

# ERIE VILLAGE

## HOMEOWNERS ASSOCIATION

# Residents Guide

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East Syracuse, NY 13057

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Dear Residents:

The mission of the Erie Village Homeowners Association, in part, 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. To this mission, we would like to remind all residents of what common areas are and how to follow proper procedures for making changes to those areas.

As residents you own the “footprint” of your dwelling. Simply put, if you step outside your front or back door you are in common areas and that means you must submit, **prior to commencement**, an Architectural Change Request form for any type of change, installation or permanent large planting. If you have been following this procedure in the past we thank you for abiding by our covenants, but we have found that many residents are confused over what is “common area”, what requires an Architectural Change Request and, also, that prior approval is required. Forms are available at the EVHOA office and on online at <http://erievillagehoa.com/pdf/ArchitecturalChangeRequest-fillable.pdf>

Common items that have been installed recently without prior approval are new or replacement central air conditioners, backup generators, new or replacement walkways, new or replacement decks/boards, permanent tree & shrub plantings. Please note that it is not necessary to obtain prior approval for the simple planting of summer annual flowers, replacing a dead perennial or two in your courtyard area and deck cleaning & sealing. Remember, any vendor working in the common areas **must** provide a Certificate of Insurance.

The Board of Directors and the Architectural Control Committee have decided to institute the following regarding Architectural Change Requests:

- **No Fee Charged**: Form submission prior to any changes, complete with contractor *Certificate of Insurance (ACCORD 25)* with “Erie Village Homeowners Association, 5900 North Burdick Street, East Syracuse, NY 13057 as the Certificate Holder (**not your name as homeowner**) if work is not being done by homeowner. All paperwork must be completed properly including Certificate of Insurance or the request will be returned and denied, thus delaying action to your request.
- **\$250.00 Fine**: Work started or completed without an approved Architectural Change Request and/or Town of Manlius building permit if applicable.

We are very willing to work with any resident and welcome your questions prior to having any work done at your residence. The best and quickest way to get a response is to contact the committee through email at [evarchitecture1@gmail.com](mailto:evarchitecture1@gmail.com) but phone calls can be placed to the office at 315-656-5148. When work is done without prior approval everyone’s safety is at risk. We want to continue to make Erie Village a nice and safe place to live.

Thank you in advance,  
Erie Village Homeowners Association  
Architectural Control Committee

## Table of Contents

Mission Statement	Page 3
Welcome	Page 3
Important Phone Numbers	Page 3
General Information	Page 4
Rules and Regulations	Page 7

## 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

**Time Warner Cable:** Customer Service: 315-634-6000  
Smoke and Fire Detection: 315-432-0373

**Post Office:** East Syracuse: 315-437-2113

**Butler Disposal Systems:** 315-342-0832

**Town of Manlius Brush Collection:** 315-637-8815

**Insurance:** One Group 315-413-4456 Sue Dunn for questions.

## General Information

**Trash Collection:** Garbage and recyclable collection is on Wednesday unless there is a holiday earlier in the week. Holidays that affect the schedule are New Years Day, Memorial Day, July 4th, Labor Day, and Christmas. Collection will then take place on Thursday. 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 before being placed in the gray bins. 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.

**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 Time Warner's 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 Time Warner's central monitoring station. The phone line must be active regardless of whether the unit is occupied or not.

**Pets:** Dogs, cats, and other domesticated animals may be kept as pets with a maximum of two pets per unit. Dogs must be on a leash when out in the common areas. Allowing your dog to run loose within Erie Village or bark uncontrollably can result in a fine from the Homeowners Association. Owners must clean up after their pets. This includes all the common area grounds and the nature trail. Installation of an invisible fence is not permitted.

**Exterior Changes:** All changes to the exterior of the unit including landscaping projects both within and outside the white fence area, installation of gutters, storm doors, walkways, dish antennas, painting, and any other changes to the unit must be approved by the Architectural Control Committee prior to the commencement of work. Architectural Change Request Forms are available at the EVHOA office or online at [www.erievillagehoa.com](http://www.erievillagehoa.com).

**White Fence Area:** Each homeowner is responsible for maintaining the area within the white (walkway) fence in accordance with the rules and regulations of the Homeowners Association. The white fence itself is maintained by the Homeowners Association. Additionally, the resident is responsible for maintaining perimeter plantings in front of the white fence, on the side of the unit, and behind the deck.

