



**2023  
LEISURE GLEN  
HOMEOWNERS' MANUAL**



## Contents

<b>INTRODUCTION</b> .....	<b>1</b>
<b>I. GENERAL INFORMATION</b> .....	<b>2</b>
1. THE BOARD OF DIRECTORS .....	2
2. THE COMMITTEES .....	3
2A. SERVICE GROUPS .....	4
3. MONTHLY MAINTENANCE FEE .....	5
4. MANDATORY RESIDENT INSURANCE COVERAGE .....	5
5. COPY MACHINE .....	5
6. SELLING, LEASING AND GIFTS OF HOMES .....	5
7. RESALE OF A LEISURE GLEN UNIT .....	6
8. RENT/LEASE.....	9
<b>II. MAINTENANCE RESPONSIBILITIES</b> .....	<b>11</b>
1. THE ASSOCIATION'S RESPONSIBILITIES TO THE UNIT HOMEOWNERS: .....	11
2. MAINTENANCE RESPONSIBILITY GUIDELINES .....	12
3. HOUSEHOLD GARBAGE.....	15
4. HOMEOWNER INQUIRIES .....	16
<b>III. ARCHITECTURAL CONTROL</b> .....	<b>17</b>
1. PROCEDURE FOR EXTERIOR CHANGES.....	17
2. APPEALS.....	17
3. INSPECTION OF COMPLETED PROJECT .....	17
4. RESALE REVIEW.....	18
5. HARDSHIP MAILBOXES.....	18
6. ARCHITECTURAL STANDARDS .....	19
<b>IV. USE OF PROPERTY</b> .....	<b>23</b>
1. RESTRICTIONS .....	23
2. TV ANTENNAS AND SATELLITE DISH POLICY .....	24
<b>V. BEING INFORMED</b> .....	<b>25</b>
1. BLOCK CAPTAINS.....	25
2. GLEN MEDIA.....	25
3. GRIEVANCE DAY .....	25
4. BOARD MINUTES (Community Board Minutes).....	26
5. OPEN RESIDENT MEETINGS .....	26
<b>VI. ENTERING LEISURE GLEN, TRAFFIC &amp; PARKING</b> .....	<b>27</b>
1. ENTRY BY RFID GATE ENTRY TAGS .....	27
2. ADMISSION TO LEISURE GLEN.....	27

3. PROCESS SERVER PROCEDURE .....	28
4. DRIVING IN THE COMMUNITY .....	28
5. PARKING IN THE COMMUNITY .....	28
6. THE GATEHOUSE .....	29
<b>VII. BUS SCHEDULE AND TRANSPORTATION SERVICES .....</b>	<b>30</b>
<b>VIII. EMERGENCY INFORMATION .....</b>	<b>31</b>
1. HEALTH CARE FACILITIES IN OUR AREA:.....	31
2. EMERGENCY MEDICAL INFORMATION FORM (available on LG Website) .....	32
3. YOUR HOME ALARM SYSTEM.....	33
4. RESETTING YOUR ALARM SYSTEM .....	33
5. WINTERIZING YOUR HOME .....	35
6. EMERGENCIES IN THE RECREATION COMPLEX.....	36
<b>IX. THE RECREATION COMPLEX AND ACTIVITIES.....</b>	<b>37</b>
1. RULES AND REGULATIONS FOR THE RECREATION COMPLEX .....	37
2. PRIORITY OF TICKET SALES.....	38
3. THE EXERCISE ROOM – Open daily from 8:00 AM – 10:00 PM.....	39
4. THE GLEN LIBRARY.....	39
5. THE PIANOS .....	39
6. CLUB ACTIVITIES AT LEISURE GLEN .....	40
7. CRAFT FAIRS – POLICY & PROCEDURES.....	41
<b>X. ASSOCIATION HOUSE RULES.....</b>	<b>42</b>
HOUSE RULE #1:.....	42
RULES FOR USAGE OF COMMON AREAS, HOLIDAY DECORATIONS & PRIVACY AND PARTY FENCES .....	42
HOUSE RULE #2:.....	43
NOTICE OF GENERAL VIOLATIONS & ENFORCEMENTS.....	43
HOUSE RULE #3:.....	46
ARCHITECTURAL VIOLATIONS .....	46
HOUSE RULE #4:.....	47
TAG SALES.....	47
HOUSE RULE #5:.....	48
AGE REQUIREMENTS FOR RESIDENTS & NUMBER OF OCCUPANTS PER DWELLING	48
HOUSE RULE #6:.....	49
RESIDENTIAL DUMPSTERS, PODS, ETC.....	49
HOUSE RULE #7:.....	50
OPEN HOUSE GUIDELINES/ACCESS BY REALTOR .....	50

HOUSE RULE #8:.....	51
REQUIREMENTS FOR BOARD OF DIRECTOR CANDIDATES .....	51
HOUSE RULE #9:.....	52
HOMEOWNER’S ALARM SYSTEM PHONE LINE.....	52
HOUSE RULE #10:.....	53
PET POLICY – DOG BREED RESTRICTIONS.....	53
HOUSE RULE #11:.....	54
FINANCIAL RESPONSIBILITY OF A HOMEOWNER FOR REMOVAL OF TREES ON THEIR PROPERTY DUE TO DAMAGE CAUSED BY A STORM .....	54
HOUSE RULE #12: CLOSING OF OUTDOOR SPORTS.....	55
HOUSE RULE #13: BOARD OF DIRECTOR ELECTION – AMENDED CANDIDATE PREREQUISITE #2 .....	56
HOUSE RULE #14: PORTABLE TOILETS (PORTA POTTIES).....	57
ACCEPTANCE OF TERMS ETC. OUTLINED IN OFFERING PLAN AND HOMEOWNERS’ MANUAL.....	58



## INTRODUCTION

This **2023** edition of the Leisure Glen Homeowners' Manual was designed to provide easily accessible, explicit information about our community.

It should be read in conjunction with the Declaration of Covenants and By-Laws found in the Offering Plan.

From time to time there may be additions or changes. We ask for your support in keeping your copy updated when replacement or additional pages are issued.

Please keep your manual handy for ready reference. Do not hesitate to ask for clarification of any item if you are unsure of its full meaning.

The Board of Directors

## I. GENERAL INFORMATION

### **1. THE BOARD OF DIRECTORS**

The affairs of the Association are conducted by the Board of Directors, consisting of seven resident/owners.

- Meetings of the Board of Directors are held in accordance with the By-Laws.
- Open resident meetings are held in the Clubhouse Auditorium twice a year:
  - September – Presentation of the Budget
  - June – Annual Board Election and Presentation of the Audited Financial Statements
- Special Meetings of the resident body shall be called by the President of the Association if so directed by the Board of Directors.

