

1. **Persons having colds, skin eruptions, inflamed eyes or similar contagious ailments are not permitted within the pool enclosure. (State Law)**
2. Bobby pins and hairpins must be removed before entering the pool.
3. **Towel off suntan lotion and oil before entering pool. These products “gum” tiles and dilute pool chemicals.**
4. **Children are urged to use the bathroom prior to entering the pool. Any child not toilet-trained MUST wear a swim diaper. Infants and children under three years of age MUST wear a swim diaper.**

GENERAL POOL RULES:

1. Every member and guest must sign-in upon entering the pool enclosure; include the number of guests, and present pool ID tags.
2. **Except by prior arrangement with the Property Manager, the number of guests of the owners of any one unit at any time may not exceed four.** All guests must be accompanied by a homeowner and signed in by them. **The homeowner will not have to remain at the pool with their guests** although they are responsible for their guests conduct.
3. The Lifeguard or Property Manager has authority to close the pool at any time because of weather conditions, safety reasons, etc.
4. All refuse is to be deposited into receptacles provided.
5. **Glass and other breakable items deemed dangerous by the Lifeguard are banned within the pool enclosure.**
6. No food or tobacco products of any kind will be allowed within the pool enclosure. Beverages (non-alcoholic only) must be in plastic or paper containers.
7. All persons using the pool do so at their own risk. No one will be permitted into the pool enclosure unless a lifeguard is on duty. **Persons who have not passed the Red Cross certified “swimmers” course or who *do not* have equivalent experience which has been approved by the Lifeguard will not be allowed in the pool area unless accompanied by a responsible person.**

8. Members and guests are entitled to one chair each and these must be relinquished upon leaving the pool enclosure. **Lounges and chairs may not be reserved for anyone not within the pool enclosure.**
9. All swimmers must wear proper attire when using the pool. This means bathing suits only.
10. **No pets allowed in the pool area.**
11. **There will be a “quiet time” from 5:30 to 6:30 p.m. Monday through Friday. During this time there will be no jumping, diving into the pool, excessive splashing or game playing. This will allow pool users to swim laps, do exercises or spend quiet time in the pool. Those wishing to swim laps will have the right of way. This does not preclude these activities from taking place at other times during the day.**
12. **No radios without earphones will be permitted in the area.**
13. A complete set of up-to-date rules will be posted at the swimming pool before the swimming season opens each year.
14. The Lifeguard on duty must wear some type of noticeable identification indicating that he or she is serving as a Lifeguard.
15. The Lifeguard has the authority to remove, for the rest of the day, any person who is not obeying verbal and/or posted pool rules. Continued violations will result in a ban from the pool area for the remainder of the year.
16. **There will be a 10 minute break for rest at crowded times as deemed necessary by the Lifeguard.**
17. Georgetown Commons is not responsible for lost or articles left in the Pool area or in the locker rooms.

TENNIS COURT

This facility is to be used to play the game of tennis only.

It is not to be used as a playground for children.

Pets are not allowed inside the enclosure.

1. The tennis court is for use during daylight hours by residents or guests of homeowners.
2. Reservations for the court can be made no more than two days in advance of the time you wish to use it. Reservation sheets are in the Clubhouse Portico.

3. The court may be reserved for 1½ hours for doubles and 1 hour for singles.
4. Players may reserve time only once in any given day.
5. Children under age 11 must be accompanied by an adult.
6. A reservation will not be held for more than ten minutes after scheduled time of play. After that time, the court becomes subject to use by others.
7. All tennis guests must sign in prior to play. Please use the white board located in the cabinet of the portico at the Clubhouse.
8. Tennis shoes must be worn on the court at all times; no running shoes or sneaks with cleats or nubs are allowed; flat rubber soles only. Proper dress is required; shirts at all times. Upon completion of your time playing tennis, please secure the gate when you leave the area.
9. Ball cans, can covers, opener keys, soft drink containers or other foreign matter may not be left on the court.
10. If no reservations are made for a particular time, the court may be used for the specified doubles or singles time on a first come basis.
11. No radio, skates, bicycles, scooters, skateboards or other non tennis equipment will be permitted within the tennis court area at any time.
12. No food or tobacco products of any kind will be allowed within the tennis court enclosure. Beverages (non-alcoholic only) must be in plastic or paper containers.

