

Georgetown Commons Resident Guidebook

Updated June 16, 2026

Dear Georgetown Commons Resident,

The Georgetown Commons Resident 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 rules and regulations 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

Table of Contents

EMERGENCY PROCEDURES & RESPONSIBILITIES	2
RESIDENTIAL RULES AND REGULATIONS	3
ARCHITECTURAL RULES AND REGULATIONS	10
COMMON AREA RULES AND REGULATIONS	19
ADDITIONAL HOMEOWNER RULES AND REGULATIONS.....	25
RESOURCES.....	26
MAINTENANCE AND REPAIRS RESPONSIBILITIES MATRIX	28
GEORGETOWN COMMONS MAP	33

EMERGENCY PROCEDURES & RESPONSIBILITIES

After-Hours Property Emergencies

For **urgent property emergencies outside of normal business hours**, such as active structural water leaks or blocked community roadways, please contact Andy Roseto at 585-314-6815.

Note: If you choose to call an independent repair service, you may be held responsible for the bill depending on the specific nature and source of the emergency.

Life-Safety Emergencies (Fire, Gas Leak, Medical): Call 911 immediately.

General Maintenance & Repairs

Homeowners are responsible for all maintenance, repairs, and cleanup within the interior of their residence (from the concrete subfloor up). If you are experiencing an issue and are unsure whether it is the homeowner's or the HOA's responsibility to handle or pay for the repair, please call the Property Manager's office at 585-223-3022.

View the "Maintenance and Repairs Responsibilities Matrix" further below.

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. When being walked around Georgetown, all dogs must be attached to a leash which is held by its walker. The leash should be no more than 9 feet long.
3. Pets must not be allowed out unattended.
4. 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.
5. 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.
6. The placement of food on porches, verandas, patios, or garages for consumption by pets is prohibited.
7. The harboring of pets within individual units which create a nuisance is prohibited.
8. 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) sometime 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.

OUTDOOR – Grills & Fireplaces

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 buildings and fences. The grill must not be left unattended, nor stored with burning coals in them.

Storage of propane tanks is recommended to be in an open-air location to prevent the accumulation of propane and away from flammable or combustible materials. Propane cylinders should not be stored in a house or garage. Always store the cylinders with the shutoff / relief valve upward.

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 sale, one household sale and/or one online auction sale pickup is permitted per year per unit; each sale is to be limited to two consecutive days; no sales or online auction pickups 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 or online sale pickup 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 from the installer of the hot tub.

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.
4. No vehicle should be left on the property for extended periods of time. If a vehicle is going to be left in a parking area for long periods (over 72 hours), the parked vehicle must be approved and registered with the property manager.
5. Any personal / commercial vehicle parked on Georgetown property, must have a current registration and inspection sticker, and be in good running order. If the owner of the vehicle cannot be found, the vehicle will be towed.
6. 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.
7. Any overnight trailers must be registered with the Property Manager and cannot be parked in front of a garage. The Property Manager will direct where they can be parked. 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.

8. Any item stored on a vehicle should not extend beyond the length of the vehicle.
9. On snow days, if the Property Manager deems it necessary to move parked vehicles so the parking areas may be cleared more efficiently: after exhausting all efforts to locate the owner of the vehicle, manager may tow the vehicle after posting notice on the vehicle. This may be done after a 24-hour waiting period expires.
10. Bumpers from parked vehicles must not protrude over sidewalks. A 24-hour warning must be given before fining or towing.
11. 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 Landscaping Committee.

Beacon Hill and 73-85 Huxley Way: Because of the very difficult growing conditions for most of these units, these residents must work with the Landscape Committee (individually) for changes to their landscaping. An approved variance is required for any changes.

Shrubbery: Front Entrance to Unit

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 and placed in **front of the unit**, these shrubs are planted on common property, and **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 windowsills.
- Taller bushes and shrubs up to 6 feet can be planted next to the entryway or in areas other than the fronts of windows.
- Must contain evergreen plants to assure color year-round. A majority of evergreen vs. deciduous shrubs may be permissible (please submit a detailed variance request).
- Refer to Landscape Variance for prohibited plantings.