#### **ELECTION OF DIRECTORS - CANDIDATE PREREQUISITES:**

1. Be an owner one (1) year prior to the date of election. Renters are not eligible to vote or run for a Board seat.
2. Must be actively involved in a club (as an Officer) or committee or Service Group for one (1) year.
3. Must be available and in residence in the Community at least ten (10) months of the year.
4. Not be employed full time in any capacity.
5. Not hold any office, title or position outside the community that may constitute a conflict of interest with his or her duties as a member of the Board of Directors.
6. Not knowingly be in violation of any of the Articles or Sections of the Declarations of Covenants, Restrictions, Easements, Charges and Liens, and or the By-Laws as covered in the Leisure Glen Homeowners Association Restated Offering Plan. In addition, not knowingly be involved including but not limited to the following violations:
  1. Be in arrears of Maintenance and/or Assessment Payments
  2. Have Architectural Violations
  3. Have not shown Current Proof of dwelling insurance
  4. If elected, may not be an officer of any Leisure Glen Club
  5. Non-payment of fines for General Violations and Enforcements
  6. If elected, may not be the Chairperson of a Leisure Glen Committee
  7. Two or more members of a household may not run for the Board at the same time or serve on the Board simultaneously.
  8. Submit a one (1) page resume outlining your qualifications to the Election Committee. Completed resumes will be distributed by flyer to each residential dwelling.
  9. Make a 3-5 minute presentation before the community at “Meet Your Candidates” Meeting and respond to three pre-approved questions from the Committee.

#### **RESIDENT VOTING**

- **Voting Member:** In accordance with the By-Laws, members are the owner and/or co-owner of the unit in “good standing”. They are entitled to vote on the affairs of the Association and in the election of Board Members.
- **Voting Limitation:** Not more than one vote may be cast per candidate per home. When more than one person or entity holds an interest, the one vote shall be exercised as such persons mutually determined.

## **2. THE COMMITTEES**

Committees operate within the guidelines of Board approved charters. Residents are urged to participate in the affairs of the community and should communicate their interest to the chairpersons listed in the community phone book and website. Following are the committees with a brief description of their responsibilities.

### **ARCHITECTURAL REVIEW COMMITTEE**

- Administer the architectural control established in the Offering Plan and Architectural Standards.
- Process resident applications for external changes or improvements relating to the homeowner's property, including landscape changes.
- Investigate documented resident complaints.
- Alert the Board regarding resident violations.

### **BUDGET & FINANCE COMMITTEE**

- To assist and advise the Treasurer in the following:
  - Development of the annual budget - Track, review and analyze actual vs. monthly estimates (including year-to-date perspective).
  - Review adequacy of reserve accounts periodically.

### **ELECTION COMMITTEE (Annual Board of Director Election)**

- Review all submitted resumes of potential candidates to determine eligibility.
- Co-coordinate with the Administration Office on time table of election process and distribution of election notices and proxy/ballots to the community.
- Oversee the collection of proxy/ballots, recording of votes and reporting of results to the community.

### **PLANS COMMITTEE**

- Analyze and study issues that affect the current as well as the long-term wellbeing of the community. Issues to be studied are assigned by the Board of Directors and/or may be initiated by the committee.

### **WELCOME COMMITTEE**

- Welcome new residents and provide an initial general orientation regarding social and general rules and regulations of the community.

### **INFRACTIONS COMMITTEE**

- To notify residents of formal complaints received against them for actions deemed to be infractions against the By-Laws and/or House Rules of the community and to request payment of any fines due as a result of an infraction.



## **THE COMMITTEES (cont'd)**

### **RECOURSE COMMITTEE**

- This committee provides residents with a means of recourse in the event that they feel they have been incorrectly or unfairly served a fine for an infraction of the rules.

### **POOL COMMITTEE**

- This committee is comprised of residents who volunteer their time, effort and expertise to keep our pool safe and sanitary.

### **GAZETTE COMMITTEE**

- This committee is a group of volunteers who devote their time to bring you up to date on all events that occur within and around our community each month. The Gazette has been in publication since 1987. Residents who would like to submit articles are encouraged to do so.

### **LGTV COMMITTEE**

- This committee utilizes our in-house TV channel to provide the community with Leisure Glen news and events of interest from our clubs, committees, the HOA and outside advertisers. The LGTV committee also provides the community with important notices when and during emergencies. Advertising funds help LGTV upgrade and maintain the in-house TV system with no cost to our residents.

## **2A. SERVICE GROUPS**

### **WEBSITE ENHANCEMENT SERVICE GROUP**

- Volunteers from the community that have computer skills, and who maintain the Leisure Glen Website with current information concerning the ongoing events, as well as access to many required forms for administration, recreation, and architectural controls.

### **BLOCK CAPTAIN**

- Resident volunteers who provide informational literature from the HOA Management, Clubs and Committees to Leisure Glen residents on the last Wednesday or Friday of the month.

### **BUS**

- Resident riders on the Leisure Glen Bus who recommend any improvements needed for bus usage/schedules, and report current/potential bus problems to the Recreation Manager.

### **LIBRARY**

- Resident volunteers who maintain and monitor the record of books by author and title, that are available at the Clubhouse Library for lending to residents.

### **3. MONTHLY MAINTENANCE FEE**

The monthly maintenance fee payable by Homeowners covers the cost of fulfilling the responsibilities of the Association: e.g. Contract Services, Gated Security, Alarm Systems, Utilities including Street Lights, Refuse and Recyclables Collection, Insurance, Taxes, Professional Expenses, Bus Service, and Reserve Funds. The Association's maintenance responsibilities to unit Homeowners are listed under Maintenance Responsibilities. Refer to Section II of this manual.

- Reviewed annually, by the Budget & Finance Committee, the Board, and the Managers. Special requirements may be the subject of assessments as determined by the Board.
- Timely maintenance payments are mandatory, and are subject to late charges.

### **4. MANDATORY RESIDENT INSURANCE COVERAGE**

Excerpted from the Offering Plan Declaration of Covenants, Restrictions, Easements, Charges and Liens, Article XI. Insurance, Section 2. Homes: "Each homeowner shall be required to obtain and maintain adequate insurance (HO3 policy) of his home which shall insure the property for its full replacement value or for necessary repairs or reconstruction work."

- The above insurance information must be filed with the Association at the time of purchase and **annually at time of policy renewal**.

### **5. COPY MACHINE**

At a nominal rate, residents may use the coin operated copy machine located in the Library at the Clubhouse.

### **6. SELLING, LEASING AND GIFTS OF HOMES**

Excerpted from the Offering Plan By-Laws, Article XIII. Selling Leasing and Gifts of Homes:

#### **Section 1. Selling, and Leasing Homes**

*"Any home may be conveyed or leased by a Member free of any restrictions except that no Member shall convey, mortgage, pledge, hypothecate, sell or lease his Home without complying with the age restrictions as described in the Declaration of Covenants and Restrictions in Article II thereof and unless and until all unpaid Association expenses assessed against the Home shall have been paid as directed by the Board of Directors. Such unpaid Association expenses, however, may be paid out of the proceeds from the sale of a Home, or by the Grantee. Any sale or lease of a Home or unit in violation of this section shall be voidable at the election of the Board of Directors. Upon the written request of a Member or his mortgagee, the Board or its designee shall furnish a written statement of the unpaid charges due from such member which shall be conclusive evidence of the payment of amounts assessed prior to the date of the statement. A reasonable charge may be made by the Board for the issuance of such statements." A home may only be rented for a total of 5 years. Refer to Section I, Item 8, of this manual.*

#### **Section 2. Gifts, etc.**

*"Any Member may convey or transfer his Home by gift during his lifetime or devise his Home by will or pass the same by intestacy without restriction against transfer, but still be subject to the provisions of the Declaration of Covenants, Restrictions, Easements, Charges and Liens and all age restrictions."*

## **7. RESALE OF A LEISURE GLEN UNIT**

### **Instructions and Requirements for the Seller and Buyer**

**PLEASE NOTE:** Leisure Glen is an adult 55 and over restricted community. The community is not a condominium nor is it a co-operative. Leisure Glen is a Planned Unit Development (PUD).