**Decks:** Owners are responsible for maintaining their deck. It is recommended that the deck be power washed and sealed every two years. Check with the Architectural Control Committee for approved colors.

**Beach:** A beach area is located on the northwest corner of the big (Erie) lake. Access to the beach is via a gravel path from Summerhaven Drive South across from Midlake Circle. The beach is for the exclusive use of owners, residents, and their guests in accordance with the rules and regulations of the Homeowners Association.

**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.
- (13) Smoke detectors - repair and replacement.
- (14) Master insurance policy.

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

The homeowner is responsible for the following:

- (1) Deck - 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 homeowners insurance policy (HO-6).

**Canada Geese:** Please DO NOT FEED THE GEESE. Feeding the geese promotes their residency in Erie Village and can also be harmful to them. The EVHOA has engaged a contractor licensed by the DEC who uses approved methods to control the geese population, which includes the use of border collies to harass the geese so they will seek residency elsewhere. The border collies will not harm the geese.

**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](http://www.townofmanlius.org)

**Grills:** In order to comply with Insurance requirements, if grills are used on a resident deck they are to be placed close to the railing, away from the dwelling.

**Firepits:** ARE NOT ALLOWED AT ANY TIME ON DECKS OR IN THE COMMON GROUNDS OF ERIE VILLAGE. THIS IS IN DIRECT LINE WITH RESTRICTIONS SET FORTH BY THE TOWN OF MANLIUS OFFICE OF CODE ENFORCEMENT.

**Transfer Fee:** On Monday, November 20, 2017, the Board of Directors of the Erie Village Homeowners Association by unanimous vote, increased the property transfer fee to \$1,000. This will become effective March 1, 2018. Any property closings as of this date forward will be assessed this transfer fee. This is in compliance with the latest by-laws of the Homeowners Association.

**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 required 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 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.

## Rules and Regulations

The following rules and regulations have been established by the Board of Directors of the Erie Village Homeowners Association and are taken directly or interpreted from the Declaration of Covenants, Restrictions, Easements, Charges and Liens for Erie Village (hereafter “Covenants”). These rules and regulations are intended as a summary and do not limit or negate the Covenants in any way. They apply to all owners, residents, tenants, guests, and any others who use the common areas of Erie Village. These rules and regulations shall remain in effect until they are amended or rescinded by a majority of the Board of Directors.

Owners, residents, and tenants are responsible for complying with the restrictions in the Offering Plan, which includes the Covenants, whether they have read it or not, or whether the particular restriction appears in this summary or not. It is the owner’s responsibility to leave a copy of the Offering Plan in the dwelling unit for the next owner. The Offering Plan is available on the Erie Village Homeowners Association website at [www.erievillagehoa.com](http://www.erievillagehoa.com) or a copy can be purchased for a reasonable fee from the EVHOA office.

**1.0 Occupancy:** No unit shall be used except for residential purposes. Occupancy of the units shall be restricted to “One Family” occupancy as that term is used in the Covenants and is defined as:

- (1) An individual;
- (2) Two or more persons related by blood, marriage, adoption, or guardianship;  
or
- (3) A group of not more than four persons not related by blood, marriage, adoption or guardianship living together as a single housekeeping unit in a dwelling or dwelling unit.

1.1 Owners who rent their units shall be responsible for compliance by their tenant(s) with the occupancy rules and regulations set forth herein.

**2.0 Uses and Structures:** No lot shall be used except for residential purposes. No building, carport, shack, tent, or any other structure may be erected, placed or permitted to remain on any lot other than one attached, single family dwelling and garage. No building or any part thereof shall be used for any purpose except as a private dwelling for one family as defined in section 1.0, Occupancy.

2.1 A home office is permitted under the following conditions:

- (1) The home office is for an occupation or profession that is carried on solely by a member of the family residing in the dwelling unit;
- (2) The owner, resident, or tenant complies with all applicable zoning laws;
- (3) There are no visits to the dwelling unit by employees, customers, clients, patients, vendors, suppliers, or the like.

2.2 Except as noted above for a home office, no business or trade of any kind, professional office, noxious or offensive activity, shall be carried on at any unit, nor shall anything be done which may be or become an annoyance or nuisance to the neighborhood.