US POST OFFICE DROP BOX

There is a US Post Office Drop Box in front of the Clubhouse for your use at the discretion of the US Postal Service.

PET GUIDELINES

1. To safeguard pets in our community, especially in the event of an emergency, it is recommended that pet owners complete a Pet Registration Form and submit it to the Georgetown Common Homes Association (GCHA) Property Manager at 31 Huxley Way.
2. In the interest of your investment, your relationship with your neighbors, and your pet's welfare, **pets cannot be allowed to roam the common area.** As good neighbors, owners of dogs, cats, or other, must have them leashed.
3. **Pets must not be allowed out unattended.**

4. Pet owners are responsible for immediately cleaning up after their pets and disposing of any litter in their garbage.
5. **Pet litter must not be dumped over the embankment, in other perimeter areas, or left to accumulate therein. Pet litter must not be left to accumulate in any other area prohibited under these guidelines,** including in patios and garages. Such waste must be immediately picked up and properly disposed of in their garbage.
6. Pets are *not allowed* to be chained to lamp posts, trees or any other common element, nor should chains or leashes be left on any part of the common area. Any damage, intentional or otherwise, caused by the infraction of this rule will result in sufficient assessment to cover costs of repair.
7. **The placement of food on porches, verandas, patios, or garages for consumption by pets is prohibited.** This will deter rodents.
8. **The harboring of pets within individual units which create a nuisance is prohibited.**
9. **Bird feeders and any kind of food put out for birds are strictly prohibited since they attract rodents.**

ENFORCEMENT OF PET RULES AND REGULATIONS:

1. Owners who violate, or who permit their own pets, their guests' pets, or their tenants' pets to violate these rules will be subject to a fine or a special assessment fee in an amount to be determined by the Georgetown Common Homes Association Board of Directors in each case, but in no event less than \$25.00 for each violation occurrence.
2. The GCHA Property Manager has the authority, as delegated by the Board of Directors, to remove any pet or pet apparatus which violates the preceding rules. The GCHA Property Manager may call for the assistance of the Perinton Animal Control Office or the Sheriff's Department to resolve pet problems if, in their judgment, they deem necessary.
2. Homeowners also have the lawful authority to call the Perinton Animal Control Office when the Perinton leash ordinance is violated.
3. Remember, these requirements will not be restrictive or burdensome if everyone is mindful of their responsibility. Well mannered pets are a reflection of courteous and sensitive good neighbors, and the meaningful result is a congenial and attractive community.

ROADWAYS

SPEEDING

The Georgetown Commons complex is a posted area and signs prohibiting speeding posted at the entrances. Our posted speed limit is 15 MPH. These regulations should be observed at all times and any violation reported to the Property Manager.

SKATEBOARDING

Skateboarding is not allowed anywhere on the GCHOA property.

FLYING DEVICES

For the safety of residence and limiting noise and distractions around the property, the use of motorized flying machines such as drones, radio controlled air craft, and other electronic flying apparatus is prohibited on and/or above Georgetown Commons. Observation of such apparatus must be reported to the Property Manager immediately.

RESIDENTIAL AREAS – ARCHITECTURAL GUIDELINES

Variance requests are required for all work done on the exterior of homes and approval must be obtained before work begins. Please note that homeowners are required to secure all necessary approvals from agencies in the Town of Perinton indicating full compliance with existing zoning, plumbing, electrical, health and safety laws and regulations prior to commencing work. Forms are available from our website georgetowncommonshoa.com or from the office.

Guidelines for replacement of exterior fixtures

Purpose: The purpose of these guidelines is to assist homeowners who intend to replace exterior fixtures in selecting items that are consistent and compliant with the architectural features of the community. Architectural consistency assures the beauty of the community and the value of our properties.

Homeowners are expected to comply with the guidelines when choosing exterior fixtures. *Variance requests are required for all work done on the exterior of homes and approval must be obtained before work begins. Please note that homeowners are required to secure all necessary approvals from agencies in the Town of Perinton indicating full compliance with existing zoning, plumbing, electrical, health and safety laws and regulations prior to commencing work.* Failure to comply will result in sanctions up to and including replacement of the non-conforming fixture with one that is

architecturally consistent with the rest of the community. Replacement will be at homeowner's expense.

