

Monticello at Honeoye Falls

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A GUIDE TO LIVING AT MONTICELLO AT HONEOYE FALLS

Monticello at Honeoye Falls is a group of 32 condominiums for single family residential dwelling at 63 Maplewood Avenue in the village of Honeoye Falls. Units are primarily owner-occupied, and every effort is made to create a quiet safe residential community. The governing body of the Condominium Association is the Board of Managers. Their role is to work on behalf of the homeowners and residents and to work with the Property Manager to handle day-to-day operations and financial health of the Condominiums. The Declaration and Offering Plan that each owner received at closing is the binding legal document that states obligations of each party. This guide provides more details and outlines specific expectations for residents. Those residents who are tenants have the same guidelines.

By their very nature, condominiums have neighbors living in close proximity to each other which requires certain accommodations for the safety and comfort of everyone. The Property Managers take care of everything that affects ALL of the homeowners: master insurance, maintenance of buildings and grounds and all common areas -- everything outside of each individual unit. The monthly association fee covers routine monthly/annual costs. Any expense that relates to common area will be handled with operating funds available in the budget that is approved each year by the Board of Managers. When there are not sufficient funds in the reserve account for a special project, an "assessment" will be levied on homeowners. Additional details are available if residents have any questions.

In the fall of 2012, after the untimely death of Bill Tomlinson of Northcoast Corporation, the Board of Managers of Monticello engaged Woodbridge Group to serve as the Property Managers. During the recent months, they have been transferring data on Monticello accounts and getting to know our property. At the suggestion of the Board of Managers, "A GUIDE TO LIVING AT MONTICELLO" has been updated for all residents and tenants.

MISCELLANEOUS INFORMATION:

Board of Managers: any homeowner in good standing is eligible to be elected to serve on the Board of Managers. All are welcome and encouraged to volunteer. There are 5 members who are elected each year at the Annual Meeting. The Board is responsible for the overall management of the community. (The Annual Meeting is generally held in April, but will be held in April. Notice of the meeting will be sent to all homeowners.)

Emergencies: Always call 911 first if any life-threatening issues are involved. You may call the Woodbridge Group (585) 385-3331, 24 hours a day if emergency conditions exist, such as storm damage, leaks or flooding in your unit. Routine messages will be taken after hours and faxed to the office. Emergencies will be immediately paged to an on-call staff person.

Fees: Condominium fees are payable monthly on the 1st of the month to the Property Managers at Woodbridge Group. Fees are pro-rated based on the size of the unit that is owned. From time-to-time, the Board of Directors may decide that an increase in annual fees is needed, so that the community can have the funds necessary to maintain the property and keep a reserve fund for an emergency.

Checks must be made payable to MONTICELLO CONDOMINIUM and mailed to Woodbridge Group at PO Box 237, Pittsford, NY 14534. Payments received after the 10th of the month will be charged a late fee. If you have questions, please contact the Property Managers.

In addition, there may be a "special assessment" for a project that cannot be accommodated in the operating budget.

Pets: Pets are allowed in Monticello. Each homeowner is allowed one dog and/or one cat. Homeowners are responsible AT ALL TIMES for the behavior of their pet. A loud and frequently barking dog is not permitted. IF your dog becomes a nuisance, you may be asked to remove it from your home. Dogs should not be tied outside for a long period of time. Pet waste must be picked up every time the owner takes the dog for a walk on a leash and disposed of in the refuse totters. "Back yards" are common areas and it is not appropriate for pets to be unattended outside and for waste to be left there. Please be responsible pet owners. The Village Leash Law is applicable.

Property Managers: The Board of Directors of Monticello has engaged Woodbridge Group as the Property Managers. They handle contracts, maintenance, rules enforcement, financial and day-to-day operations for our community. They can be reached at 585-385-3331 or 271 Marsh Road, Suite 3, P.O. Box 237, Pittsford, NY 14534.

Refuse: Please dispose of trash in the totters located in each parking lot. Please use appropriate containers for recycling. If the totter or the recycling bins are full, please use one in another area. DO NOT LEAVE GARBAGE BAGS OUTSIDE OR ON THE GROUND. It makes a terrible mess. If there appears to be a problem, contact the Property Manager, who can contact the refuse company.

Service Calls: If you see something that needs to be repaired, or have a situation to be addressed, please contact one of the Board members, or Woodbridge Group at 585-385-3331. They will evaluate the situation and create a work order to address the concern.

Snow Removal: Please be aware to keep the entryway doors closed tightly, especially in winter months. If you find that snow has accumulated and the door will not shut, please remove the snow.

Snow removal from driveway and parking lots: The plow contractor makes every attempt to keep the driveways and parking lots passable and safe in the winter. Whenever possible, please be aware and move your car to a cleared area, so that the remainder of the lot can be freed of snow. Sidewalks and walkways will also be cleared. If you have any questions or problems, please contact the Property Manager.

Speed limit: The speed limit within the community is 10 MPH. Please drive safely.

Tenants/Leasing: All Condominiums follow policy's conforming to current banking guidelines regarding home mortgaging. For Fanny Mae and Freddie Mac approvals there can be no more than 20% condominium rentals or 6.4 units can be rentals at any time to protect the ability to allow mortgages for all Owner occupants. High investor ownership creates financing difficulties for everyone. **All future rentals or investor purchases must be pre-approved by the Monticello at Honeoye Falls Board prior to a sale or change in owner statues.**

If you have an approved rental, for safety reasons we need to know who is living in the community with contact information. Please provide lease agreements to Woodbridge office. **As an investment owner**, it is up to you to be certain the tenants are aware of the rules of the complex and that they adhere to them, as if they were a homeowner. The Property Manager must have a copy of the signed lease, and have the current contact information for you and the tenants.