**3.0 Motor Vehicles:** No motor vehicle shall be parked or stored in any manner on any lot or portion of the common area, except for private passenger type pleasure automobiles only. A “private passenger type pleasure automobile” is defined as a sedan, motorcycle, minivan, station wagon, SUV, or pickup truck with no more than four wheels, which is designated primarily for the transport of persons, and shall further include such other vehicles as may be authorized by the Board of Directors. All motor vehicles parked in Erie Village shall display valid license tags and inspection stickers and be maintained in proper operating condition and not be a nuisance by virtue of noise, emissions, fluid leakage, or appearance.

3.1 Boats, trailers, motor homes, campers, recreational vehicles such as ATVs and snowmobiles, and trucks with more than four wheels are prohibited from parking in driveways and common areas, but may be parked in the resident’s garage if practical. Upon approval by and in the sole discretion of the Board of Directors, motor homes, campers, and boat trailers may be temporarily parked in the resident’s spaces for a period of not more than 48 hours if actively engaged in the act of loading, unloading or preparation for or recovery from use. At the discretion of the Board of Directors, this approval may be extended to include such vehicles belonging to guests temporarily visiting the resident.

3.2 Other than vehicles of tradesmen and contractors performing normal services in Erie Village, vehicles with commercial signage or advertising are not permitted to be parked in driveways or common areas. Such vehicles may be parked in the resident’s garage if practical.

**4.0 Parking:** Each unit has minimally two spaces available for parking. The primary space is in the garage and the secondary space is the driveway. In some areas of Erie Village there are designated overflow parking spaces available for the use of residents and guests. No vehicles shall be parked at any place in the Village except in specifically provided parking areas. Parking spaces are not to be used for purposes other than to park those vehicles as are identified above. Overflow parking areas are not to be used for the storage of vehicles.

4.1 Routine on street parking is prohibited as access is needed for service and emergency vehicles. Occasional, limited time parking for guests of a resident in the vicinity of the resident’s unit for a social function is acceptable.

**5.0 Lakes and Ponds:** All residents shall have reasonable access to lakes and ponds. No owner or resident shall be entitled to the exclusive use of any water area or shoreline or be permitted to erect any dock, float, walkway, steps, fence, or like structure without written authorization from the Homeowners Association. No motorized watercraft shall be permitted on any lake or pond. Watercraft that are permitted to be used on the lakes or ponds cannot be stored in any common area but may be stored under the resident’s deck. Launching and removal of watercraft if done at the beach area must be done from the designated launch site to the left of the deck area.

5.1 Fishing with the appropriate license is permitted in the lakes and ponds. Children under the age of 12 years must be supervised by an adult. For the purpose of this rule, a person is considered an adult if he/she is 16 years of age or older. Fishing is not permitted at the beach

area. As a courtesy to residents, fishing is not permitted in close proximity to a dwelling unit without the permission of the resident.

5.2 No winter activity such as ice skating, ice fishing, cross country skiing, snow shoeing, snowmobiling, or other presence on any frozen lake or pond is permitted.

6.0 **Beach:** A beach area is located on the northwest corner of the big (Erie) lake. Access to the beach is via a gravel path from Summerhaven Drive South across from Midlake Circle. The beach is for the exclusive use of owners, residents, and their guests. Swimming is not permitted after dark. The beach does not open for swimming until the Memorial Day weekend and closes at the end of September.

6.1 Beach passes and parking permits for owners and residents may be obtained from the Homeowners Association office with a limit of two of each per household. The beach pass should be displayed in plain sight (on a beach bag, article of clothing, beach chair, etc.) so that it can easily be discerned that the people using the beach are owners, residents, or guests.

6.2 No pets are permitted in the beach area. Owners, residents, and guests are responsible for cleaning up the beach area when they leave and properly disposing of all trash. No glass containers, bottles, plates, cups, or other breakable articles are permitted in the beach area. No running, horseplay, or other objectionable or loud activity that would disturb other owners, residents, and guests in the beach or surrounding areas is permitted.

7.0 **Plantings:** No owner, resident, or tenant shall plant or install any trees, bushes, shrubs, or other plantings, or authorize the same to be done, on any portion of his lot, including inside the white fence area, or any portion of the common areas, without the approval of the Architectural Control Committee. Such plantings shall not obstruct the view of any other lot owners or be placed in such a manner as to interfere with the painting or maintenance of the unit, or have the potential to affect the structural integrity of the unit. Any plantings or landscaping done without the approval of the Architectural Control Committee will be removed at the owner's expense. All plantings installed by a lot owner shall be maintained, including pruning and weeding, by the current owner at the current owner's sole cost and expense.

7.1 The area inside the white fence is the owner's responsibility to maintain in a reasonably satisfactory manner. This includes but is not limited to pruning, weeding, and removal of dead plants, as well as maintenance of the walkway and any patio area. Existing plantings or new plantings within the white fence area shall not exceed the height of the white fence unless, on a case by case basis and at the discretion of the Board of Directors, such plantings do not obstruct the view of other owners or interfere with painting and maintenance of the unit.

7.2 Perimeter plantings in front of the white fence, on the side of the unit, and behind the deck may be installed with the approval of the Architectural Control Committee. Perimeter plantings should not extend more than 3 to 4 feet from the white fence, side of the unit, or deck. In some cases, and at the discretion of the Board of Directors, the 3 to 4 foot limit may be extended to accommodate curved landscaping designs if the design serves to enhance the overall appearance of the planting. Such perimeter plantings shall be maintained by the current owner, even if

installed by a previous owner. Should the current owner decide to remove perimeter plantings installed by a previous owner, such removal will be at the current owner's sole cost and expense after receiving approval from the Architectural Control Committee.

**8.0 Architectural Control:** No building, fence, wall or other structure, and no change in topography, landscaping, or any other item constructed by the developer, shall be commenced, erected or maintained in Erie Village, nor shall any exterior addition, change, or alteration, including painting, be made to the exterior of any unit be made until the plans and specifications showing the nature, kind, shape, height, material, color, and locations of the same shall have been submitted on an Architectural Change Request form and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Architectural Control Committee or the Board of Directors of the Association.

8.1 The Architectural Control Committee or the Board of Directors may also require that any submitted request be subject to the written consent of adjacent homeowners.

8.2 Typical projects that require approval include, but are not limited to, plantings and landscaping both inside and outside the white fence, installation or replacement of gutters, storm doors, walkways and patios, dish antennas, expansion or alteration of decks, including installation of stairs to ground level, installation of a deck gazebo, installation of a hot tub, and increasing the size of basement windows for egress purposes.

**9.0 Signs:** No sign of any kind shall be displayed to the public view on any dwelling or lot, except a one family name sign of not more than one hundred square inches may be displayed on the exterior of the unit. A temporary sign of not more than two square feet advertising the property for sale may be displayed in a window only. No such sign shall be illuminated.

9.1 Temporary signs announcing lawn care weed control activity, garage sales, real estate open houses, or other Erie Village community activity approved by the Board of Directors shall be permitted provided the signs are removed in a timely fashion following the conclusion of the event. Political campaign and contractor signs are not permitted.

**10.0 Drilling and Mining:** No drilling, development operations, refining, quarrying or mining operations of any kind are permitted upon or in any lot or common area, nor shall wells, tanks, excavations, or shafts be permitted.

**11.0 Animals:** No animals, livestock or poultry of any kind shall be raised, bred or kept in any dwelling or on any lot, except that dogs, cats or other domesticated household pets may be kept, provided that they are not kept, bred or maintained for any commercial purpose and provided that not more than a total of two pets are kept in any dwelling.

11.1 When outside, dogs must be on a leash and are not permitted to run loose, bark uncontrollably, or be a nuisance to other homeowners. Owners must clean up after their pets. This includes the area within the white fence, all common areas, and the nature trail. Invisible fences are not permitted to be installed.

12.0 **Garbage and Rubbish:** Garbage and rubbish shall not be dumped or allowed to remain on any lot, but shall be deposited in sealed plastic bags and placed in the gray trash bins for collection.

12.1 **Brush:** Brush and garden waste are not to be placed in the gray trash bins. This material may be dropped off at the Town of Manlius Highway Department located at 5970 Clemons Road weekdays between 7:00 am to 3:00 pm. For more information about brush removal, call the Town of Manlius at 315-637-8815 or visit their website at [www.townofmanlius.org](http://www.townofmanlius.org).

13.0 **Laundry:** Laundry poles, lines and the like outside the dwelling are not permitted. Laundry, including beach towels, may not be hung in any manner outside the dwelling, including on the deck or inside the white fence.