These guidelines are intended to be comprehensive but may not include all exterior fixtures. Homeowners who have questions/ concerns not covered in the guidelines must contact the Property Manager for clarification.

DECKS/PLATFORMS

The following guidelines apply to decks in patios, over garages and on common grounds (for Beacon Hill residences only)

- Decks in patios:
 - **The deck surface must not be less than 6 feet from the top of the fence to an adjoining property.**
 - The deck must be self-supporting and can not be attached to the home or garage.
 - A variance from the Georgetown Common Homeowners Association is required. The deck must also be in full compliance with Perinton Town regulations. A variance is likely required from the Town of Perinton also before construction.
- Decks over garages:
 - Maintenance of the decks and open porches over garages and the membrane under the deck protecting the supporting structure beneath the membrane are the responsibility of the resident.
- Platforms - Beacon Hill and 73-85 Huxley Way
 - The Town of Perinton classifies structures that rest on the ground, are not attached to any permanent structure and are less than 8 1/4 " from ground level to the top of the platform surface as patios rather than decks. As such they **do not** require a permit from the Town for their construction but do require an approved variance request from the Association prior to initial construction and/or repair/replacement.
 - For Beacon Hill residences, the Association will only allow platforms for residences that have exit doors at the rear of their residences to act as a step and small patio area.
 - These platforms must conform to the Town of Perinton regulations as stated above.
 - They must be no larger than 5' x 10' in size.
 - A variance must be submitted prior to construction, repair or replacement. Attached to that variance request must be a letter signed by the homeowner stating they will maintain liability insurance with reasonable amounts to cover any liability associated with the structure (as it sits on common property).
 - It is suggested that flowerbeds be brought to the same distance from the home as the platform to enhance the visual affect and aid in maintenance of the remaining common ground.

- Since the platform is constructed on Association common ground but owned by the homeowner, a certificate of insurance from the homeowner denoting the platform must be filed with the Association and kept in the homeowner's file. Upon transfer of title, the new homeowner must supply a certificate of insurance to the Association upon closing.
- See Appendix A – The Georgetown Common Homes Association document “Rules for Installation of Platform Associated with Exit Doors” for further clarification.

EXTERIOR DOORS

Ornamentation is defined as etched or brass lines, geometric patterns, artistic images or any superfluous designs.

The outside of all exterior doors must be painted one of the Georgetown approved colors (Black, Chocolate Sunday, Redwood, Avocado, Forest Green, Slate Blue, Navy Blue, Georgetown White (cream) – See Property Manager). If the door comes primed only, the Georgetown staff will paint the exterior of the door. Please note that storm doors are required on front entry ways and must be replaced (existing or new) when replacing entry doors. A picture of the door/hardware (and storm door if replacing as new fixture) selected by the homeowner must be attached to the variance request.

Entry doors: Entry doors must be a colonial design, solid and with windows comprising no more than the upper half of the door. **Ornamentation on the doors and/ or windows is prohibited.** Brass hardware is preferred.

Storm doors: Storm doors are required on all front entry ways. They can be full or partial view without grids or ornamentation* of any kind. Acceptable colors are brown, bronze, black or painted to match the color of the entry door. Brass, brown or black door hardware is preferred. A picture of the door/hardware selected by the homeowner must be attached to the variance request.

Patio doors: Patio doors can be sliders or atrium doors. They can be full or partial view. Placement of internal grids is at the owner's discretion. Trim around the door must be cedar wood stained the same color as adjacent cedar shakes.

Back door overhangs: Please contact the Property Manager who has an architectural drawing/ specifications for overhangs. The specs should be attached to the variance request or the homeowner should indicate on the variance request that the specs will be followed in construction of the overhang. **Awnings/ retractable awnings are not permissible.**

Entrance doors from garage to patio: These doors must be partial view with the window having (rectangular) grids (internal or external) and painted one of the approved Georgetown colors on the side facing out. **Ornamentation* on the door or glass is not permissible.** Brass door hardware is recommended. A picture of the door/ hardware selected by the homeowner must be attached to the variance request.

Garage Doors: Replacement doors must be similar to existing doors to present a uniform look. The door must be “colonial” style in brown. A picture of the door selected must be attached to the variance request.