Flowers: Front of Unit

- Homeowners may place 2 flowerpots and 1 decorative object on the front stoop or access sidewalk in front of the townhouse **but not on the common sidewalk**. Artificial flowers are prohibited. All flowerpots and decorative objects must be removed from the front stoop and access sidewalk by November 15th.

- Annual flowers are allowed in the cultivated areas immediately in front of the unit and must be maintained by the homeowner. All annuals must be removed by November 15th.
- A maximum **total** of 3 items (flowerpots, decorative objects) may be placed in the cultivated areas in front of the unit. Bird feeders, bird baths, and any kind of food put out for animals are prohibited.
- Perennial flowers may be planted once a Landscape Variance is completed and approved. All perennials must be cut to the ground by November 15th.
- If a perennial is planted without permission through an approved Landscape Variance, a warning letter will be sent. The plants could be removed by Georgetown Commons.
- All plants in the cultivated area must be lower than the bottom of the windowsills.
- It is expected that the plantings will be maintained by the homeowner by pruning, dead-heading, watering, and weeding to achieve an overall healthy and attractive appearance.

Failure to follow any of these Plantings/Gardening Guidelines may lead to a fine and/or removal of the plantings by Georgetown Commons.

Sales and Rentals of Townhouse Units

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

The Board of Directors, in its sole discretion, may grant exceptions to the eleven (11) Unit maximum.

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. 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.

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 that the lease and lease renewal(s) 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 and Resident Guidebook and the lease. A lease term shall be no less than 6 months. A copy of the lease, Declaration, Bylaws, Resident Handbook and pool passes are to remain with the unit.

Any violations will be sent to the tenant and a copy sent to the owner. Fines incurred as a result of violations incurred by the tenant will be billed monthly to the owner.

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

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. They 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.

All Homeowner questions or requests concerning Association procedures may be directed to the Property Manager in writing. They will assist in seeing that the matter is brought to the attention of the appropriate individuals for consideration or response to the Homeowner.

Property Manager's Office: 31 Huxley Way | 585-223-3022

Forms are available from our website georgetowncommonshoa.com or from the Property Manager's Office.

Residents may also complete and submit Service Requests online by going to:

- <https://georgetowncommonshoa.com/maintenance/>
- Enter the page's password if necessary
- Follow the instructions on that page

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 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 and via electronic and/or phone/email contact.

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).

ARCHITECTURAL RULES AND REGULATIONS

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.

Purpose: The purpose of these rules 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 rules 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 rules are intended to be comprehensive but may not include all exterior fixtures. Homeowners who have questions/concerns not covered here must contact the Property Manager for clarification.

Decks/Platforms

The following 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 cannot 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 ¼" 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 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.

Electric Car Charging Stations

The resident must first apply to the Town of Perinton for a building permit to install the higher amperage power line for the charging station. After the resident receives the building permit for the upgrade 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 Electrician doing the work.

Exterior Doors

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

Front Entry doors, Storm doors, and Entrance doors from garage to patio: The outside of these doors must be painted one of the Georgetown approved colors unless otherwise specified below. See the Property Manager for the approved color selections. If the door comes primed only, the Georgetown staff will paint the exterior of the door. If a resident wishes to paint their door rather than have the Georgetown staff paint it, they **MUST** get the paint from the Resident Manager to ensure the colors match. A picture of the door/hardware selected by the homeowner must be attached to the variance request.

- **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.

- **Storm doors:** Storm doors are required on all front entry ways. They can be full or partial view without grids 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.
- **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, 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. Their exterior color must be brown, black or bronze. 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 door color. If finished in cedar or approved composite material, the Association staff will stain to match the building at the Association expense.

Garage Doors

Replacement doors must be similar to existing doors to present a uniform look. The door must be “colonial” style in a dark brown color. 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 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.

Back door overhangs

Please contact the Property Manager for the architectural drawing/specifications for overhangs in Georgetown. The specifications must be attached to the variance request when it is submitted for approval. **Awnings/retractable awnings are not allowed in the HOA.**

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.
- 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.
- Any fence that is not straight, leaning, or not stable must be repaired or replaced by the owners. If the fence moves easily with light pressure from your hand, it is at risk of blowing over in a windstorm and should be repaired or replaced. Individual boards should be replaced if they are splitting or are severely warped.