1. At the time the home is listed for sale, the Administration Office must be notified and provided with the contact information for the listing agent and the seller's attorney.
2. The Administration Office will notify the Architectural Review Committee when a home is listed for sale, and an **ARC Resale Review** of the home will be done to confirm that there are no open Architectural Applications pending completion, and there are no unpaid fines for any ARC Violations.
3. At least one person residing at the dwelling being purchased must be 55 years of age or older. **As a condition of purchasing, proof of age is required for the resident that is 55 years of age or older. Prior to closing, please fax this office one of the following acceptable forms: A passport, driver's license, or certified birth certificate.**
4. Seller, or Seller's designee (relative, attorney or realtor) must advise the office of Buyer's name and closing date.
5. Seller, or Seller's designee (relative, attorney or realtor) must notify the Buyer that there is an Administration Fee payable to Leisure Glen Homeowners' Association, Inc. on resale of a unit. This fee will cover costs related to the resale process i.e. verification that maintenance fees are current and any fines have been paid, reviewing and complying with requests from attorneys, the parties and lenders, establishing of new resident files, together with other related matters.
6. The Buyer has been made aware that **any** penetration or alteration to the roof from the time of the construction of the dwelling to the present, is his/her responsibility, and hereby waives the right to make any claims against the Leisure Glen Homeowners' Association, Inc. for any damages, direct or consequential, arising as a result of the installation of **any** item that penetrates or alters the roof. The Homeowner will be assessed for any necessary repairs to any installations on the roof.
7. It is recommended that the Buyer/Seller alert the Leisure Glen security Gatehouse @ (631) 744-6434 of the date(s) of moving vans/trucks arrival into Leisure Glen.
8. **PRIOR TO CLOSING**, the Seller or Seller's designee (relative, attorney or realtor) shall turn over to the Buyer (a) the Offering Plan with **a complete set of Amendments** and (b) the Homeowners' Manual. If not available, these items can be replaced by the Association for a fee. Please note: fobs for the Exercise Room must be returned to the Recreation Manager upon the sale of a home.

**AT CLOSING**, the Seller or Seller's designee, in addition, shall turn over to the Buyer:

a) 6 Pool Identification Wristbands, b) the Glen Guide Telephone Directory.

**AT ORIENTATION**, Gate Entry Tags will be installed on the vehicle(s) of the **resident(s)** **only** by HOA personnel.

9. Cable television services at the Altice/Optimum Preferred level will be provided to one outlet at each home and are covered under your monthly maintenance payment. Homes are activated with Altice/Optimum Preferred level service and are cable ready. There is no need by the Seller to contact Altice/Optimum to disconnect the cable television service when moving. The only time Altice/Optimum needs to be contacted is by the Buyer to upgrade service for additional premium channels/pkggs.
10. Once a home is in contract, the Buyer must provide the Homeowners' Association with the contact information for their attorney. The Buyer's attorney will be sent the attached "Unit Owner Information" and "Unit Owner Registration" forms, along with a copy of this form (Resale of Leisure Glen Dwelling - Part I), who will in turn provide them to the Buyer to be completed, signed and kept on file at the HOA Office. The Buyer will return completed forms to the office, together with the resale fee at their Orientation appointment.
11. Buyer is required to obtain Homeowner's Insurance in accordance with Article XI. Insurance, Section 2. Homes of the Offering Plan Declaration: ***Leisure Glen HOA must be added to insured's policy listing the HOA as "additional insured", or "loss payee"***. A copy of the Declaration page of the Homeowner's Policy must be supplied to the HOA office at Orientation.
12. Buyer(s) upon taking occupancy, will be contacted by the Administration Office to make an Orientation appointment with an HOA representative. At the Orientation appointment, the Buyer will sign the necessary paperwork that is kept on file for each dwelling, provide the office with contact, emergency and visitor information, and receive an overview with handouts of community related topics i.e. Architectural Alterations, Infractions and Recourse, Homeowner and Association Responsibilities, Smoke/Fire Alarm System, Clubs and Committees, etc.
13. When a Buyer becomes a member of the Association and wishes to make any exterior improvements to the home or grounds (Patio, Gutters & Leaders, Attic Fan, Exterior Lighting, Storm Doors, Landscaping, etc.), the member must submit an application to the Architectural Review Committee and obtain written approval upon ownership. Applications are available at the HOA Office and on the Leisure Glen Website ([www.leisureglen.com](http://www.leisureglen.com)).
14. It is imperative during the transition of ownership, that telephone service remain active so as to provide protection for the dwelling against smoke/fire. Sellers must not turn off utilities such as water, electric and gas. Final meter readings can be scheduled for day of closing. Buyers can then call to activate service in their name. This coordination will prevent disruption of service and unnecessary costs. Buyers must also contact the Suffolk County Sewer District to have service for their dwelling placed in their name.

15. It is the Seller(s) obligation to have all maintenance fees and any late charges or any unpaid fines paid up to date **prior to closing**. If there is an outstanding balance prior to closing, (i.e. 2 months or more of unpaid maintenance fees), or any unpaid fines, it is the Seller(s) obligation to satisfy these amounts due in the form of a bank check. Non-compliance to the above, will result in the HOA not being able to provide a letter of clearance for closing (Resale of a Leisure Glen Dwelling – Part II form), which will prevent closing of the property.
16. By purchasing a residence in Leisure Glen, the Buyer automatically becomes a member of the Homeowners' Association and is subject to the terms of the Offering Plan and all Rules and Regulations. By signing the Resale of a Leisure Glen Dwelling – Part I (which specifies items 1-18 from this section, each Buyer acknowledges receipt of the following documents and agrees to be bound by their terms:
  - (i) Leisure Glen Offering Plan (which includes the By-Laws and Declaration);
  - (ii) Amendments (#1-20) to the Leisure Glen Offering Plan;
  - (iii) Homeowners' Manual.
17. Resident requests for the delivery and placement of dumpsters, storage containers, (PODS), etc. **(10 yd. maximum)** on their property **(driveway only)** must have the approval of the HOA. A "Dumpster/Storage Container Application" needs to be completed at the HOA office and submitted with a deposit of \$500, which will be returned upon the inspection of the driveway, after the dumpster/storage container has been removed.
18. If any Attorney, Real Estate Agent, Title Company, Seller or Buyer, et al, requests a copy of either the Leisure Glen Certified Financial Statements or a copy of a property survey (if available), a fee of \$25 is due for each document and made payable to Leisure Glen Homeowners' Association, Inc.

**Note:**

- Any current member of the LGHOA who is purchasing another home in Leisure Glen which will become their new residence, will have the Administration Fee reduced by 50%.
- Renters who purchase a home will have the Administration Fee reduced by 50%.
- Both the Seller and the Buyer should be aware of House Rule #6, in Section X of this manual governing the use of Dumpsters and PODS, etc.
- When a "Tag Sale" is planned by the Seller of a Leisure Glen home, the policy for Tag Sales as stated in House Rule #4, in Section X of this manual, should be followed.
- The procedure for showing a home in Leisure Glen for resale by a Seller or a Seller's broker is outlined in House Rule #7, in Section X of this manual.