- Garage doors must be constructed of steel, aluminum or fiberglass to reduce maintenance requirements.
- **Garage doors must not have any windows/ glass ornamentation*.**
- A mail slot should be included in the door consistent with the mail slot in the original door.
- Garage doors and moldings must be brown in color (or will be painted by the Georgetown staff to match).
- Garage doors must be 4 panel doors hinged horizontally similar to the one being replaced and rise vertically above the garage floor when opened.
- All moldings for door side seals directly around the garage door must be the same color as the door and mounted on the existing exterior cedar door framing.

FENCES

If the fence is being replaced, homeowners of both properties must submit a variance request since it is a change that affects both properties. Both variances must be submitted at the same time.

- The height of the fence must meet all Town of Perinton regulations and must be at least 6 feet higher than the highest yard/patio involved.
- The fence must be similar in appearance to the one being replaced/ others in the community and be constructed of pressure treated lumber or cedar.
- If the electrical meter box is located on the fence to be replaced, the meter will need to be moved to the side of the house as required by Fairport Electric. This can be a complicated undertaking depending upon where the buried “tower” that supplies power to the house meter is located. Homeowners who want to replace their fence and have the meter box attached to that fence **MUST** work collaboratively with the Committee and the Property Manager to assure that the replacement is done correctly. Communication and planning is essential.
- The fence can be coated in a transparent waterproof preservative or stained to match the house. Specifications of the stain used on the homes can be obtained from the Property Manager.

GENERATORS

Installation of natural gas fired emergency generators must be approved by variance and will be considered on their own merits. If approved, it is the homeowner's responsibility to assure that the generator meets all code regulations. Portable gasoline or propane powered generators are permissible without variance approval.

GRILLS / WOOD BURNING OUTDOOR FIREPLACES

GRILLS

Both gas and charcoal grills are permitted in the patio areas, on wooden platforms or *outside* garages. Caution must be taken to keep the grill away from the building, fence or garage, must not be left unattended, nor stored with burning coals in them.

OUTDOOR FIRE PLACES – are not permitted. This includes wood burning fire pits and chimineas.

HEATING/COOLING

AIR CONDITIONERS

- Replacement of the exterior Air conditioner compressor is the homeowner's responsibility.
- A variance request is required for all replacements or removals.
- **Window air conditioners are prohibited.**

FURNACES

Repair/replacement of the furnace is the responsibility of the homeowner. If the repair/replacement is totally contained within the unit, a variance is not required. Repair/replacement of the furnace that in any way impacts the exterior of the unit (vents through walls/roofs) requires a pre-approved variance. Future damage to the interior of the unit deemed a result of protrusion through walls or roofs is the homeowner's responsibility.

LAWN/HOME ORNAMENTS

All lawn decorations in foundation plantings, on the common lawn, or on stoops are prohibited except for those situations specifically stated below. Lawn / home ornamentation should not be attached to the outside of the home for any situation other than specified below.

- Decorations must not present a hazard of any kind, nor should they restrict building access.

- The decorations must be maintained in good condition and removed or replaced when they begin to look faded or worn.
- All lawn ornaments or decorative objects must be free standing and removable.
- Ornaments should not be political or religious and must comply with common standards of decency.
- American flags may be flown from a pole affixed to a rustproof bracket securely attached to the house and placed near the primary entrance of the home. Homes that face the drive (such as on Beacon Hill) may place a flag adjacent to the garage door. **Spotlights are not permitted.**
- Ornamental flags may be flown as described above but they must not be political or religious and must comply with common standards of decency.
- One ornamental wreath (not to exceed an area 24 X 24 inches) may be attached to the outside of the building near the front entrance door. The fastener for the wreath will be provided by the association and is to be installed by the Property Manager ONLY to insure proper installation and uniformity of location.
- Homeowners may place one decorative object on front stoop or access sidewalk.
- **Landscaping lights are not permitted,**
- **Objects may not be attached to the outside of the house except as noted above.** Certain signs/ objects may be authorized by the association (such as house numbers) for public safety. Any questions about this may be directed to the Property Manager or any member of the architecture committee.
- Seasonal decorations are permitted but they should be in place and removed at a reasonable time before and after the specific holiday and cannot interfere with lawn mowing, snow removal or other maintenance functions.
 - Decorations for the winter holidays may be displayed between Thanksgiving and January 15th of the following year.
 - Holiday lighting may be placed around the entry doors and in the shrubs at the front of a residence. When placed around entry doors it must be attached to the doorframe - not to the side of the home.
 - Inflatable decorations are not allowed at the front of a residence.
 - Roof/gutter lighting is not permitted except on the clubhouse (this will be the responsibility of the Association).
 - Artificial trees are not allowed.
- Ornamentation in enclosed areas such as patios is at the owner's discretion, but should not be taller than the fence line or the bottom roof line of the garage (whichever is higher).
- **Bird feeders/ birdbaths are strictly prohibited anywhere (including patios).**