Generators

Portable Generators:

Portable generators powered by gasoline or propane are permissible for emergency use without a variance request for Georgetown, but it is highly recommended that a transfer box for your home power supply and an outdoor power inlet box for the generator be installed. Any portable generator using natural gas as a fuel must have a building permit from the Town of Perinton for the natural gas supply line.

Electrical prearrangement for any generator consisting of a power inlet box and a power supply transfer switch requires a building permit from the Town of Perinton. After the Town of Perinton issues a building 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 can begin. If natural gas is to be used as fuel for the generator it must be noted on the building permit for the town and on the Georgetown Variance request.

If a portable generator is used without a power transfer box great care must be taken when using generators to ensure that the electricity from the generator only supplies power to your home and that it does not connect to the Fairport electric supply for your home. Always follow the manufacturer's directions and precautions when running a generator to avoid dangerous situations.

Permanent Location & Wired Natural Gas Generators:

Installation of a permanently located and wired natural gas-fired emergency generator must have a building permit from the Town of Perinton and an approved Variance Request from the Georgetown HOA before installation. It is the homeowner's responsibility to assure that the generator meets all code regulations.

Outside Fire Pits and Heaters

Propane fire pits and heaters are allowed in patios but are prohibited on open porches over garages, open decks or platforms, and anywhere indoors. Electric heaters placed in open porches over garages,

on decks or platforms, and in patios must be removed after usage and stored inside to prevent exposure to water and electrical danger.

NOTE: At the time our homes were built Ground Fault Circuit Interrupters were not part of the Electrical Code and may not be incorporated into your home electrical service. Newer electrical codes call for GFCI circuits anywhere that water may be present to prevent electrocution. Residents are urged to consider installing GFCI circuits for their own safety.

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.

Outdoor Decorations

Front Entry Lawn & Home Decorations

- 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 on common ground must not be political and must comply with common standards of decency.
- One large flag (3ft X 5 ft) 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. American flags and Ornamental flags may be flown as described above but they must comply with common standards of decency.
- Ornamental wreaths (not to exceed an area 24 X 24 inches) may be attached to the residence in ONE of the following ways: 1) On the outside of the storm door, 2) between the storm door and the front entry door, 3) on the outside of the building near the front entry door.
- Units that do not have a forward-facing entry door may attach a wreath near or on the garage.
- Mounting hardware for wreaths should be provided and installed by the property manager. Brackets for flag poles should be supplied by the homeowner but must be installed by the Property Manager to ensure proper installation and uniformity of location.

- Homeowners may place three decorative objects on the front stoop or access sidewalk except for the winter Holidays to facilitate snow removal.
- Spotlights are not allowed.

Decorations at locations other than at the front entrance to the residence

- In patios decorative objects can be attached to the garage wall and on fences but they should not extend beyond the height of the fence or above the gutters on the garage.
- Light strings in patios can be installed with cup fasteners in the garage soffits and on fences.
- Light strings in open porch areas above garages can be installed on the side of patio openings and on railings above the garages.

Holiday Decorations

- Holiday Decorations can be in place up to 30 days before the holiday and should be removed within 30 days after the specific holiday. They cannot interfere with lawn mowing, snow removal or other maintenance functions.
- Holiday lighting may be placed around the entry doors, first story front windows, railings on stoops, and in the shrubs at the front of a residence. When placed around entry doors and front windows they must be attached to the door frame or the trim surrounding the window - not to the side of the home. All types of light strings are allowed including traditional light strings and LED light strings that blink or chase. Icicle light strings are allowed over the tops of windows.
- For windows with wood trim or areas where there is a soffit the light strings can be attached with small cup hooks that can remain in place permanently. Light strings fasteners can also be attached directly to the windows or window frames with removable “command” style light string fasteners. If the light string clips are mounted on the **outer face** of the window or window trim they must be removed when the light strings are taken down.
- Decorative light strings for the winter holidays may be displayed between Thanksgiving and January 15th of the following year. If weather situations do not allow the safe removal of any Christmas lights by January 16th, they must be turned off but can remain on the residence until March 15th.
- Decorative objects placed at the front of the residence between the home and the common sidewalk can be up to 4 ft in height but cannot be higher than the window frame if placed in front of a window.
- Decorative objects and lighting cannot be hung outside from a second story window or an open porch above a garage.
- Inflatable decorations are not allowed on common ground.
- Lighting on roofs and gutters is not permitted except on the clubhouse (this will be the responsibility of the Association).
- Music cannot be playing outside as part of the holiday display.
- Decorations for units that have side yards with an approved variance for a garden can place decorations as outlined above for holidays but must stay within the garden area.

Decor General Rules

- Decorations not specifically included in the rules above must be approved through an architectural variance before they can be installed and displayed.
- 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.
- Wind chimes are not allowed in Georgetown.

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 of the replacement fixture 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.

Light fixtures must be maintained in good condition and working order by the homeowner. Georgetown Commons maintenance will paint any light fixture by the front door or outside of the garage when necessary.

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

Railings can be placed at the front or back of homes. A picture or drawing of the railing to be installed must be included with the variance request. Railings at the front entrance to the home should have balusters without excessive ornamentation. 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 ensure 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 homeowner's 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.

Security Cameras

Doorbell cameras are allowed to replace the original doorbells without an architectural variance.

Security cameras other than the doorbell type must have an approved Architecture Variance before being installed. Below are the requirements for the specifications and location for exterior cameras that must be followed.

- Battery powered cameras are preferred but cameras for garage doors connected to an electrical supply can be used if the power cord can be routed discreetly such that no holes in the siding or trim are required.
- The camera must not be mounted above the first-floor level to monitor only the front entry door or a garage overhead door.
- The variance must include a picture showing the desired mounting location on the residence or garage.
- The camera must be stationary and not be capable of remote controlled movement that could possibly monitor neighbors.

Variations

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 Rules and Regulations. 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.

Windows

Replacement Windows must be:

- Same size and type (i.e., double hung or picture window) as current windows, or as close as practicable with current, commercially available windows.
- The type and style of new replacement windows can be changed from double hung windows in first floor patio locations and other first floor locations at the rear of a home, if the location is not easily seen from sidewalks or roadways.
- 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 the material 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 includes: Clubhouse, Fitness Room, Library, Patio Pool Recreation Room, Playground, Tennis/Pickleball Court, and U.S. Maildrop.

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, Recreation Room, around the exterior of the building, in the pool area, patio area nor on the tennis courts.

Clubhouse Proper

- All references to the "Clubhouse" include Perrin Room, Card Room, Recreation Room, Patio/Grill Area.
- 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.
- 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.

- 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 any part of the Clubhouse 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.
- Reservations will require a pre and post inspection of the facilities by the Resident. The Clubhouse must be cleaned and returned to its original condition after the activity 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.
- Reservation of these rooms does NOT include use of the pool, library, tennis courts, or fitness room.
- 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.
- 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.
- Furniture or equipment of any kind is NOT to be removed or borrowed from the Clubhouse by any resident.
- Food and drink are limited to Clubhouse and adjacent patio areas only.
- When using the pool, residents and guests must use the lower-level bathroom as the bathrooms in the upper level are prohibited.
- No bathing suits or bare feet allowed in the upper level of the Clubhouse.
- Georgetown Commons is not responsible for lost or stolen articles left in the Clubhouse.
- The adult head of household may purchase a key fob for a \$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.

- Guests must be accompanied by an adult resident over eighteen (18) years of age.
- 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.
- Children under the age of thirteen (13) are not permitted to use the fitness room under any circumstances.
- Please wipe equipment after use.
- Please do not wear "street" shoes on the gym floor or on the equipment. Please bring a change of shoes.

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

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

Only residents and people renting in Georgetown may use the library.

- Books are filed alphabetically, according to the author. This is a free and unattended library and works on the "Honor System."
- Only fictional hardcover and paperback books are available in the library.
- Only fictional hardcover and paperback books may be donated to the library.
- Food, drinks, and tobacco products of any nature are not permitted in the library.

Playground (Dawn until Dusk)

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

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

Only heads of households, members of their families, and guests accompanied by homeowners may use the Recreation Room located in the Clubhouse Basement.

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

SWIMMING POOL

Pool Season & Hours

The pool season runs from approximately Memorial Day through Labor Day (dependent on lifeguard availability).