## 8. RENT/LEASE

### Criteria for Owners to follow when Renting/Leasing their home:

- No homeowner may lease his/her home until the expiration of one (1) year after the acquisition of title. This requirement shall not apply to any owner who acquired title to his/her home by inheritance.
- **ALL OWNERS MUST FIRST FILE AN APPLICATION TO RENT THEIR HOME WITH THE TOWN OF BROOKHAVEN.** All forms must be obtained in person from the Department of Buildings at 1 Independence Hill, Farmingville, NY, 631-451-6333.  
**WHEN A PERMIT IS ISSUED,** Owner will submit a copy of same to the Leisure Glen Homeowners' Association.  
**UPON EXPIRATION OF SAID PERMIT,** Owner will be responsible for obtaining a renewal & supplying the Leisure Glen Homeowners' Association with a copy of the same.
- All Owners must:
  - Inform the HOA of their intent to lease.
  - Supply the HOA with a copy of the:
    1. Rental Application (**HOA Rental Packet**)
    2. Lease
    3. Rider to Lease (**HOA Rental Packet**)
    4. Town of Brookhaven Rental Permit
    5. Insurance Certificate (Renter's Policy)
    6. Proof of Age of Occupants
    7. Application fee (non-refundable) payable to Leisure Glen Homeowners' Assoc., Inc.
    8. Copy of the Deed
- A minimum (1) year lease only. **NO MONTH-TO-MONTH LEASES.**
- At least one of the tenants residing at the dwelling must meet the 55-year old minimum age requirement and supply proof of age.
- **The total number of allowable rental years per dwelling is five (5) years.**
- Owners are responsible for an **Administrative Fee of \$1,000** (*effective 10.1.14*) payable to Leisure Glen HOA for each new tenant that is procured.
- Inform your tenants to the rules & regulations in the Glen (supply them with copies of the Homeowners' Manual & Offering Plan, etc.).
- If tenants are changing the phone number at the dwelling, the Administration Office must be informed immediately of this number so as to process it with the Gatehouse security system.
- At the expiration of any said lease, Owner/Landlord will inform the Administration Office in writing as to their intent to re-lease, sell or keep home unoccupied.
- **Owners must continue to supply the HOA with home insurance renewal information.**
- HOA will set-up an Orientation meeting with the tenants to obtain personal information, provide an overview of the rules and regulations of the community and issue gate entry tags.

- Any homeowner renting his home may not use any Leisure Glen Homeowners', Inc. facilities during any period of time the home is rented.

**Note:**

- There are Architectural Restrictions for the outside of the dwelling that must be followed, however, **tenants are not permitted to make any exterior changes to the dwelling.**

**Criteria for Tenants who rent a home in Leisure Glen:**

- Make sure to schedule an Orientation appointment with the HOA office staff.
- Tenants will not be permitted into the community until the effective date of their lease.
- You will be required to fill out a "Renters" Unit Information Form.
- You must abide by the same rules, regulations, By-Laws, restrictions as homeowners.
- Tenants must understand problems concerning the inside of the dwelling must be handled exclusively with the landlord.

## **II. MAINTENANCE RESPONSIBILITIES**

### ***1. THE ASSOCIATION'S RESPONSIBILITIES TO THE UNIT HOMEOWNERS:***

**YOUR HOME ALARM SYSTEM:** The Association shall provide for the maintenance, repair, operation and monitoring of the smoke and fire alarm system serving each home. However, repair costs required as a result of damage to the system e.g. keypads, circuit boards, etc. caused by a resident or homeowner, shall be borne by the homeowner.

**HOMEOWNER'S ALARM SYSTEM PHONE LINE:** All residents are required to maintain a viable hard wire telephone line to connect their residence to the Gatehouse. See House Rule # 9, in Section X of this manual.

**THE ROOF, GUTTERS AND SKYLIGHTS:** The Association will make repairs or replace roof shingles. Leaders and gutters will be cleaned but not replaced periodically by schedule. Regarding repairs, if any damage or leaks occur as a result of any work where penetration to the roof was involved, the homeowner is to notify the office so the Operations Manager can refer the problem to the HOA roofer only for repair since the HOA is responsible for the integrity of the roof. The responsibility for the cost of the repair will be billed to the homeowner by the HOA. Skylights are the responsibility of the homeowner.

**DRIVEWAYS:** The Association will repair or replace damaged driveways subject to yearly inspections, recommendations and budget considerations by the Board.

### **4-YEAR RESIDENT UNIT PAINTING CYCLE:**

Any wood rot must be repaired, at owner's cost, prior to HOA painting. The HOA will have a contractor inspect the dwelling and prepare estimates for repair to any wood rot for the homeowner or notify the homeowner if their dwelling passed inspection. The Association will then perform the following:

- Paint exterior trim white including all doors except wood grain doors.  
Note: If the main entrance door will be painted in any approved HOA color other than white, the homeowner must supply the paint.
- Paint wood fences (no repairs or replacements)
- Seal blacktop driveway
- The maintenance of the roof flue and electrical meter pans are the responsibility of the homeowner.

### **LANDSCAPE CARE:**

- Lawns are mowed weekly, subject to weather conditions, and edged at the curb.
- Fertilizers, pre-emergent treatments & fungicides are applied on a seasonal schedule.  
Pruning and or removal of curb trees is subject to review by the Operations Manager.



## **2. MAINTENANCE RESPONSIBILITY GUIDELINES**

### **THE MEMBERS ARE RESPONSIBLE FOR:**

- Trees: The maintenance and pruning of any tree on the property other than a curb tree, is the responsibility of the homeowner. All shrubbery must be trimmed to a maximum of 8 ft. tall **(Any planting or removal of trees on a member's property requires an Architectural Review Committee application).**
- Shrubs: Maintain & prune (See **NOTE** below). **(Any planting or removal of shrubs on a member's property requires an Architectural Review Committee application).**
- The cost for the Relocation of sprinkler heads and/or sprinkler lines is to be borne by the homeowners. **The work will be performed under the supervision of the Operations Manager.**
- Repair and/or replacement of walls on a member's property **(Requires an Architectural Review Committee application).**
- Gutters & Leaders:
  - Major repair or replacement **(Requires an Architectural Review Committee application).**
- Residential Dwellings: walkways, repair and replacement **(Requires an Architectural Review Committee application).**
- Residential Dwellings: Repair and/or replacement of siding, windows, overhang (eaves), doors, gable vents, wood trim and exterior decorative columns/posts either wood or aluminum **(Most require an Architectural Review Committee application).**
- All skylights, solar tube lighting, attic fans, awnings, bath fan vents, satellite dish/TV antennae, a separate additional flue for the new high efficiency furnaces and/or tank less hot water heaters, or any item that penetrates or alters the roof shingles and/or the roof structure. **(Requires an Architectural Review Committee application).**

**NOTE:** *Shrubs must be trimmed to approximately 12" to 18" from the dwelling to allow contractor room to perform repairs and to paint; and to allow sunlight and air to circulate helping to reduce wood rot and termite infestation.*

- Chimney enclosures and the enclosure cover & caps, etc., for both furnace and fireplaces. The cost for the **replacement or relocation of a clothes dryer vent**\* other than when the dwelling is reroofed **\*(Requires an Architectural Review Committee application)**.
- Ground surface drainage on resident property.
- Dwelling: phone service must remain active at all times including vacant homes, snowbirds, etc. This is in order to provide for the transmission of the fire alarm signal and/or smoke detector signal to the Gatehouse.
- Dwelling: The entire interior, including door jambs, etc. except for builder installed alarm equipment.
- Dwelling: Fences repair and/or replacement **(Replacement requires an Architectural Review Committee application)**.
- Repair/replacement of carbon monoxide detectors. Batteries should be replaced once a year, say at Daylight Savings Time.
- Dwelling: Cost for the removal of animals, e.g., raccoons, squirrels, etc. from attic, etc.
- Dwelling: Infestation control, e.g. termites, carpenter ants, rodents, etc.