14.0 **Antennas:** In accordance with the Telecommunications Act of 1996, installation of antennas/satellite dishes not larger than one meter (39”) shall be permitted upon approval of the Architectural Control Committee.

14.1 Antennas/satellite dishes should be selected and located to the extent possible, to minimize their appearance from the street and neighboring properties. The location should take advantage of screening provided by existing structures and/or vegetation. Antennas/satellite dishes are not permitted to be installed on roofs. They should not be placed in areas where they would constitute a safety hazard. All installations shall be in accordance with the Association’s rules and regulations.

14.2 All wiring for antennas and satellite dishes must be properly secured. In some instances, wiring may be required to be concealed. Each owner shall maintain any antenna/satellite dish in a reasonable manner so as not to become unsightly.

14.3 The owner is responsible for moving the antenna/satellite dish if the Association must maintain, repair or replace the area where it has been installed. The cost of removal and re-installation shall be the sole responsibility of the owner.

14.4 Each owner, at the owner’s sole cost and expense, shall remove any antenna/satellite dish upon cessation of its use. In addition, the owner shall be responsible for the cost to repair any resulting damage from the removal of the antenna/satellite dish for any reason.

15.0 **Fences:** No fence, fabricated, naturally growing, or otherwise shall be erected or planted on any lot or attached to the exterior of any dwelling without the approval of the Architectural Control Committee.

16.0 **Storage:** No personal items such as, but not limited to, boats, grills, deck furniture, toys, bicycles, tool cabinets, etc. are permitted to be stored in the common area. Only watercraft approved for use on the lakes and ponds are permitted to be stored under the deck.

17.0 **Displays:** Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls or doors of a dwelling, white fence, or deck

fence without the approval of the Architectural Control Committee, except that holiday decorations may be displayed provided they are put up no sooner than the Thanksgiving weekend and removed by January 31st of the following year.

**18.0 Awnings:** No awning or canopy shall be affixed to or placed upon the exterior walls, doors, windows, roof, or any part thereof without the approval of the Architectural Control Committee.

**19.0 Noise and Odors:** Owners shall not cause or permit any unusual or objectionable noise or odors to emanate from their units.

**19.1** This also includes low frequency vibrations, or a thumping noise, generated by excessive volume settings of stereo equipment and transferring through the building structure into adjacent units.

**20.0 Decks:** Owners are responsible for maintaining their decks. It is recommended that the deck be power washed and stained every two years in a color approved by the Architectural Control Committee. To maintain architectural harmony, the deck fascia, or skirt, is painted gray to match the building siding color by the Homeowner's Association as part of the regular repainting schedule. The deck railing and privacy fence are maintained by the Homeowner's Association.

**20.1** No personal items other than watercraft approved for usage on the lakes and ponds may be stored under the deck. Only items intended for usage on a deck such as outdoor furniture, grills, shade umbrellas, and the like may be stored on the deck. Firewood may not be stored on the deck.

**20.2** Gazebos if approved by the Architectural Control Committee and with the consent of adjacent owners may be installed on a deck for the duration of the summer season. The gazebo, including supporting framework, must be removed at the conclusion of the season.

**21.0 Disrepair of Premises:** In the event the owner or the owner's tenant fails to maintain the premises and the improvements situated thereon in a manner reasonably satisfactory to the Board of Directors of the Association, upon the direction of the Board of Directors, it shall have the right, through its agents and employees, after reasonable written notice to the owner, to enter upon said premises and to repair, maintain and restore the premises and exterior of the buildings and any other improvements erected thereon. The cost of such work shall be borne solely by the owner of such premises and shall be added to and become part of the assessment to which such premises is subject.

**21.1** The requirement to maintain the premises in a satisfactory condition shall include the area inside the white fence, perimeter plantings, decks, deck support structures, and deck stairs to ground level, and any other improvement approved by the Architectural Control Committee. This requirement includes any damage caused by the owner, tenant, or visitor.

21.2 Owners or owners with tenants who violate any of these restrictions shall be sent a letter indicating the violation and requesting that the property be brought into compliance. If the property is not brought into compliance within a reasonable time, a second notification will be sent to the owner requiring compliance within 10 days. Further failure to comply will cause the Board of Directors to hire the necessary contractors to effectuate compliance and all charges shall be added to the owner's monthly assessment and shall be a lien against the premises. All notices sent to the owner will be by 1<sup>st</sup> Class Mail.

