

ERIE VILLAGE
HOMEOWNERS ASSOCIATION

General
Information

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Mission Statement

The mission of the Erie Village Homeowners Association is to preserve the grounds, common areas, and building exteriors of Erie Village; and, to administer the covenants to ensure quiet enjoyment and safety of residents.

Common areas and building exteriors are to be maintained, repaired, or replaced as needed to preserve their functionality. Common areas include all lawns, driveways, lanes, roadways, trails, lakes, ponds, and beach.

Welcome

This guide has been prepared by the Erie Village Homeowners Association (EVHOA) to provide you with information regarding your rights and responsibilities in the community. Whether you have purchased a home or are renting, compliance with the Rules and Regulations contained in this guide will help to maintain the charm and quality of living in Erie Village.

Important Phone Numbers

EVHOA Office: Wynn Collins, Maintenance Manager: 315-656-5148

Police: Town of Manlius: Emergency: 911
Non-Emergency: 315-425-2333

Fire and Ambulance: 911

National Grid: Customer Service: 1-800-642-4272
Gas Emergencies: 1-800-892-2345
Outages and Electrical Emergencies: 1-800-867-5222

Onondaga County Water Authority (OCWA): Customer Service: 315-455-7061 x 3335
Emergency: 315-475-7061
Sewer Issues: 315-435-3157, Ask for
dispatch

Spectrum Cable: Customer Service: 315-634-6000

Doyle Security: Smoke and Fire Detection: 866-463-6953. If asked for a security code, provide 5900.

Post Office: East Syracuse: 315-437-2113

Butler Disposal Systems: 315-342-0832

Town of Manlius Brush Collection: 315-637-8815

General Information

Trash Collection: Garbage and recyclable collection is on Wednesday unless there is a holiday earlier in the week or on a Wednesday. Collection will then take place on Thursday. For a complete holiday schedule please visit butlerdisposalsystems.com. Each unit is provided with a gray trash bin for garbage and at least one blue bin for recyclables. Garbage must be contained in sealed plastic trash bags **and** placed in the gray bins for collection. Hazardous materials, brush, and garden waste are not to be placed in the gray trash bins or blue recycle bins. It is the resident's responsibility to place the trash and recycle bins at the end of their driveways for collection, preferably on the morning of pickup **but no sooner than 6 pm the night before**. Christmas trees are picked up on a one time basis in January. Residents may call Butler Disposal Systems (315-342-0832) to schedule a special, once a year, bulk pickup. Please note that some items may require a fee for pickup which individual homeowners are responsible for.

Snow Removal: The Town of Manlius is responsible for plowing the main Summerhaven loop, Midlake Circle, Oarlock Circle, and parts of Parkington Circle. The Homeowners Association contracts with a snowplowing service for snow removal from driveways and the small lanes. During the winter season, members of the Snow Removal Committee and our contractor monitor weather conditions to attempt to anticipate snowplowing needs. The trigger point for initiating snow removal activity with our contractor is three inches of snow accumulation. Individual residents are responsible for snow removal from their walkways, patios, and decks.

Smoke Detectors: Each unit is equipped with a number of smoke detectors that connect to the Doyle Security central monitoring station. The cost of the smoke detectors and monitoring service is paid for by the Homeowners Association; however, in order to comply with code and insurance requirements, each resident is required to maintain an active phone line for connection of the unit's smoke detectors to the Doyle Security central monitoring station. The phone line must be active regardless of whether the unit is occupied or not. In lieu of a landline, a resident can arrange with Doyle Security to install a GSM cellular device in their townhouse that permits smoke detector monitoring via cell towers.

Brush: Brush and garden waste are not to be placed in the gray trash bins. This material may be disposed of by dropping off at the Town of Manlius Highway Department facility located at 5970 Clemons Road Monday through Friday between 7:00 am and 3:00 pm. You may also enroll, for a small charge, in the Town of Manlius Brush District. For more information call the Town of Manlius at 315-637-8815 or visit their website at www.townofmanlius.org

Grievances and Concerns: Owners are welcome to attend the monthly Board meetings to observe, or express grievances and concerns. Board meetings are held on the third Monday of the month, except May, at 6:30 pm at the EVHOA office. Owners are requested to notify the EVHOA office or any Board member of their intention to attend a Board meeting and the nature of their concern so they can be put on the agenda.

Please contact the EVHOA office to report a problem either by phone, email, or in writing. If calling and leaving a message please identify yourself, your unit number, leave a brief description of the problem, and a daytime phone number where you can be reached.

Common Charges: The common charge fee is due on the first of the month and is not billed. Payments may be made by check payable to the Erie Village Homeowners Association or by automatic withdrawal from a checking or savings account. A form to set up automatic

withdrawal is available at the EVHOA office or online at the Erie Village website. Fees not received by the 15th of the month are considered past due and are subject to late charges. A lien may be placed on the property after three months of unpaid fees.

The Common Charge includes the following:

- (1) Lawn care including mowing, fertilizing, weed, and pest control.
- (2) Maintenance of lake, ponds, nature trail, and beach area.
- (3) Maintenance and pruning of trees and shrubbery in the common areas.
- (4) Snow removal from driveways and lanes not maintained by the Town of Manlius.
- (5) Trash collection.
- (6) Driveways - sealing, repair and replacement.
- (7) Exterior doors - repair, painting and replacement.
- (8) Windows (including sliders) - **repair and replacement of sash only.**
- (9) Walkway (white) fence - repair, painting, and replacement.
- (10) Siding - repair, painting, and replacement.
- (11) Roofs - repair and replacement.
- (12) Exterior lights - repair and replacement of broken lights.
- (13) Smoke detectors - repair and replacement.
- (14) Master insurance policy.
- (15) Garage doors – replacement of door panels only.

Replacements are done at the discretion of the EVHOA Board of Directors.

The homeowner is responsible for the following:

- (1) Deck and stairs - repair, painting and replacement of the deck and its support structure.
- (2) Maintenance of the area within the walkway (white) fence and all perimeter plantings.
- (3) Storm and screen doors - installation, repair and replacement.
- (4) Gutters and downspouts - installation, repair and replacement.
- (5) Windows (including sliders) - repair and replacement of glass, including seals, screens, and window hardware.
- (6) Repair and replacement of all mechanical, plumbing, and electrical systems, including utility and sewer lines.
- (7) Snow removal from walkways, patios, and decks.
- (8) Any improvement made by the present or former owner with the approval of the Architectural Control Committee.
- (9) Damage to the property caused by the owner, tenant, or visitor.
- (10) Maintain a homeowner's insurance policy (HO-6).
- (11) Garage door operating mechanism including cables, tracks, and opener.
- (12) Pest control.

Transfer/Membership Fee: The current HOA Transfer/Membership fee assessed to new owners is \$1,200.00 and is due at the closing of the sale.