**THE ASSOCIATION IS RESPONSIBLE FOR:**

- All lawn care.
- Curb Trees: Pruning and/or removal with no replacement. See the Operations Manager if replacement of a curb tree is desired, and the cost will be borne by the resident.
- Sprinklers: Operation, maintenance and adjustment of sprinkler heads.
- Retaining walls on common property.
- Gutters & Leaders:
  - remove leaves and debris, etc. **2 times/year** on a program basis
- Driveways: repair or replacement on an as need basis. Re-sealing to coincide primarily with 4-year paint cycle.

- Roof repair when certified by the Operations Manager.  
Any damage or leaks that occur as a result of any work where penetration to the roof was involved, are the responsibility of the homeowner.  
Skylights are the responsibility of the homeowner.
- Snow removal: Roadways, driveways, walkways to the front door, and sidewalks, fire hydrants, cluster mailboxes, etc.
- Dwelling Alarm System: Testing and repair.
- Painting dwellings: See 4-Year Resident Unit Painting Cycle in Section II, Item 1 of this manual.
- Capturing raccoons, etc. outside of the dwelling.

## **SEWER BLOCKAGES, WATER MAIN BREAKS & WATER PROBLEMS AT A DWELLING**

### **SEWER BLOCKAGES**

Blockage within a dwelling is the resident's responsibility:

- Sections 1, 2, 3 & 4: Blockage from dwelling cleanout located immediately outside of dwelling to sewer trunk line in middle of the road; call Suffolk County Department of Public Works at 631-852-4109, since they are responsible.
- Section 5 & 6: Blockage from the exterior side of the dwelling to first clean out (immediately outside of the dwelling to the next cleanout) is the HOA's responsibility. From the second clean out to sewer trunk line call Suffolk County Department of Public Works at 631-852-4109.

If you have a blockage, regardless of which section you live in, call the Suffolk County Department of Public Works first, as stated on the reverse side of your bill, before calling anyone else.

### **WATER MAIN BREAKS**

The Suffolk County Water Authority (631-665-0663) is responsible from the street to the water meter.

Leisure Glen HOA is responsible from the water meter to your dwelling foundation. The resident is responsible for the inside of the dwelling.

### **WATER PROBLEMS (INSIDE DWELLINGS & ON COMMON AREAS)**

If you experience "brown water" from any faucets or your washing machine water is brown, contact the Administration Office @ 631-744-4988 to report the problem and call: SUFFOLK COUNTY WATER AUTHORITY @ 631-698-9500 as well. If you notice a water leak on common property notify Administration during business hours, after hours, contact the Gatehouse Security at 631-744-6434 who will then report the problem to the appropriate personnel.

### **3. HOUSEHOLD GARBAGE**

Garbage is to be placed in a plastic or metal garbage can with a cover or a heavy duty black garbage bag. All residents are reminded that the use of tall, white plastic, kitchen bags or other thin flimsy plastic bags is forbidden. They are subject to being ripped open by animals, crows and sea gulls with the result that refuse is strewn about your and your neighbor's lawns & the roadways. **There will be a \$25.00 fine for the first offense.**

Garbage will continue to be picked up on Mondays and Thursdays, except for holiday weeks. The Administration Office, the Gazette, LGTV and the Leisure Glen Website will inform you of the exceptions. The trucks will be in the Glen throughout the day. Garbage should not be put out before 6PM the preceding night. All Garbage should be at curbside by 6AM on the day of pick-up.

Garbage cans and recycle bins must be brought in from the street after collection and must not be stored in any location that is visible from the street.

#### **DISPOSAL OF BULK ITEMS**

Pick-up and disposal of bulk items includes: mattresses, couches, air conditioner units, appliances, small household furniture, large cardboard boxes, etc. Please call our carting company, Winters Bros., directly at 631-244-7272 before Wednesday noon for Thursday pickup of these bulk items.

#### **YARD AND OTHER WASTE**

All yard waste (tree limbs, pruned shrubs, dead plantings, etc.) accumulated by YOU must be bagged or tied. The carting company hired by the Association will only pick up this debris if it is bagged and/or tied up. Only 2 bags or 2 tied bundles per dwelling, per collection. **ALL WASTE ACCUMULATED BY YOUR PRIVATELY ENGAGED LANDSCAPE GARDENER, CARPET LAYERS, GENERAL CONTRACTORS, ETC. – MUST BE REMOVED BY THEM.**  
**NO WHITE BAGS ARE ACCEPTABLE.**

#### **ALTERNATE WEEK RECYCLING\***

**Recyclables are scheduled for pick-up on Wednesday mornings.** Place containers at curbside **by 6:00 a.m.** on pick-up day **not before 6:00 p.m.** the preceding night. **Recyclables should be placed directly in the container** and not bagged. **Shredded paper** should be placed in **brown paper bags only.** All glass is to go in with your regular garbage. **No plastic bags should be included in recyclables.**

**\*One week–Newspapers and Cardboard & One week-Plastics and Cans (See Schedule)**

Pick-Ups, of course are subject to delays due to weather, equipment breakdown or holidays.

#### **BATTERIES AND FLUORESCENT LIGHT BULBS**

Batteries and fluorescent light bulbs may be disposed of into a receptacle designated for these items located at the south side of the Administration Building.

#### **HAZARDOUS MATERIAL**

Our carting company does not dispose of or pick up hazardous material(s). There is a program called STOP (Stop Throwing Out Pollutants) located at the Brookhaven Town Landfill on Horseblock Road in Brookhaven, where you may dispose of these hazardous materials on Wednesdays and Saturdays between 8:00AM–12 noon. **These materials include computers, paint, paint thinner, motor oil, batteries, empty propane tanks, etc. Their phone # is 631-286-2828. The HOA does not provide this service.**

#### **4. HOMEOWNER INQUIRIES**

Homeowner inquiries or complaints must be reported to the HOA Office located at 311 Glen Drive.

- Office Hours are Monday thru Friday (excluding holidays) 8:00 AM – 4:00 PM (Closed from 12 PM – 1 PM for lunch).
- Telephone: 631-744-4988 Fax: 631-744-0450 Email: [info@leisureglen.com](mailto:info@leisureglen.com)
- Verbal requests (complaints) to the Operations Manager or a member of the Board of Directors will not be honored.