LIGHTING FIXTURES

Lighting fixtures must be black (wrought iron, if available) with a minimum of ornamentation*. If original fixtures are being replaced, the homeowner should make every effort to assure the design is similar to the fixture being replaced. A picture of the fixture selected by the homeowner must be attached to the variance request. In certain areas of the property, lighting in new exterior locations may be desired as a safety measure. A picture of the fixture selected and rationale (if a new location for lighting is requested by the homeowner) must be attached to the variance request.

PATIOS / PLATFORMS

Residents are advised to contact a reputable contractor who must assure the following requirements:

- Verify the location of gas and electrical lines before starting excavation. Call RG&E or Fairport Electric to stake-out.
- Verify existing or add new drainage pipes along the sides of the patio and adjacent to the back of the garage.
- Provide a sub-base of sufficient type and depth to ensure stability and adequate drainage.
- Slant patio away from house.
- Be certain that water from the patio does not drain onto a neighboring patio and that existing down spouts and crocks are not impacted in any way.
- The surface of the patio, dirt or any other fill must be a minimum of 3 inches below the siding or sill plate of the garage and townhome.
- The patio must be inspected by a board member before the variance is approved and again after the work has been completed.

Please note that if such requirements are not met (e.g. drainage into adjacent patios or disruption of existing electric or gas lines) that the homeowner will be responsible for repairs and replacement costs to adjacent properties and modification of their patio to comply with guidelines.

PLANTINGS

Shrubbery and flowers are restricted to the patio area and balcony, if any, appurtenant to the townhouse. **Trees planted in the patio area must not grow higher than the gutter on the garage or the top of the fence, whichever is higher.**

Plantings of any kind in the common areas are strictly prohibited. Residents who wish to contribute/ donate a planting in a common area may submit a variance for consideration. The Association reserves the right to remove plantings in common areas that have not been approved by the Architectural/ Landscaping Committee.

Shrubbery at front entrance to home:

- Homeowners may replace existing shrubs in front of their units at their expense but must submit a variance request along with a detailed sketch showing the intended planting layout to ensure that the plants are of a suitable variety. Though purchased by the homeowner, when these shrubs are planted on common property, they become the property of the Association, which will plant and maintain them if desired by the homeowner. The plantings:
 - **Must not be higher than the bottom of the window sills.**
 - Taller bushes and shrubs up to 6 feet can be planted next to the entryway or in area other than the fronts of windows.
 - Must contain evergreen plants to assure color year around. A majority of evergreen vs. deciduous shrubs may be permissible (please submit a detailed variance request).
 - Approved shrubs for planting are as follows:
 - Taxus Yews (likes sun or shade)
 - English spreading Yews
 - Boxwoods including pyramidal (variegated or green) (low maintenance, good longevity, likes sun or shade)
 - Dwarf Alberta Spruce (likes sun – grows to 6’ tall – should **not** be planted in front of windows)
 - Bird’s Nest Spruce
 - Dwarf Mugo Pine (heartly but candles must be trimmed yearly to control growth and shape)
 - Bird’s Nest Spruce (dwarf shrub needing sunlight and partial shade)
 - Gold Mop Cyprus/False Cyprus (needs sun – can grow to 5’ x 7’ – select smaller variety of plant)
 - Piers Japonica – small and regular size
 - Global Arborvitae – Bowling Ball or Fire Chief
 - Holly
 - Hosta
 - Euonymus

Flowers in front of homes: The plantings:

- Homeowners may place two flowerpots and one decorative object on front stoop or access sidewalk. **Artificial flowers are prohibited.**
- Flowers are allowed in the cultivated areas immediately in front of the townhome and must be maintained by the homeowner.
- Flowers must not grow to a height of more than 18 inches.
- Flowers may be planted between shrubs and along the sidewalk line.
- Flowers may be placed in portable containers or planters and may be placed on the stoop or access sidewalk in front of the townhouse **but not on common sidewalk.**
- Annuals must be removed by the homeowner at the end of the season.