**22.0 Tenants/Renters:** Owners who lease their units are responsible for the actions of their tenant(s) and shall not be relieved of any obligation under the covenants and restrictions of the Declaration, the By-Laws of the Association or these rules and regulations. Nothing less than the entire unit shall be leased to a tenant.

22.1 All leases shall be in writing and a copy provided to the Association. The lease shall contain a clause requiring the lessee(s) to comply with the requirements of the restrictive covenants, the By-Laws, and the Association's rules and regulations, as well as all local and state laws regarding use of property, or be subject to eviction. Both the owner and tenant(s) must provide completed Resident Information Forms to the Association.

22.2 In the event of a violation of any covenant, restriction, By-Law or any rule or regulation of the Association, the Secretary or other Officer shall mail a written "Notice to Cure" to both owner and tenant at the addresses provided on their respective Resident Information Forms. Said Notice shall set forth the specific violation(s) and provide ten days to comply as appropriate. Should the owner or tenant fail to cure the violation(s), the Board of Directors, in its sole discretion, may utilize any one of the enforcement mechanisms provided in Section 23, Enforcement.

**23.0 Enforcement:** The Association and any owner shall have the right to enforce these covenants, restrictions, and rules and regulations by any proceeding at law or in equity, against any person or persons violating or attempting to violate any covenant, restriction, or rules and regulations, or failing to pay any assessment, to restrain violations, to require specific performance and/or recover damages, and against the land to enforce any lien created by the covenants. Primary right to bring suit hereunder is vested in the Association and no action or proceeding shall be commenced by any other party in interest without such party first having notified the Board of Directors of the Association of the matter in question and having allowed the Board sixty days within which to commence the requested legal proceeding. Failure to enforce any covenant, restriction, rule or regulation shall in no event be deemed a waiver of the right to do so thereafter. All expenses of enforcement, including without limitation, interest, costs and reasonable attorneys' fees shall be specifically chargeable to the owner of the lot violating these covenants, restrictions, rules, and regulations and shall constitute a lien thereon, collectible immediately and in the same manner as assessments hereunder.

23.1 Should an owner or tenant be in violation any covenant, restriction, rule, or regulation, the owner will be contacted verbally by an Officer of the Association, appropriate Committee member, or Maintenance Manager and requested to correct the violation.

23.2 Should the owner fail to remedy the violation within a reasonable time, a second notification in the form of a letter will be sent to the owner by certified mail, return receipt requested, requiring compliance within 10 days. Should the owner fail to remedy the violation within the 10 day period, a fine of \$100 will be imposed and, if not paid, will become a lien against the property.

23.3 Should an owner continue to ignore the requests to remedy the violation, a second letter will be sent to the owner by certified mail, return receipt requested, indicating that additional \$100 fines will be imposed each month until the violation is corrected. Accumulated fines not paid will become a lien against the property.

23.4 In extreme cases, such as violations of noise and occupancy rules and regulations, the Board of Directors may impose a fine of \$100 every week until the violation is corrected.

23.5 If an owner allows the area within the white fence, perimeter plantings, or deck to fall into disrepair as may be identified by the Maintenance Manager, Architectural Control Committee, or complaints from neighbors, and does not bring the property into compliance following the verbal and written notification described above, the Board of Directors may hire the necessary contractors to effectuate compliance and all charges shall be added to the owner's monthly assessment and, if not paid, will become a lien against the property.

**24.0 Insurance:** The Erie Village HOA master insurance policy has coverage limitations. The master insurance policy covers the building structures and common areas. The Homeowners Association is not responsible for interior damage to units or the contents of units. See Article VIII, Section 1 of the Offering Plan. It is necessary for the individual unit owner to obtain additional coverage under a personal policy. This is called an HO-6 policy. Please consult with your insurance agent.

Our current insurance agency is OneGroup, Bailey Haskell Insurance. If your mortgage or lending holder requires a Certificate of Insurance from the Erie Village Homeowners Association, please contact Sue Dunn at 315-413-4456 or [SDunn@OneGroup.com](mailto:SDunn@OneGroup.com). Sue will be able to send a certificate.

If you have any other questions regarding insurance, contact the EVHOA office at 315-656-5148 or e-mail at [EVHOA@cnyemail.com](mailto:EVHOA@cnyemail.com)

**Please Complete and Return This Form to Our Office**

Dear Resident,

We need your cooperation regarding a number of matters.

*First of all we would like to update our records as to your mailing addresses. Please enter below how you like items mailed to you. If you are a tenant, please forward this letter to the owner.*

Name of owner \_\_\_\_\_

Address of owner \_\_\_\_\_

Cit/State/Zip of owner \_\_\_\_\_

*Next please complete the following information -*

Telephone numbers .

Land line connected to fire alarm \_\_\_\_\_

Number we should use if we need to contact you \_\_\_\_\_

E-mail address (if you have one) \_\_\_\_\_

*And finally, please answer the following question –*

Are you an owner occupant? Yes \_\_\_ or No \_\_\_ (check one)

**If you checked “Yes”, please date and sign below and mail this to our office.  
If you checked “No”, please complete the reverse side of this letter and mail, date and sign below and mail to our office.**

Completed by - \_\_\_\_\_ Date - \_\_\_\_\_

Thank you,  
Board of Directors



5900 North Burdick Street, Suite 107  
East Syracuse, NY 13057 (315) 656-5148  
E-mail – [EVHOA@CNYMail.com](mailto:EVHOA@CNYMail.com)  
Web – [www.ErieVillageHOA.com](http://www.ErieVillageHOA.com)

Address of rented unit - \_\_\_\_\_

The Residents Guide requires that you provide the Erie Village HOA office with certain information if your unit is being rented. You can find a current copy of the Residents Guide on our web site [www.ErieVillageHOA.com](http://www.ErieVillageHOA.com) under General Information.

It is important that we know who occupies a residence.

Name of Tenant - \_\_\_\_\_

Tenant Info. Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Names and relationship (spouse, son, daughter) to tenant of other occupants .

Name - \_\_\_\_\_ Relationship - \_\_\_\_\_

Name - \_\_\_\_\_ Relationship - \_\_\_\_\_

Name - \_\_\_\_\_ Relationship - \_\_\_\_\_

Lease From \_\_\_\_\_ To \_\_\_\_\_

Animals occupying the premises, (Type (dog/cat), Name & Breed) . None \_\_\_\_

Type \_\_\_\_\_ Name \_\_\_\_\_ Breed \_\_\_\_\_

Type \_\_\_\_\_ Name \_\_\_\_\_ Breed \_\_\_\_\_

License Information of tenant vehicle(s) .

Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ Reg. State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ Reg. State \_\_\_\_\_

Dear Residents:

The mission of the Erie Village Homeowners Association, in part, 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. To this mission, we would like to remind all residents of what common areas are and how to follow proper procedures for making changes to those areas.

As residents you own the “footprint” of your dwelling. Simply put, if you step outside your front or back door you are in common areas and that means you must submit, **prior to commencement**, an Architectural Change Request form for any type of change, installation or permanent large planting. If you have been following this procedure in the past we thank you for abiding by our covenants, but we have found that many residents are confused over what is “common area”, what requires an Architectural Change Request and, also, that prior approval is required. Forms are available at the EVHOA office and on online at <http://erievillagehoa.com/pdf/ArchitecturalChangeRequest-fillable.pdf>

Common items that have been installed recently without prior approval are new or replacement central air conditioners, backup generators, new or replacement walkways, new or replacement decks/boards, permanent tree & shrub plantings. Please note that it is not necessary to obtain prior approval for the simple planting of summer annual flowers, replacing a dead perennial or two in your courtyard area and deck cleaning & sealing. Remember, any vendor working in the common areas **must** provide a Certificate of Insurance.

The Board of Directors and the Architectural Control Committee have decided to institute the following regarding Architectural Change Requests:

- **No Fee Charged**: Form submission prior to any changes, complete with contractor *Certificate of Insurance (ACCORD 25)* with “Erie Village Homeowners Association, 5900 North Burdick Street, East Syracuse, NY 13057 as the Certificate Holder (**not your name as homeowner**) if work is not being done by homeowner. All paperwork must be completed properly including Certificate of Insurance or the request will be returned and denied, thus delaying action to your request.
- **\$250.00 Fine**: Work started or completed without an approved Architectural Change Request and/or Town of Manlius building permit if applicable.