### **III. ARCHITECTURAL CONTROL**

#### **1. PROCEDURE FOR EXTERIOR CHANGES**

- No fence, wall, statuary, or other structure, or change in landscaping shall be erected upon the Properties until the plans and specifications showing the nature, kind, shape, height, materials, color and locations have been submitted to and approved in writing by the Architectural Review Committee.
- An application, including detailed plans and specifications for ANY exterior addition, change, or removal, must be submitted to the Architectural Review Committee at the HOA Office in the Admin. Bldg. Incomplete applications will not be accepted by the Office.
- Outside Contractors must provide copies of their Insurance Certificate & License to be submitted with each application.
- Applications can be obtained at the HOA Office or on the Leisure Glen Website. The application package includes guidelines and specifications.
- Applications, normally, are approved or denied within 30 days of receipt by the Committee.
- After notification that the application has been approved, the project must be completed within 90 days. The homeowner can request an extension, if more time is needed, or the application can be withdrawn, if the work has been cancelled.
- When a project is completed, the homeowner must inform the Architectural Review Committee so that a final inspection can be made.

#### **2. APPEALS**

- In the event that the Architectural Review Committee denies the application, a Grievance (appeal) may be submitted to the Board of Directors.

#### **3. INSPECTION OF COMPLETED PROJECT**

- The Architectural Review Committee has 30 days from receipt of notification of completion to make its inspection.
- The homeowner shall be notified within 30 days after inspection regarding approval or non-compliance. After final approval, the original application will be returned to the homeowner stamped to attest satisfactory completion.
- As per the Leisure Glen Offering Plan By-Laws, Article XIV. General Provisions, Section 3. Architectural Control, (d) Inspection of Work. Inspection of work and correction of defects therein shall proceed as follows:

*(1) The Architectural Committee or its duly authorized representative may at any time inspect any Improvement for which approval of plans is required under this Section 3. However, the Architectural Committee's right of inspection of Improvements for which plans have been submitted and approved shall terminate sixty (60) days after the work on Improvement has been completed and the respective Owner has given written notice to the Architectural Committee of its completion. The Architectural Committee's rights of inspection shall not terminate pursuant to this paragraph if plans for the work of*

*Improvement have not previously been submitted to and approved by the Architectural Committee. If, as a result of such inspection, the Architectural Committee finds that the Improvement was done without obtaining approval of the plans therefor or was not done in substantial compliance with the plans approved by the Architectural Committee, it shall notify the Owner in writing of failure to comply with this Section within sixty (60) days from the inspection, specifying the particulars of noncompliance. The Architectural Committee shall have the authority to require the Owner to take such action as may be necessary to remedy the noncompliance.*

*(2) If upon the expiration of sixty (60) days from the date of such notification, the Owner has failed to remedy the noncompliance, the Architectural Committee shall notify the Board in writing of such failure. Upon Notice and Hearing, the Board shall determine whether there is a noncompliance and, if so, the nature thereof and the estimated cost of correcting or removing the same. If a noncompliance exists, the Owner shall remedy or remove the same within a period of not more than forty-five (45) days from the date that notice of the Board ruling is given to the Owner. If the Owner does not comply with the Board ruling within that period, the Board, at its option, may take whatever action it may have at law, in equity or in the Declaration or By-Laws.*

#### **4. RESALE REVIEW**

- At the time the home is listed for sale, the Administration Office will notify the Architectural Review Committee and an ARC Resale Review will be done to confirm that there are no open Architectural Applications pending completion, and there are no unpaid fines for any ARC violations.

#### **5. HARDSHIP MAILBOXES**

- Handicapped persons wishing home delivery of mail, must first apply at the Ridge Post Office. Once the written approval is received by the homeowner from the post office, the homeowner must provide the Administration Office with a copy of the approval and payment for the box. Upon receipt of these items, the Operations Manager will be given a work order to install the mailbox.
- Only boxes approved and supplied by the Association are allowed. The fee, which is non-refundable and is subject to change, is \$75.00 for an entry/front door mailbox and \$150.00 for a curb side mailbox payable to the Association.
- Once the mailbox has been installed, the Administration Office will notify the Ridge Post Office to initiate delivery to the entry/front door or curbside mailbox.

## **6. ARCHITECTURAL STANDARDS**

The following information will provide guidance to all homeowners in maintaining the Architectural Standards for the good of all residents in the Leisure Glen Community.

### **VIOLATIONS**

A VIOLATION IS CREATED WHEN ANY CHANGE, REMOVAL OR ADDITION OCCURS ON YOUR LOT WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE. There is no recognition of VERBAL APPROVAL. No individual is authorized to give permission to proceed with a project; this can only come as a written approval from the Architectural Review Committee who records all applications for legal reasons.

We are obliged to keep an accurate file for each lot in the development whenever records are called for any transaction, sale, transfer or gift. This is a State law. See Article XIII, Sec. 1 of your Offering Plan.

#### **VIOLATIONS INCLUDE:**

- **Safety issues**
- **Anything that impedes maintenance is a violation.**
- **Anything that causes distress or poses a nuisance to other residents may be considered a violation pending Architectural Review Committee investigation and decision.**
- **Anything the Architectural Review Committee determines is not maintained in good repair and not compatible with the overall appearance of Leisure Glen, will be considered a violation.**

### **PLANTERS**

No allowance will be made for any object to be used as a planter that was not originally intended for planting.

### **STATUARY**

Statuary that fits into our offering plan language (Article XIV, Section 3), that doesn't interfere with maintenance and isn't found offensive to other residents, is allowed.

Guidelines are as follows:

Street Facing and side yard locations:

1. No more than 2 statues of max 24" high, not plastic.
2. No religious articles.

Rear Yard:

1. Articles not offensive to neighbors and not interfering with maintenance are permitted.

### **OTHER DECORATIONS**

The Architectural Review Committee is directed by its charter and empowered by the Offering Plan, to review complaints regarding decorations.

Ornamentation hung on the front or side of the dwelling should be securely attached to the house, no larger than 2 ft. X 2 ft. and will require an Architectural Application.



## OUTDOOR LIGHTING

All decisions will be made on a safety-first consideration. The style, type and number of fixtures requested must accompany all applications in order for us to make a proper determination. No surface mounted flood lights are allowed.

Motion detector lights with two flood lights (maximum) may be allowed according to the individual properties (along perimeter fence lines etc.). The Architectural Review Committee must inspect each application to ensure the location doesn't adversely affect the neighbors.

### Pathway Lighting -

- Solar lighting and low voltage pathway lighting on the ground is allowed. **No application is necessary.**
- Any hard-wired lighting requires an application and Architectural Review Committee approval; examples:
  - a. Soffit lights
  - b. Over-garage-door light
  - c. On-the-ground pathway lights (hard-wired)

## TREE REMOVAL

**Any tree on the property other than a curb tree, is the responsibility of the homeowner.** Whenever a tree needs to be removed or pruned, a professional must be employed due to the danger that often exists. It is a requirement of the By-Laws of Leisure Glen, Article XIV, Section 3, Architectural Control, that an application be filed with the Architectural Review Committee and written permission be obtained from them before any removal is commenced.

- The contractor must be licensed and insured against (liability) accidents involving yours or your neighbor's property.
- A survey is required to determine the property lines.
- Trees for removal must be photographed and marked by the Architectural Review Committee and the Operations Manager and noted on the survey of the property.
- The contractor must remove all debris from the community.
- Stumps may need to be removed or ground at the discretion of the Operations Manager.

## OBJECTS ON LAWNS & UTILITY COVERS

All residents are required to keep lawn areas free of obstructions. Hoses and lawn furniture should properly be placed on your patio.