GENERAL GUIDELINES AND INFORMATION FOR HOMEOWNERS and TENANTS

Interiors of Units/Homeowner Responsibility:

1. Owners are responsible to promptly perform maintenance and repair to his/her home, especially if it would adversely affect immediate neighbors or the Community.
2. Owners are also responsible for installation and services to his/her home: gas furnace, electric, cable, telephone and sanitary installations. Gas utility is a common expense. Work inside units must be performed by a qualified contractor. Please be sure to use insured contractors to perform work. Remember that the walls, building structure and mechanical systems are common elements owned by the condominium.
3. The furnaces in each unit are the responsibility of the home owner. Please inspect and replace the filters at least 4 times per year, as recommended by the manufacturer. It is also recommended that the furnaces be cleaned by a professional every two years.
4. There should be no work done in the attics without an approved variance submitted to the Board and/or Property Manager.
5. ANY structural modification to the home must be requested through a variance submitted to the Board and/or Property Manager at least 30 days before any work is to begin. Variance requests must also be accompanied by a letter of insurance from the contractor that lists the Monticello Condominium as additional insured. Call the property manager for additional information, before moving forward with plans or purchases. Work cannot be started until a variance is approved.
6. Homes are to be kept in good repair; a key must be left with the Property Manager or a trusted individual so that a unit can be entered in case of emergency. In addition, with advance notice, the Board and/or Property Manager can access a unit, for maintenance purposes.
7. Residents should not permit television, computer, stereo or other type of sound-producing equipment be used between 10 p.m. and 8 a.m. loud enough to be heard in a neighboring unit.
8. If you will be away from your unit for a week or more, please be certain to set your thermostat at 60 degrees or more. We must do everything possible to avoid freezing of pipes and water damage. Make arrangements to hold or for pick-up of your mail and newspaper delivery. It is also good to alert the Property Manager if you plan to be away and provide them with contact information, should a problem arise.





Exterior of Units/Homeowner Responsibility:

1. The space immediately outside each unit is exclusive use common area, that is, the deck or patio. Keeping these areas free of debris and storage items is the responsibility of the homeowner. Grills, outdoor furniture and accessories are suitable. They are visible to the neighbors and should be neat and well-kept. If a homeowner or guest smokes on the deck or patio, cigarette butts must be disposed of properly – and NOT thrown over the side of the deck or outside the perimeter of the patio. The areas are not to be used as storage areas.
2. Owners should not allow anything whatever to fall from the windows or doors, nor sweep or throw dirt or other substance onto any of the common areas or upon the grounds, or onto the neighbors below.
3. Those who have decks on the 2nd floor are asked to keep the snow off them in the winter months. When the snow melts, it can leak into the lower units, along the patio doors causing problems.
4. No article shall be hung or shaken from windows or balconies or placed upon exterior window sills.

GUIDELINES FOR COMMON AREAS at MONTICELLO

Grounds:

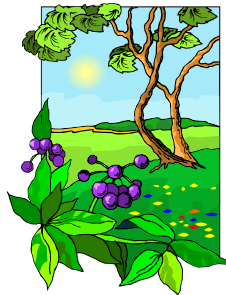
1. Any area outside a homeowner's patio is considered common area and may not be used for personal items.
2. Garden decorations, furniture, planters may not be placed beyond personal patio space.
3. It is not permissible to distribute food for wildlife. Bird feeders are not allowed. It can attract unwanted critters, affect the safety of residents, block vent systems, deposit droppings on other units, etc.
4. Pets are not allowed within community gardens or to be unleashed at any time.
5. Pet waste must be picked up immediately and appropriately disposed of in outdoor dumpsters.
6. Empty bags, paper, containers should be disposed of appropriately. Please do not litter. It is important for our community to be well kept, and debris-free.
7. Owners are responsible for any damage to common areas created by themselves, tenants or their guests.

Parking:

1. Please park vehicles in the lots between the buildings or at the back of the complex. Parking is prohibited in the half-circle in the front or along the roadway, in front of the buildings. Unloading with the use of car blinkers is permitted, but for short periods of time. Please alert guests to appropriate parking spaces.
2. BOATS, TRAILERS, RECREATIONAL VEHICLES: No boat, trailer or recreational vehicle may be parked in the community. The Managing Agent may grant short term parking privileges (not to exceed 48 hours with written approval of the Board) on an individual basis. Under no circumstances will the special parking privileges extend beyond (7) days.
3. UNREGISTERED/UNLICENSED MOTOR VEHICLES: Unregistered/unlicensed motor vehicles, which includes mini-bikes, trail-bikes, go-carts, snowmobiles, mopeds, etc., are prohibited from operating or remaining on condominium property. Unlicensed motor vehicles violating these Rules and Regulations shall be towed at the owner's expense.
4. There should be no commercial or commercially lettered and equipped vehicles in the community with out review from the Board of Managers.

Buildings:

1. Hallways and entrances are common areas. Personal property must be kept in your unit or in your locked storage area. Shoes, boots, backpacks, boxes, toys, bicycles, strollers, etc. are not permitted in the hallway, per the fire code. During the winter months, a covered can with salt will be in each entryway to use to keep the sidewalks clear.
2. Each group of units has a laundry room provided for the benefit of homeowners. Please be considerate of your neighbors. Please remove your laundry promptly. Please refrain from using the washers before 8 a.m. or after 9 p.m. in the evening. Consider working out a schedule with your neighbors. Lint filters should be cleaned out after each use; place lint and trash in provided garbage containers. Please help keep the room clean.



"While the spirit of neighborliness was important on the frontier because neighbors were so few, it is even more important now because our neighbors are so many."

– Lady Bird Johnson