

Revised Georgetown Commons Guidebook
July 2018
(updated 9-19-2019)

Dear Georgetown Commons Resident,

The 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. 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 Commons

FOR EMERGENCIES:

Homeowners are responsible for the maintenance, repairs, cleanup, etc. within their residence (above the cement floor). If you are experiencing an emergency and are unsure as to whose responsibility it is to make/pay for repairs, and it is between the hours of 7:30 am and 4:00 pm, call the Property Manager's office at 223-3022.

After hours, you may choose to call your own repair service but you may also be responsible for the bill depending on the specifics of the emergency.

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RESIDENTIAL RULES AND REGULATIONS

Advertising/Signage

1. Signs, other than real estate and related mandated notices, garage sale and private parties at the clubhouse, are prohibited.
2. Real estate signs will not be more than 5 square feet and placed inside the front window of the property for sale.
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.)
5. **Personal/commercial vehicles owned by homeowners and containing signage** must be kept inside the homeowner's garage as failure to do this violates both advertising and signage restrictions.

Animal/Pet Guidelines

1. In accordance with the Town of Perinton Dog Control Ordinance, **pets cannot be allowed to roam.**
2. **Pets must not be allowed out unattended.**
3. **Pet litter must not be left to accumulate.** Pet owners are responsible for immediately cleaning up after their pets. Such waste must be immediately picked up and properly disposed of in the garbage.
4. 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.
5. **The placement of food on porches, verandas, patios, or garages for consumption by pets is prohibited.**

6. **The harboring of pets within individual units which create a nuisance is prohibited.**

7. **Bird feeders, bird baths, 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.

3. Homeowners also have the lawful authority to call the Perinton Animal Control Office when the Perinton leash ordinance is violated.

Town of Perinton: Animal Control Officer

585-223-5115 - Monday through Friday 7:30 AM to 4:00 PM

585-425-7380 - Emergency After Hours Answering Service

4. 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.

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.

Fireplaces/Grills

INDOOR

Fireplaces: 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 buildup.

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.

Gas Insert Specifications

Natural Gas fireplace inserts are allowed in Georgetown Commons and variances will be approved after the Town of Perinton issues the building permit. The Georgetown HOA **Variance Request** must be submitted with a copy of the building permit from the Town of Perinton. It should also include an identification of the installer, a certificate of insurance for the installer, and the vent location / appearance.

OUTDOOR

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.

Propane tanks should not be stored indoors, or in the garage for safety reasons. Propane bottles should be stored upright, on a firm surface, and away from any source of ignition.

Please note: A building permit from the Town of Perinton is required for any natural gas grill installation. After the Town of Perinton issues the permit, a Variance Request must be submitted to Georgetown Commons with a copy of the building permit from the Town of Perinton before any work is done.

Outdoor Fireplaces – not permitted. This includes wood burning fire pits and chimineas.

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

Hot tubs

Exterior hot tubs, (spas) are allowed in Georgetown Commons. The resident must first apply to the Town of Perinton for a building permit to install the hot tub. After the resident receives the building permit to install the hot tub from the town of Perinton, a variance from Georgetown Commons can be requested. The variance request must include a copy of the town's building permit and a certificate of insurance for the hot tub.

Please note: The electrical supply for homes with patios is supplied to each residence by a main line that goes underground through each patio parallel with the residences. Generally, under every 2nd patio is a pedestal (junction box) to connect the power for each residence to the main line. If there is ever an electrical problem with the main line, the pedestal, or the supply line to an individual residence, the hot tub may need to be moved (or removed) by the resident at their expense for access by Fairport Electric to repair the power lines.

Insurance Claim Procedures

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 noted during a special inspection of the property immediately following the occurrence. 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.

Parking

1. Vehicles may not park behind a garage for any reason except for **pick-up** and **drop-off**.

Vehicles must be removed immediately after passengers are picked up or dropped off at residence. **Any vehicle parked for any amount of time behind a garage must park across the back of and as close as possible to the opening of the garage.**

2. 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.