We must remind every homeowner that, in general, the first eight (8) feet in from the curb belongs to the Homeowners' Association (look at your survey) and **nothing is allowed to be placed in this easement area. PLACING FLOWERPOTS, PLANTERS AND ORNAMENTS ON TOP OF UTILITY COVERS IS PROHIBITED.**

## LANDSCAPE

Residents are reminded that no allowance is permitted for removal, replacement or addition to the landscape planting without a proper application and written permission from the Architectural Review Committee. The Offering Plan, Article XIV, Sec. 3, makes this mandatory. Any plantings, which are not properly recorded, may be considered violations if they do not conform to the approved list that accompanies your application.

### **OVERGROWN SHRUBBERY**

Offering Plan Article XII, SUB (a), Use of Property, requires an overall look of good appearance by the occupant of the premises. Overgrown shrubbery is unacceptable and **must be properly kept to 8' in height**. Beds between the house and the walkway must be weeded and appropriate planting is expected. Huge flowers, such as Sunflowers have no place on the curbside view and vines should never be considered since proper maintenance can be affected. Ornamental grasses will be allowed but limited to back and side yards that are not street facing, and must be trimmed in the fall to a height of five inches. All shrubbery must be trimmed away from the house by at least 12" to permit air circulation and minimize wood rot, termite potential and improper diffusion of sprinklers.

### **LIVING FENCES**

A living fence is a barrier composed of trees, shrubs, hedges, or any living, growing plants, which initially or in the future may block a neighbor's view of the community. Living fences may be erected on the property with an approved application. Living fences may not be erected on the property without prior written consent. Residents are required to trim shrubbery to 8' tall. Refer to: Offering Plan Article XII, SUB (j), Use of Property.

### **PENETRATION TO THE ROOF**

See specific applications for guidelines pertaining to the installation of any item requiring penetration to the roof. A Procedure & Agreement Regarding the Installation of any Penetration to the Roof form (included as part of the application) must also be signed by the homeowner and notarized.

### **BIRD FEEDERS/BIRD BATHS/BIRD HOUSES**

One Birdfeeder, Bird Bath, and Bird House is allowed in the **rear** of the property. It is **not** allowed on the front, or sides of the property. If a birdfeeder begins to attract wildlife i.e. squirrels, raccoons, etc., it must be removed.

### **WALLS**

Must be approved by Operations Manager/Architectural Review Committee. See application for details.

### **FRONT DOORS/STORM DOORS**

Must be approved by Architectural Review Committee. See application for details.

### **AWNINGS – MANUAL OR ELECTRIC**

Must be approved by Architectural Review Committee. See application for Awning Policy.

### **SKYLIGHTS/SOLAR TUBE LIGHTING**

Must be approved by Operations Manager/Architectural Review Committee. See application for details.

### **DRYER VENT RELOCATION**

Must be approved by Architectural Review Committee. See application for details.

### **BATH FAN RELOCATION**

Must be approved by Architectural Review Committee. See application for details.

### **GUTTERS & LEADERS**

Must be approved by Architectural Review Committee. See application for details.

### **RE-SIDING**

Must be approved by Architectural Review Committee. A Roofmate Acknowledgement/Agreement form (included with application) is required for duplex homes. See application for Re-Siding of a Dwelling Policy & Procedure.

### **HOT WATER HEATER FURNACE WITH CHIMNEY**

Must be approved by Architectural Review Committee. See application for details.

### **MISCELLANEOUS**

The following are **not** allowed: Screen Enclosures, Water Fountains, Fish Ponds, Wood Burning Fire Pits, and Hot Tubs.

## IV. USE OF PROPERTY

The Use of Property encompasses both common and unit homeowners' properties. It is governed by The Leisure Glen Restated Offering Plan Declaration and By-Laws with Amendments, the Leisure Glen Homeowners' Manual and the Association House Rules. The home and area restricted to the homeowner's use shall be maintained in good repair and overall appearance.

### **1. RESTRICTIONS**

- a) No nuisances shall be allowed upon the property nor shall any use or practice be allowed which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents.
- b) Shutters are prohibited.
- c) Exterior hard-wired lighting of any kind may not be installed except by application and approved by the Architectural Review Committee. Solar lights are permitted and don't require an Architectural application.
- d) Signs or posters of any kind including "Open House", "For Sale", Political signs, etc. are strictly prohibited either on residential or common property. Any soliciting is forbidden.
- e) It is prohibited to hang garments, rugs, etc., or to string clothes lines on any portion of the home, lot or common area.
- f) No fence or gate shall be erected anywhere, or living fence planted anywhere, without the approval of the Architectural Review Committee.
- g) No homeowner shall paint the exterior surface of windows, walls or doors opening out of the homeowner's home unless approved by the Architectural Review Committee.
- h) No homeowner shall install or permit to be installed any window mounted or through-the-wall mounted air conditioning unit.
- i) Animals (dogs and cats) belonging to homeowners, occupants or their tenants or invitees must be on a leash. All pets must be under the control of their owner or caregiver. Any owner shall be liable for any unreasonable noise or damage to person or property caused by any animals brought or kept on the properties by an owner or by members of the owner's family, tenants or guests. It shall be the absolute duty and responsibility of the animals' caretaker to clean up after such animals. **Curbing of dogs is required and dog walking is confined strictly to common roadways only. Animals are not permitted on any portion of the Paseo or on any of the lawn areas.** No more than two pets are allowed. Feeding of feral cats is prohibited. This is a direct violation of the Association's By-Laws, Article XII, SUB (d). Residents requiring service and support animals must provide the Administration Office with the appropriate documentation authorization. Animals (dogs and cats) belonging to homeowners, occupants or their tenants must be registered with the Administration Office. As per House Rule #10, in Section X of this manual, certain breeds have been restricted by our insurance carrier.

## **RESTRICTIONS (cont'd)**

- j) Common Areas shall not be obstructed, littered, defaced or misused in any manner.
- k) It is prohibited to remove trees or alter any natural vegetation from any common areas or lots.
- l) No repair of motor vehicles, other than emergencies, shall be made in any of the roadways, driveways or parking areas nor shall areas be used for storage parking of any boat, trailer, camper, bus, truck, or commercial vehicle without the written permission of the Board of Directors.
- m) No homeowner shall make or permit any disturbances in any building or permit anything to be done therein, which will interfere with the rights, comforts or conveniences of other homeowners.
- n) No person shall be permitted to use the recreation facilities of the Association except in accordance with the rules and regulations established by the Board of Directors.

## **2. TV ANTENNAS AND SATELLITE DISH POLICY**

In compliance with the Federal Communications Commission's antenna rule, the Association's attorney prepared Guidelines (Rules and Regulations) which were approved by the Board on January 28, 1998. Copies of the guidelines are available at the Administration Office or the Architectural Review Committee Office.

- Only antennas covered by the Telecommunications Act/FCC Rules are permitted. These include DBS (Direct Broadcast Satellite) antennas and MDS (Multipoint Distribution Services) antennas one meter (approximately 39.37 inches) or less in diameter. DBS and MDS antennas in excess of one meter are prohibited and may not be installed.
- In addition to the guidelines, the following rules apply:
  - (a) Satellite Dishes may be installed only on the **rear** of the home.
  - (b) All costs of installing, maintaining, repairing, replacing, and/or otherwise addressing conditions of the satellite dish shall be borne by the owner. This includes any removal and/or restoration expense.
  - (c) Requires an application and Architectural Review Committee approval.