RAILINGS

Railing can be placed at the front or back of homes.

- Railings must be firmly placed in the concrete step pad and/ or fastened to the house to assure stability except as noted for Beacon Hill platforms.
- Railings in the front of the house: materials must be wrought iron, aluminum or steel painted black.
- Railings in the back of the house: above materials are recommended but pressure treated in a transparent waterproof preservative or stained to match Georgetown house or trim colors is acceptable (Georgetown staff will paint railings).
- It should be understood by everyone that the quality of installation, the functionality of the railing and its maintenance is the responsibility of the resident. The Association assumes no liability for its installation nor maintenance.

RETAINING WALLS BETWEEN PATIOS

Maintenance and construction of earthen retaining walls between patios where one patio is higher than the other is the shared responsibility of the homeowners. Proven construction techniques should be employed in reconstruction:

- The wall should have a solid base to support whatever type of construction is being deployed.
- If concrete block construction is being utilized it is highly recommended that some type of interlocking or rear tab mechanism is employed in the wall to insure the structure resists movement of the soil.
- Between the wall and the soil being retained there should be several inches of small stone to promote drainage and then landscape fabric to retain the soil.
- A PVC drainpipe at the base of the wall is also suggested to further reduce the effects of water damage and must remain open to one end to facilitate draining.

ROOF HEATING CABLES

Residents may install roof heating cables after getting the proper variance approval. The resident is responsible for any damage created during installation of the roof cable as well as any future situation that might occur due to its installation.

- The homeowner is responsible for the maintenance of the heating cables in the areas that were attached to the roof.
- When the property is sold it must be noted that the maintenance of the areas around heating cables is the homeowners responsibility and in accordance with all Town of Perinton and New York State electrical codes.

SATELLITE DISHES/ANTENNAS

Homeowners who wish to install satellite dishes (or other antenna) must contact the Property Manager who will provide guidelines and *The Notice of Intent to Install Antenna*. This document must be reviewed, signed, dated and returned with the variance request. The antenna must not be mounted on the walls of the residence, on the walls of the garage or on common areas.