3. 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, including commercial vehicles owned by the homeowner, must be stored inside the owner's garage or parked off the Georgetown premises.

b. **Personal / 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 while work is in progress. **Any vehicle parked for any amount of time behind a garage must park across the back of and as close as possible to the opening of the 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.

4. 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.

5. 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.)

6. Bicycles are not to be parked on any common property except where racks are provided. Bicycle racks are located in front of the Clubhouse.

Plantings/Gardening

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 Mugo Pine (hearty but candles must be trimmed yearly to control growth and shape)

- Bird's Nest Spruce (dwarf shrub needing sunlight and partial shade)
- Gold Mop Cypress/False Cypress (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:

- 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 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.

Sales and Rentals of Townhouse Units

As of 6/13/16 a By-Law Amendment went into effect severely limiting unit rentals.

1. Only eleven (11) of the Units may be occupied by non-Owners and/or non-Family members. Any Units owned by the Association are not counted toward the eleven (11) maximum. Once eleven (11) of the Units are occupied by Non-Owners and/or non-Family Members, Owners wishing to lease their Units will be placed on the waiting list on a first-come, first-served basis, based on receipt of a written request received by the Board of Directors or management.
2. A unit purchased after 6/13/2016 must be Owner occupied for a minimum of five (5) years before it can be leased and can only be leased with Board approval.
3. Units purchased to be occupied by family members are exempt from this occupancy prohibition. Family members are defined as being Parents, Parents-in-Law, Children, and Siblings of the Unit Owner.
4. The Board of Directors, in its sole discretion, may grant exceptions to the eleven (11) Unit maximum.
5. 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 have full use of facilities as occupants and Owners who rent their unit are not permitted to use the facilities.

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.
3. The Property Manager's Office is located at 31 Huxley Way. 585-223-3022

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.

Trash Collection

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.

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).

RESIDENTIAL ARCHITECTURAL GUIDELINES

Variance Requests are required for all work done on the exterior of homes and approval must be obtained before work begins.

Forms are available from our website georgetowncommonshoa.com or from the Property Manager's Office at 31 Huxley Way, 223-3022.

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. A copy of the town permit must be attached to the Variance Request before being considered.

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.

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:

- a) **The deck surface must not be less than 6 feet from the top of the fence to an adjoining property.**
- b) The deck must be self-supporting and can not be attached to the home or garage.
- c) 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:

a) 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

a) 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.

b) 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 flower beds be brought to the same distance from the home as the platform to enhance the visual effect and aid in maintenance of the remaining common ground.
- See Appendix A – The Georgetown Common Homes Association document "Rules for Installation of Platform Associated with Exit Doors" for further clarification.

Enclosed Porch Guidelines:

Porches located over the garages that are common on 25-39 Huxley, 73-85 Huxley Way and on Beacon Hill can be open air with railings or enclosed. If an open porch is to be enclosed it must have a Building Permit from the Town of Perinton before the Georgetown Variance can be approved.

The Georgetown guidelines below must be adhered to:

- The exterior should have a similar appearance to other enclosed porches. The exterior must be cedar shingles.

- Appropriate flashing / vapor barriers must be employed between the new constructed exterior walls and the existing deck materials to eliminate the possibility of water damage.
- All wood trim and siding must be stained using Georgetown Specified primer and stain to match adjacent residences.
- Windows can be double hung, horizontal sliding, picture windows or any combination of those options. The window frame must be brown, bronze or black on the outside surfaces. Grids are optional but if they are desired, they must be the same color on the exterior as the window frame. The outside window trim must be either cedar, approved composite material, aluminum, or it can be wrapped in a protective material to match the exterior window color. A picture of the window selected by the homeowner must be attached to the variance request.
- If additional electrical work is desired, it must be included with the building permit from the Town of Perinton

Note: After the initial installation and final variance inspection by Georgetown, maintenance staining and caulking will be done periodically as it is on all other exterior surfaces, but the resident remains responsible for the quality of the initial construction and any damage that results from this change.