We are very willing to work with any resident and welcome your questions prior to having any work done at your residence. The best and quickest way to get a response is to contact the committee through email at [evarchitecture1@gmail.com](mailto:evarchitecture1@gmail.com) but phone calls can be placed to the office at 315-656-5148. When work is done without prior approval everyone’s safety is at risk. We want to continue to make Erie Village a nice and safe place to live.

Thank you in advance,  
Erie Village Homeowners Association  
Architectural Control Committee

**ERIE VILLAGE HOMEOWNERS ASSOCIATION, LTD REQUEST FOR ARCHITECTURAL CHANGE TO UNIT**

Instructions: Please fill out completely and either:

- 1. Email: [evarchitecture1@gmail.com](mailto:evarchitecture1@gmail.com)
- 2. Drop off at 334 Summerhaven N. (R lane)
- 3. Mail to EVHOA Architectural Control Committee  
5900 N. Burdick Street, Suite 110  
East Syracuse, NY 13057

Homeowner's Name: \_\_\_\_\_

Principal Address: \_\_\_\_\_

Unit Number to be modified: \_\_\_\_\_

Home/Business Phone: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

**NATURE OF CHANGE OR MODIFICATION REQUESTED:**

(If appropriate, attach a detailed sketch to show where work is to be performed.)

If the modification is a manufactured product (i.e. storm door, gutters, etc.) fill out the following information:

Name of Product: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_ Material and Color: \_\_\_\_\_

Supplier Name: \_\_\_\_\_ Warranty Information: \_\_\_\_\_

Who will perform the installation:  Homeowner  Contractor\*

\* If contractor checked, please complete the following additional information.

Contractor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

(Attach a copy of contractor's estimate and installation information for modifications.)

**NOTE: The EVHOA requires that all contractors working in common areas be insured and that a **\*\*Certificate of Insurance** be obtained prior to work commencing. If the form is not properly completed, the request for the Architectural Change will be denied and the form will be returned delaying action to approve the request.**

**\*\*On the bottom left corner of the Certificate of Insurance ( ACORD 25), the following MUST be in the "Certificate Holder" box:**

**Erie Village Homeowners Association**

**5900 N. Burdick St**

**East Syracuse, NY 13057**

It is requested that modifications that will have any visual or other impact on your neighbors be discussed with them and that signatures be obtained from them indicating that they are in agreement with the modifications. If you have been contacted about any concerns that need to be resolved, please include them with your request.

I, the undersigned, state that the above information is a true and accurate representation of the modification that I am requesting, and if approved, such work will be carried out in accordance with the EVHOA Offering Plan and all applicable zoning regulations of the Town of Manlius. I also understand that I will be responsible for all maintenance and upkeep of the proposed modifications.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approval Granted
- Approval Granted Subject To Conditions Described Below
- Approval Denied

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**This Architectural Request expires 90 days after Approval Date**

## Neighbor Signatures

I (We) have no objections to the Architectural Changes to Unit Number \_\_\_\_\_  
requested by \_\_\_\_\_

<u>Name</u>	<u>Signature</u>	<u>Unit Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Erie Village Homeowners Association, LTD**  
**Automatic Payment Application form**

I authorize Erie Village Homeowners Association, LTD to begin electronic deductions from my bank account for payment of my monthly maintenance fee. I must notify Erie Village Homeowners Association, LTD in writing if I change banks, account numbers, or wish to cancel this authorization. A change to a bank or account number must be accompanied by a voided check for the new bank/account.

Electronic deduction will be made on the 13<sup>th</sup> of the month or the next business day if the 13<sup>th</sup> is a weekend day or a bank holiday.

**Erie Village Resident:**

Name - \_\_\_\_\_

Address - \_\_\_\_\_

Telephone number - \_\_\_\_\_

Email: \_\_\_\_\_

**Banking information (YOU MUST ATTACH A VOIDED CHECK FOR VERIFICATION OF THE FOLLOWING INFORMATION):**

Bank Name - \_\_\_\_\_

Bank Routing Number - \_\_\_\_\_

Bank Account Number - \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Begin electronic withdrawal - \_\_\_\_\_

Please email this completed application to [evhoa@cnyemail.com](mailto:evhoa@cnyemail.com) or:

**Erie Village Homeowners Association LTD**  
**5900 N Burdick Street, Suite 110**  
**East Syracuse, NY 13057**  
**Phone (315)656-5148**