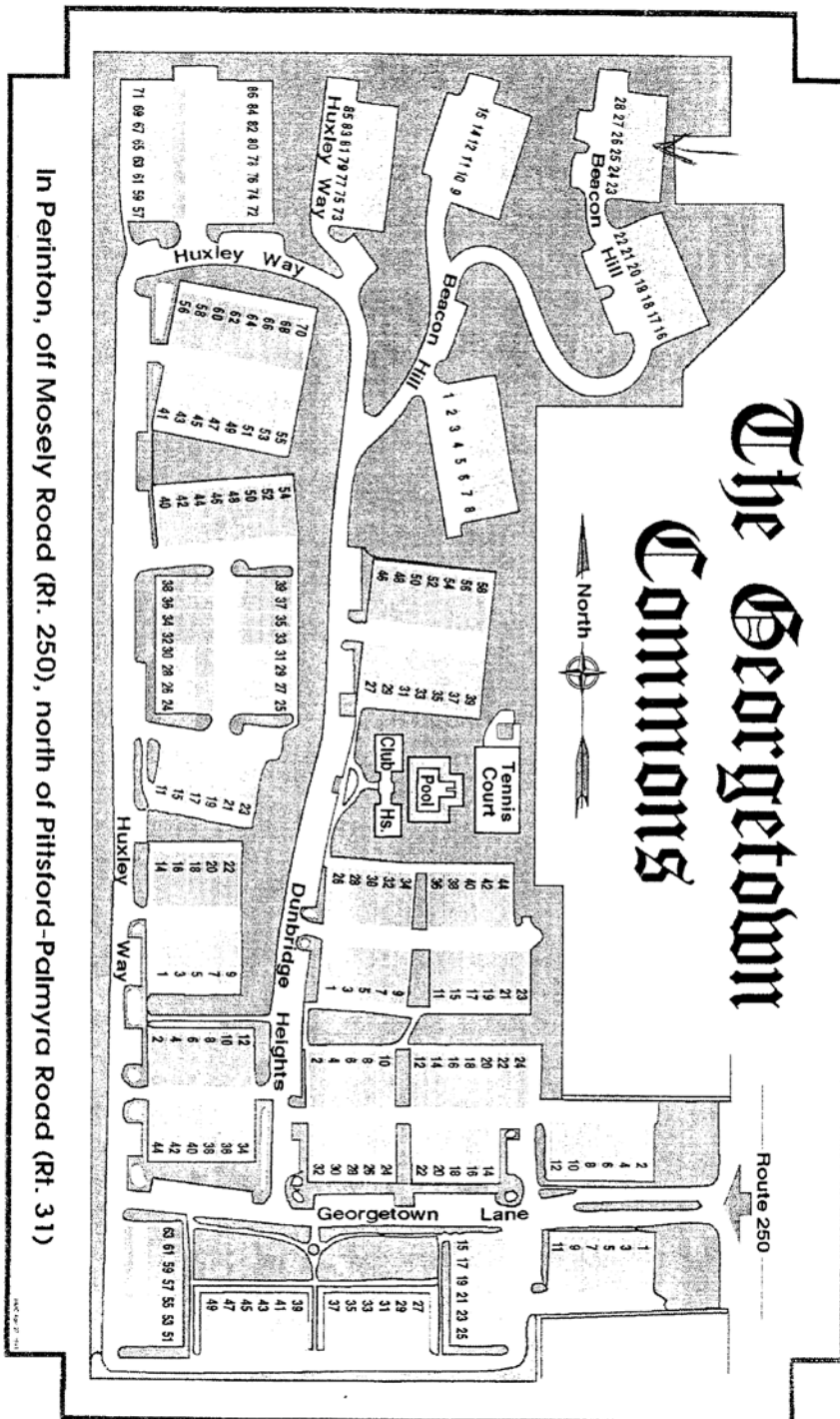
WINDOWS

Replacement windows must be the same size as current windows, or as close as practicable with current, commercially available windows. Windows must be brown, bronze or black on the outside surfaces and with rectangular internal grids (also brown/bronze on the outside). Grids in the picture window is at the option of the homeowner. The outside window trim must be either cedar or approved composite material or can be wrapped in a protective material to match the exterior window color at the homeowner's expense. If finished in cedar or approved composite material, the Association staff will stain to match the building at the Association expense. A picture of the window selected by the homeowner must be attached to the variance request.

- Basement windows can be steel, vinyl or glass block. When installing glass block, if the size of the window is not changing, the Town of Perinton does not require a permit but they did inform Georgetown on May 27, 2010 that ventilation requirements need to be maintained in accordance with the Uniform Fire Prevention Code of the State of New York.

DETAILED INFORMATION ON POLICIES AND PROCEDURES NOT COVERED IN THIS DOCUMENT CAN BE OBTAINED BY CONTACTING THE PROPERTY MANAGER, WHO WILL EITHER ANSWER YOUR QUESTION OR REFER IT TO THE BOARD OF DIRECTORS FOR A RULING.

APPROVED BY THE BOARD 1/18/2017



Darkened areas are common areas plus clubhouse/pool complex.

Darkened areas are dog walk areas

Maintenance and Repairs Responsibilities Matrix		
<p>This document is an attempt to clarify in more detail the division of responsibilities between the Home Owner and the Association.</p> <p>However, in the event of a dispute, the Declaration, the Bylaws and Resident's Guidebook shall prevail. The final decision shall be made by the Board of Directors.</p>		
Responsible Party	<i>Association</i>	<i>Home Owner</i>
ROOF		
Roof shingles, original roof penetrations, plumbing pipes, external chimney-mortar, false chimney	X	
Underlying plywood roof deck	X	
The underlying roof structure, such as, rafters, and all structural components. In the attic, such as keeping soffit and roof ridge vents open for ventilation.		X
Gutters and downspouts	X	
Roof penetrations performed by the homeowner, such as additional ridge roof and bathroom vents		X
Penetrations for heating wires, satellite dishes (under 1 meter diameter)		X
Chimney flue pipe, including liners		X

INSIDE THE TOWNHOUSE UNIT, INCLUDING BASEMENT		
All structures inside the homeowner's unit, walls, floors, ceiling		X
All mechanical and electrical equipment and hardware such as furnaces, water heaters, water treatment equipment, electrical power panels, etc.		X
All furniture, TV, sound equipment, floor and wall coverings, etc.		X
Basement concrete floor		X
Basement windows		X
Security systems		X
Everything from the inside of the exterior wall or from the inside of the rafters/beams to the inside of the unit		X

WALLS: FRONT, SIDE AND PATIO		
Wall shingles, including staining of surface	X	

Repair of wall shingles	X	
Painting of trim around outside doors and windows	X	
Painting of the doors	X	
All sliding doors, screens and screen doors doorjamb		X
Windows, window fixtures, glass surfaces, window panes		X
All hardware and fixtures such as light fixtures, flagpole, nameplate, house number		X
Window frames, storm doors in its entirety		X
Finished inside wall covering, such as paint, wallpaper or other finish material		X
Wall penetrations for high efficiency furnaces		X

GARAGE		
Roof shingles maintenance and repairs	X	
Roof penetrations as originally installed	X	
Overhead door in its entirety, including hardware, electrical and controls		X
Painting of garage door	X	
Man door painting	X	
Man door maintenance/replacement		X
Unit or garage shingles, staining	X	
Floor in its entirety, concrete, finished surface		X
Electrical fixtures and controls		X

PATIO		
Air conditioning unit and other hardware and electrical equipment		X
Ground covering, grass lawn, wooden decks, brick, stone		X
Permanent mechanical equipment and/or electrics, installed by homeowner		X
Natural Gas for BBQ's		X
The fence is a shared responsibility of adjoining owners		X
The fence of an end unit is shared between the homeowner and the Association.	X	X
Painting of the fence		X
Patios proper, and decks over garages		X
Patio deck and the membrane between the patio deck and the one substrate below the deck		X

PLANTS AND TREES – PATIO AREA		

Note: Plants and trees shall not be higher than the lowest garage gutter or fence, whichever is higher.		
Maintenance of plants, trees & shrubs		X

COMMON GROUNDS (OUTSIDE THE TOWNHOUSE UNIT, PATIO AND GARAGE)		
Driveways, walkways: repairs, surfacing and sealing	X	
Fire hydrants: by the Egypt Fire Department	FIRE DEPT	
Grass, bushes, trees, and other plantings	X	
Plantings:		
(a.) evergreens	X	
(b.) annuals and bulbs (by homeowner)		X
Streets, sidewalks, monuments, lighting, fixtures	X	
Snow removal-walkways, driveways, service roads, parking area, stoops	X	
Snow removal in patio		X

UTILITIES		
Sanitary sewer and storm water drain lines		
Sanitary sewer and storm water drain lines parallel with the building	X	
Laterals from the home unit (basement) to the main sanitary and storm sewer	X	
Waterlines, pipes, gas lines, drainage facilities, electrical conduit, public utility lines which are owned by the Association, and for which the utility company or other entities are not responsible	X	
Electrical Service		
From a service junction box to the meter of the home unit	X	
From the meter to the home unit and to the inside		X
Attachment of the meter proper		X
Dedicated water mains: by the Monroe County Water Authority	MONROE COUNTY	
NATURAL GAS:		
from the service junction box to the meter of the home unit	X	
From the meter to the home unit and to the inside		X

Misc Items:		
Refuse: rubbish service, trash and recycling (blue box)	X	
Special pick ups: refrigerators, hot water tanks, washers, dryers (call Resident Manager)		X

+ See additional detailed comments for further guidelines

- Please note that all remodeling activities are subject to the inspection & approval of a licensed building inspector of the Town of Perinton.
- All work shall be performed by licensed craftsmen.
- All changes to the exterior of the home unit, in terms of shape & color, including the patio, are subject to the approval of the Georgetown Board of Directors
- All components that affect the structural integrity of the home unit such as load-bearing walls are to be approved by the Town of Perinton Building Inspector.