Exterior Doors

Ornamentation on all exterior doors and their windows, defined as etched glass, brass lines, geometric patterns, artistic images or any superfluous designs, is prohibited.

1. Front Entry Doors: Entry doors must be a colonial design with windows comprising no more than the upper half of the door. Brass hardware is preferred. Entry doors must be painted one of the Georgetown approved colors. (See Property Manager). If the door comes primed only, the Georgetown staff will paint the exterior of the door. 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.

2. Storm doors: Storm doors are required on all front entry ways. They can be full or partial view without grids. 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.

3. 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. Their exterior must be Brown, black or bronze in color. The outside door trim must be either cedar, approved composite material, aluminum, or it can be wrapped in a protective material to match the exterior window color. If finished in cedar or approved composite material, the Association staff will stain to match the building at the Association expense.

4. 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. *A building permit is also required from the Town Of Perinton before construction can begin.*

5. 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. Brass door hardware is recommended. A picture of the door/ hardware selected by the homeowner must be attached to the variance request.

6. 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.

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 and/or flagpole 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 on common ground.**
- **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/ bird baths are strictly prohibited anywhere (including patios).**

Light 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 to be 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 downspouts 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.

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 at 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 Owner is responsible for the maintenance of the heating cables in the areas where 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.

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 Architectural Guidelines. 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.

Forms are available from our website georgetowncommonshoa.com or from the Property Manager's Office at 31 Huxley Way, 223-3022.

Windows

Replacement Windows must be:

- Same size as current windows, or as close as practicable with current, commercially available windows.
- 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, approved composite material, aluminum, or it can be wrapped in a protective material to match the exterior window color.
- 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.

COMMON AREA RULES AND REGULATIONS

Common Area is property outside the exterior building lines, patio and garage areas. Residents are hereby prohibited and restricted from using any of said property except as allowed by the Association's Board of Directors and as listed below.

See map for designated Common Areas.

Clubhouse Area (8:00 am - 10_00 pm unless otherwise noted)

The Clubhouse Area:

Clubhouse	Recreation Room
Fitness Room	Playground
Library	Tennis Court
Patio	U.S. Maildrop
Pool/Locker rooms/Showers	

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 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.
2. 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.
3. 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.
4. 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 Dunbridge North) does not include use of the pool, library, or tennis courts.

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

5. 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.
6. Furniture or equipment of any kind is NOT to be removed or borrowed from the Clubhouse by any resident.
7. Food and drink are limited to Clubhouse and adjacent patio areas only.
8. No bathing suits or bare feet allowed in the upper level of the Clubhouse.
9. Georgetown Commons is not responsible for lost or stolen articles left in the Clubhouse.
10. 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.

Fitness Room (5:30 am - 9:00 pm)

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 are expected to 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 to use it.

Library (5:30 am - 9:00 pm)

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

Playground (dawn until dusk)

1. Playground is to be used at own risk.
2. The playground is to be used only by Resident's children and guest.
3. The playground is not to be used when it is wet.
4. Adult supervision is required.
5. No rough play or yelling on the playground.
6. No bare feet on the playground; shoes are required.
7. All safety concerns must be reported to the Georgetown Property Manager @ 585-223-3022.

Recreation Room (8:00 am - 10:00 pm)

1. Only heads of households, members of their families, and guests accompanied by homeowners may use the Billiard Room.
2. 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.

3. Food, drinks and tobacco products (or any related product such as vaporizers) of any nature are not permitted in the Recreation Room.

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 am to 8:30 pm** 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 movable 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 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. **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.

8. Members and guests are entitled to one chair/lounge each and these **MUST** be relinquished upon leaving the pool enclosure. **Members or guests that leave the pool area MUST take all personal items with them so as to leave lounges and chairs available for others. 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. **No radios without earphones will be permitted in the area.**

12. A complete set of up-to-date rules will be posted at the swimming pool before the swimming season opens each year.

13. The Lifeguard on duty must wear some type of noticeable identification indicating that he or she is serving as a Lifeguard.

14. 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.

15. **There will be a 10 minute break for rest at crowded times as deemed necessary by the Lifeguard.**

16. 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. Proper footwear and dress is required; shirts on at all times.
3. Upon completion of your time playing tennis, please secure the gate when you leave the area.
4. Ball cans, can covers, opener keys, soft drink containers or other foreign matter may not be left on the court.
5. No radio, skates, bicycles, scooters, skateboards or other non tennis equipment will be permitted within the tennis court area at any time.
6. 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.

Miscellaneous Common Area Rules and Regulations

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 aircraft, 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.____

Skateboarding

Skateboarding is not allowed anywhere on the GCHOA property.

Solicitation

All solicitation is prohibited in Georgetown Commons. Any violation should be reported to the Georgetown Property Manager @ 585-223-3022. Politicians are allowed on Georgetown Commons Property.

Vehicle Regulations

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.

ADDITIONAL HOMEOWNER RESPONSIBILITIES

Assessments

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.

Emergencies

Homeowners are responsible for the maintenance, repairs, cleanup, etc. within their residence (above the cement floor). If you are experiencing an emergency and are unsure as to whose responsibility it is to make/pay for repairs, and it is between the hours of 7:30 am and 4:00 pm, call the Property Manager's office at 223-3022.

After hours, you may choose to call your own repair service but you may also be responsible for the bill depending on the specifics of the emergency.

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

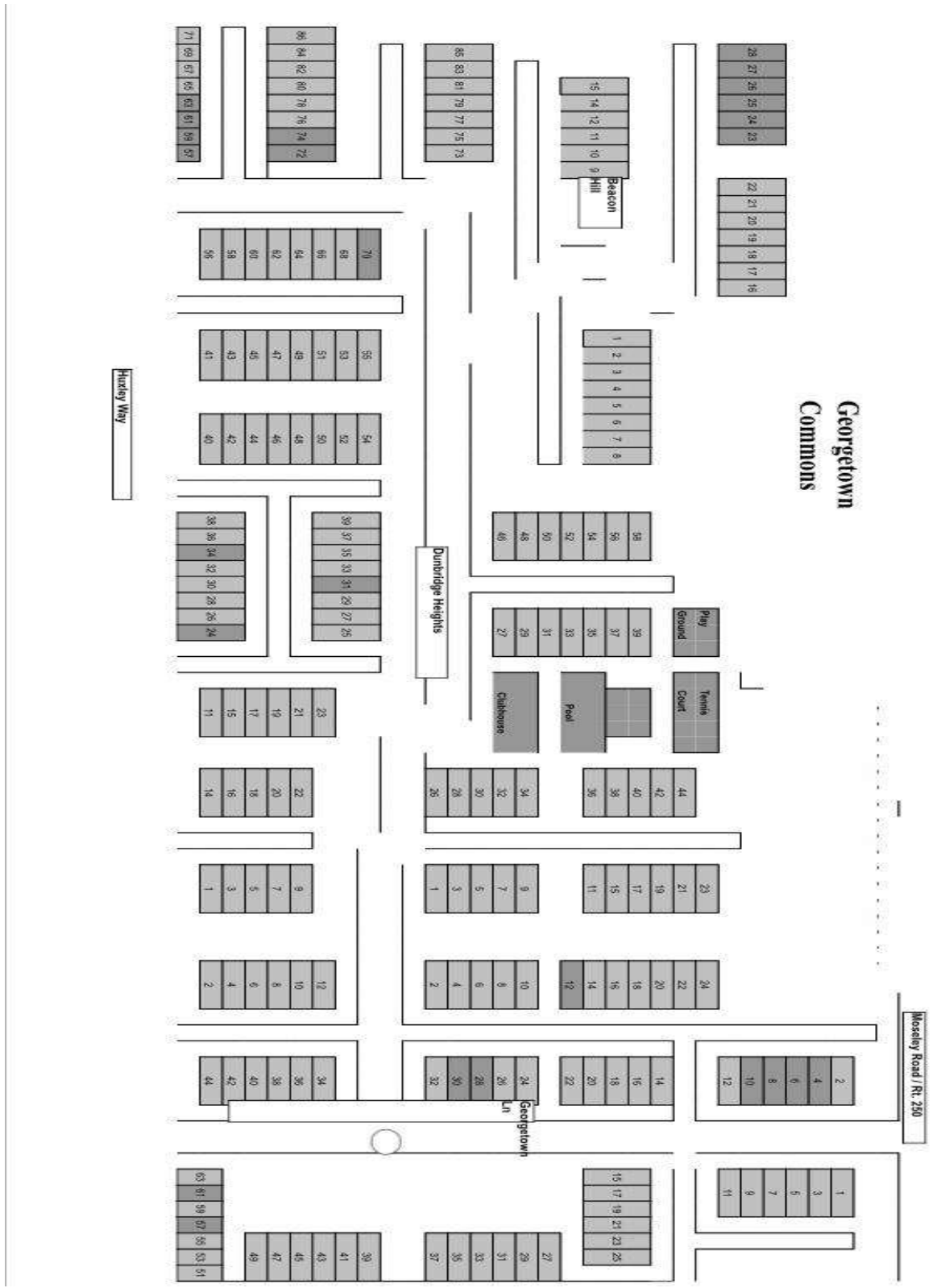
RESOURCES

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.

Common Area Map



www.compassmanagement.net

This website contains information provided by **COMPASS Property Management:**

- About COMPASS Property Management
- Services provided by COMPASS
- Contact COMPASS
- Client Login (Access to information on Georgetown Commons)
 - About Georgetown Commons
 - Property Maintenance
 - Board of Directors
 - Committees
 - Documents & Forms
 - Calendar of Events
 - Bulletin Board
 - Member Directory
 - Best Practices & Safety Awareness
 - Management Contacts

Georgetown Crier

The Crier has been the main publication of the Georgetown Commons Homeowners Association, communicating events and information to the association's residents. The Crier is distributed monthly, generally within 1 week after the regularly scheduled GTC Board of Directors meetings.

Contents

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

Allowed

- Garage Sales
- Items for sale by Residents

Not Allowed

- Personal Business Ads
- Auctions and Estate Sales
- Garages /Rooms for rent

8. Topics of Interest

Allowed if pertinent to general safety and well being of GTC residents.
Not allowed if associated with solicitation.

9. 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.

www.GeorgetownCommonsHOA.com

This website provides the following information regarding Georgetown Commons

- Contacts
- Properties for sale
- Emergency-Preparedness
- Resident's Login to Compass
- HOA
 - Board
 - Meeting Minutes
- Monthly Newsletter
- Recreation
- Services
 - Documents and Forms
 - Property Maintenance
- Clubhouse Calendar
- Maps

Maintenance and Repairs Responsibilities Matrix
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This document is an attempt to clarify in more detail the division of responsibilities between the Home Owner and the Association.

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.

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 doorjambs		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 (TOOK OUT BOLD FONT)		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
DELETED #C		
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

Property Manager's Office

Monday - Friday 7:30 am - 4:00 PM
31 Huxley Way 223-3022

Homeowners are responsible for the maintenance, repairs, cleanup, etc. within their residence (above the cement floor). If you are experiencing an emergency and are unsure as to whose responsibility it is to make/pay for repairs, and it is between the hours of 7:30 am and 4:00 pm, call the Property Manager's office at 223-3022.

**After hours, you may choose to call your own repair service
but you may also be responsible for the bill depending on the specifics of the
emergency. .**