- Pool Area Open: 10:00 am – 8:30 pm daily
- Lifeguard Hours (Mon–Thu): 11:00 am – 5:00 pm
- Lifeguard Hours (Fri–Sun): 11:00 am – 7:00 pm

Note: Lifeguard hours are subject to variation based on staffing.

Access Control

A key fob is required for entry. Please remember your fob (the same one used for the Clubhouse), as entry is impossible without it, especially during unguarded hours.

Closing Time

All residents must exit the pool area by 8:30 pm. At 8:30 pm sharp, the gates automatically lock and the electronic entry system turns off until the next morning. 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. Continued violation of any rules will result in suspension of pool privileges for the remainder of the season. 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

- 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.
- Toys are allowed in the pool if the pool is not crowded and must be:
 - Non-mechanical (no movable parts) toys only.
 - Cannot be made of a material that will absorb water.
 - Cannot be pointed, hard-surfaced or weighted so that someone can be injured by the parts of the toy should it be broken.
 - 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.
- “Horse Play” – running, spitting, undue splashing, cannonballing, yelling, obscene language, etc. are not allowed. Swimmers are not to play or hang on the safety ropes in the pool.

Sanitation

- **Persons having colds, skin eruptions, inflamed eyes or similar contagious ailments are not permitted within the pool enclosure (State Law).**
- Bobby pins and hairpins must be removed before entering the pool.
- 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

- Every member and guest must sign-in upon entering the pool enclosure; include the number of guests, and present pool ID tags.
- 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.
- The Lifeguard or Property Manager has authority to close the pool at any time because of weather conditions, safety reasons, etc.
- All refuse is to be deposited into receptacles provided.
- **Glass and other breakable items** deemed dangerous by the Lifeguard **are banned within the pool enclosure.**
- 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.
- All persons using the pool do so at their own risk.
- 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.**
- All swimmers must wear proper attire when using the pool. This means bathing suits only.
- **No pets allowed in the pool area.**
- **No radios without earphones** will be permitted in the area.
- A complete set of up-to-date rules will be posted at the swimming pool before the swimming season opens each year.
- The Lifeguard on duty must wear some type of noticeable identification indicating that he or she is serving as a Lifeguard.
- 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.
- There will be a 10-minute break for rest at crowded times as deemed necessary by the Lifeguard.

- Georgetown Commons is not responsible for lost or stolen articles left in the Pool area or in the locker rooms.

TENNIS/PICKLEBALL COURT

This facility is to be used to play the game of **tennis and pickleball only**. It is not to be used as a playground for children. Pets are not allowed inside the enclosure.

- The tennis/pickleball court is for use during **daylight hours** by residents or guests of homeowners.
- Proper footwear and dress are required, shirts on at all times.
- Upon completion of your time playing tennis or pickleball, please secure the gate when you leave the area.
- In the interest of being respectful to other residents waiting to use the court, we're asking that you limit your play to no more than 90 minutes and let the waiting party know how much time is remaining before you will be yielding the court to them.
- Ball cans, can covers, opener keys, soft drink containers or other foreign matter may not be left on the court.
- No radio, skates, bicycles, scooters, skateboards, or other non-tennis/non-pickleball equipment will be permitted within the tennis court area at any time.
- No food or tobacco products of any kind will be allowed within the tennis/pickleball 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 residents 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

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.

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 RULES AND REGULATIONS

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.

Emergency Procedures & Responsibilities

For **urgent property emergencies outside of normal business hours**, such as active structural water leaks or blocked community roadways, please contact Andy Roseto at 585-314-6815.

Note: If you choose to call an independent repair service, you may be held responsible for the bill depending on the specific nature and source of the emergency.

Life-Safety Emergencies (Fire, Gas Leak, Medical): Call 911 immediately.

General Maintenance & Repairs

Homeowners are responsible for all maintenance, repairs, and cleanup within the interior of their residence (from the concrete subfloor up). If you are experiencing an issue and are unsure whether it is the homeowner's or the HOA's responsibility to handle or pay for the repair, please call the Property Manager's office at 585-223-3022.

View the "Maintenance and Repairs Responsibilities Matrix" further below.

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.