## V. BEING INFORMED

### **1. BLOCK CAPTAINS**

The Block Captains are a network of volunteers each representing 10 to 20 residents. Block Captains distribute the Glen publications, updated material and information from the Clubhouse and the Board.

### **2. GLEN MEDIA**

A dedicated staff of residents issues the Glen Gazette, and broadcasts community information on Leisure Glen's TV Channel.

- The **Glen Guide** is a Leisure Glen telephone directory. In addition, phone numbers are listed for emergencies and general services along with a listing of Block Captain Members and the areas they serve. Contributing advertisers are contained in the back of the book.
- The **Glen Gazette** is a monthly publication that provides information from the Board, Clubs and Committees, and on all events that occur within and around our community each month.
- The **Leisure Glen Closed Circuit TV (LGTV)** broadcasts community information around the clock. LGTV can be viewed on Channel 591 on your tv.
- The **Leisure Glen Website** ([www.leisureglen.com](http://www.leisureglen.com)) is an additional means of communicating information to residents as well as increasing interest in the community to potential new homeowners. Residents must visit the Web at [www.leisureglen.com](http://www.leisureglen.com) and register in order to be able to access the full site.

### **3. GRIEVANCE DAY**

- Scheduled for the 2nd Wednesday of the month.

Grievance Meetings will only be scheduled after the resident(s) have exhausted all other channels of communication and have spoken to a member of the Management Team for matters that fall under any of the areas they oversee.

- Those wishing to schedule a Grievance Meeting must submit in writing the issues they wish to question, grieve, etc. The subject matter should be clearly defined. This is so Board members can familiarize themselves and be prepared to address the agenda items submitted, in advance.
- The names and number of the homeowners scheduled to attend the meeting must represent only those who have a direct interest regarding the issue or issues to be addressed. Moreover, these meetings should be treated as quasi-judicial as the Board's ruling on the issue is final.
- Resident will meet with three Board members who will then discuss the proceedings at the next Board meeting.

## **GREIVANCE DAY (cont'd)**

- Each Grievance Meeting will be recorded.
- All decisions made by the Board regarding the grievance are final, therefore, recourse will not be an option.
- Residents wishing to dispute an Architectural application denial or a violation cited by the Architectural Review Committee, must request a Grievance Meeting with the Board to contest their issue.

## **4. BOARD MINUTES (Community Board Minutes)**

Community Minutes are a compendium of Board Minutes that are published monthly in the Glen Gazette and posted on the Leisure Glen Website.

## **5. OPEN RESIDENT MEETINGS**

- A minimum of 2 meetings per year are scheduled:
  - September – Presentation of the Budget
  - June – Annual Board Election and Presentation of the Audited Financial Statements
- Additional meetings can be called by the Board of Directors.

## **VI. ENTERING LEISURE GLEN, TRAFFIC & PARKING**

### **1. ENTRY BY RFID GATE ENTRY TAGS**

- When assuming title of a home the new resident must register their vehicle(s).
- Gate Entry Tags will be issued to RESIDENTS ONLY.
- All RFID Entry Tags are registered and installed by HOA personnel only.

### **2. ADMISSION TO LEISURE GLEN**

- Resident drivers must use the two Gate Entries.
- Anyone not having an entry tag must come through the first gate on the left, to check in with the Guard at the Gatehouse window.
- If a resident is a passenger in a visitor's car, they must come through the first gate on the left, and provide proof of residence such as a driver's license, to the Security Guard at the Gatehouse window. If the resident is without identification on his or her person, the driver must show his or her vehicle registration and driver's license. The Security Guard shall record the driver's name and vehicle identification and allow entry.
- If the name of a person is on file at the Gatehouse as an **"Emergency Contact"**, but **not listed on the resident's "No Call List"**, the Security Guard **must phone the resident**. If the Guard cannot make phone contact with the resident's home, the person seeking entry, if listed as an emergency contact, will be allowed to proceed only after showing satisfactory identification, usually a Driver's License or a Non-Driver ID Card.
- Persons named on a resident's daily **"No Call List"** (specific family members or visitors including health related aids, therapists, doctors, etc.), are granted permission by the resident to be allowed by the Security Guard to enter without calling the resident. The names of those persons that a resident would like to have on their **"No Call List"**, must be specified by the resident on the Authorized Family/Visitors (Permanent No Call List) section of their individual Unit Owner Information Sheet kept on file at the HOA Office. This information is also input into the computer system to be accessed by the security guard on duty. The HOA Office also creates an index card for each resident with the same information on it as the Unit Owner Information Sheet. The index card is also kept on file at the Gatehouse so the information is available to the Security Guard in the event of a power outage. Notify the HOA office with any updates to the Unit Owner Information Sheet so the necessary changes can be made to the records kept on file. The Security Guard **must** obtain ID that verifies that the visitor's name matches the name on the Visitor/No Call List. If verification cannot be made, the Security Guard will call the resident, the Administrative Office or the Operations Manager (after office hours).



### **3. PROCESS SERVER PROCEDURE**

If a process server arrives at the gate to attempt to make service on a resident, the security guard shall call the resident and ask if he/she wants to allow the process server to enter and deliver the papers. If the answer is in the affirmative, the process server shall be allowed in. In the event the answer is in the negative, this shall be communicated to the process server and the security guard should state clearly that he/she is not authorized to accept service of any papers on behalf of a resident.

- If the process server leaves the papers anyway and exits the community, the papers, together with a letter of explanation, shall be delivered to the resident by mail. (Whether such service is legal and what steps should be taken by the resident will depend upon the circumstances, and are issues for the resident.)
- If the process server arrives at the gate to serve papers on the Association, the security guard should contact the Administration Office immediately.

### **4. DRIVING IN THE COMMUNITY**

“SPEED LIMIT 20” signs are posted at intervals on Glen Drive & Leisure Drive where there is a tendency for higher speed by residents, guests, and commercial drivers. All drivers should be aware that there are no sidewalks for pedestrians. Maintenance crews operating machinery cannot hear approaching vehicles, nor can some residents who have impaired hearing.

- The Association relies on residents to observe the 20 M.P.H. speed limit as a matter of example, courtesy, and safety. Residents should remind their guests, household help and others every time an opportunity arises.
- Observing the STOP signs is the most important safety factor throughout the community.

### **5. PARKING IN THE COMMUNITY**

- Residents may not appropriate parking spaces on another resident’s driveway without their permission nor block access to or from another resident’s driveway.
- No commercial vehicles owned or used by a resident may be parked visibly in the community.
- Residents owning two vehicles, having a one car garage, must park one in the garage, and one in the driveway. If a vehicle is parked on the roadway, it must be parked in the direction similar to the existing traffic flow.
- No unregistered vehicles owned or used by a resident may be parked visibly in the community.
- The only vehicles allowed to park in the cul-de-sacs are those belonging to residents who live there. Those vehicles must be parked parallel to the curb; no “nose in” or angle parking is permitted. Parking in the cul-de-sacs for the use of the Clubhouse or any outside amenities is prohibited.
- Parking a “spare” vehicle in the Clubhouse and/or Administration parking lot is no longer permitted. Those residents who need additional parking will have to seek off-site parking.

- Overnight parking is no longer permitted in the Clubhouse & