

RULES AND REGULATIONS

Preamble

Brighton Estates Condominiums

4-212 Wintergreen Way
Rochester, NY 1461

Introduction

BRIGHTON ESTATES CONDOMINIUM's Declaration, By-Laws, and Rules and Regulations are our guiding documents. This Preamble is an additional resource for all residents.

Rules and Regulations are not meant to restrict the enjoyment of living in BRIGHTON ESTATES but rather enhance the community experience for all. There is shared ownership of all common elements in BRIGHTON ESTATES and Rules and Regulations are necessary for the proper maintenance, safety, and value of our property.

All homeowners should have a copy of the Declaration and By-Laws, as well as the Rules and Regulations. Lessees shall be provided a copy of the Rules and Regulations by their lessors. The Rules and Regulations are available on Brighton Estates Condominium's webpage on Woodbridge Group's website.

The Board of Managers welcomes suggestions for the enhancement of our property, and we encourage residents to become a member of the Board.

Important Phone Numbers

LIFE-THREATENING EMERGENCY 911

Brighton Police 585-784-5150

Woodbridge Group 585-385-3331

Town of Brighton 585-784-5250

Rochester Gas & Electric 800-743-2110

Common Charges

Common Charges vary based upon the model type of your residence. These fees are necessary for the day-to-day services that are provided for all residents. These services include water, refuse, lawn care, recreation facility usage, master insurance, snow plowing, exterior maintenance... The common charges are due on the first of each month. If common charges or any assessment is not received by the fifteenth of each month there is a \$10.00 late fee. There are additional fees assessed for arrears that take place in months 2 and 3. There is a \$35.00 fee for any checks returned for insufficient funds. If homeowners are over 120 days in arrears legal action may be taken at their expense. Please contact Woodbridge Group for the complete collection policy, and if you have any problems or concerns.

Repair and Other Service Requests

Homeowners who have a service request for the exterior (except for anything related to windows, doors, heating, and AC) of your unit or other common elements should call **Woodbridge Group** at **585-385-3331**.

You may also log a service request by going to www.woodbridgegrouppro.com and search for Brighton Estates. Here you will find your community's information and can click the "submit service request" link, fill out the required details and submit the request.

For after-hours or weekend emergencies, please call the **Woodbridge Group** at **585-385-3331** and the answering service will alert our on-call manager.

For emergencies requiring fire, police, or ambulance services, first call 911 and then **Woodbridge Group**.

Insurance

Brighton Estates carries a Master Insurance policy as well as an umbrella policy. All homeowners should carry their own homeowner's insurance policy. If you feel that you have a loss that would be covered under the Master insurance policy, contact the property manager, Woodbridge Group, immediately.

Many lenders periodically require unit owners to provide proof of insurance for the Association's Master Insurance policy. Should you receive such a request, please contact Travelers to obtain a certificate of insurance. 1-800-238-6225. You will need to provide your loan #, address, and bank contact.

Board of Managers Meetings

The Board of Managers is elected by the homeowners and each member serves a three year term. They manage the everyday activities at Brighton Estates and are responsible for promulgating and enforcing the "By Laws" and "Rules and Regulations". It is encouraged for all homeowners to seek a position on the Board. There are varying end dates to the terms so there is generally an election every year. The Board of Managers meeting is required to take place every three months and promptly after the general homeowners meeting. The Board of Managers generally meets more frequently than that.

No sales or leases may be completed without Board action. If a Homeowner has a modification request (variance) they must fill out a Variance Form. If a Homeowner has an issue for the Board of Managers, please contact Woodbridge Group, who is the liaison for the Board of Managers.

Recreation Facilities

All Brighton Estates residents have the use of the pool and tennis court located at Brighton Colony. Generally, the pool is open from Memorial Day through Labor Day. The tennis court is open for use anytime, weather permitting. Maintenance and administration of the recreation facilities are managed by the owner of Brighton Colony. Pertinent information regarding the operation of the pool and tennis court (i.e., how to obtain a pool pass, pool rules, etc.) is coordinated with our property manager, Woodbridge Group, and passed on to all residents.