Required Inspection of Unoccupied Units

Any residence left uninhabited for two (2) years, as well as all subsequent years thereafter, requires a complete annual inspection **every year** by a licensed home inspector. Then the report is to be submitted to the Homeowner's Association. This should cover furnace, air conditioner, water pipes, and basement mold inspection.

While water is to be turned off, furnace should **never** be turned off during winter. Shut-off water to that particular unit only, **not** the main building water valve for entire building of units.

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 months, during normal business hours:

- A copy of the current Management Agreement, if any.
- The current Georgetown Common Homes Association, Inc. directory.
- Annual Financial Statements, including a Balance Sheet and Profit and Loss Statement, or Financial Statements appropriate for Not-for-Profit corporations.
- Minutes of Annual and Special Member Meetings.
- Basic layout of Georgetown Common properties.
- Basic Forms
 - Clubhouse Reservation
 - Crier Advertising
 - Directory
 - Dish/Antenna
 - Resident Information
 - Variances
 - Other Forms as Required by the Board of Directors
- 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.

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:

- Message from the Board President
- Board Meeting Highlights written by the Board Secretary (Note: these are not the actual meeting minutes but a synopsis)
- Message from the Property Manager
- Messages from the management company
- Committee Reports/Messages from Chairs of Committees
- Meeting/Event Notifications
- Ads from Residents
 - Allowed: Garage Sales, Items for sale by Residents.
 - Not Allowed: Personal Business Ads, Auctions and Estate Sales, Garages/Rooms for rent.
- 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.

GeorgetownCommonsHOA.com

This password-protected resident website provides quick access to essential community resources, including:

- Resident Directory, Community Maps, and Properties for Sale
- Monthly Newsletters and Meeting Minutes
- Property Maintenance Requests, Documents, & Forms
- Clubhouse Calendar, Recreation, & Community Services

Privacy & Security Notice: All electronic communications initiated by the Georgetown Commons HOA, its Board of Directors, or its committees are intended exclusively for current residents. This policy applies to our password-protected website, email notifications, automated phone messaging, and hosted video services (such as Zoom and Google Meet).

Castling Management Corporation

Our community is managed in partnership with Castling Management Corporation. Their team oversees daily operations, facilities maintenance, and long-term asset preservation for Georgetown Commons. Reach out to Castling for general HOA administrative matters, including account inquiries, community issues, or questions regarding our rules, regulations, and governing documents.

Office Phone: 585-545-5767

Castling contact details and monthly HOA assessment payment options can be viewed on our website under **Resident Resources**.

MAINTENANCE AND REPAIRS RESPONSIBILITIES MATRIX

This document is an attempt to clarify in more detail the division of responsibilities between the Homeowner 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.

Item / Component Description	Association	Homeowner
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, windowpanes		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	
Main door painting	X	
Main 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	FIRE DEPT
Grass, bushes, trees, and other plantings		X	
Plantings: (a.) evergreens		X	
Plantings: (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 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	
Electrical Service: 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	MCWA	MCWA
Natural Gas: from the service junction box to the meter of the home unit	X	
Natural Gas: From the meter to the home unit and to the inside		X
MISCELLANEOUS ITEMS		
Refuse: rubbish service, trash and recycling (blue box)	X	
Special pick-ups: refrigerators, hot water tanks, washers, dryers (call Resident Manager)		X

Remodeling & Exterior Changes

- 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.

Homeowners are responsible for all maintenance, repairs, and cleanup within the interior of their residence (from the concrete subfloor up). If you are unsure whether an issue is the homeowner's or the HOA's responsibility to handle or pay for the repair, please contact the property manager.

Service requests can be submitted online: <https://georgetowncommonshoa.com/maintenance/>

Property Manager's Office

Hours: Monday - Friday | 7:30 am - 4:00 PM

Location: 31 Huxley Way

Phone: 585-223-3022

Emergency Procedures & Responsibilities

For **urgent property emergencies outside of normal business hours**, such as active structural water leaks or blocked community roadways, please contact Andy Roseto at 585-314-6815.

Note: If you choose to call an independent repair service, you may be held responsible for the bill depending on the specific nature and source of the emergency.

Life-Safety Emergencies (Fire, Gas Leak, Medical): Call 911 immediately.

GEORGETOWN COMMONS MAP

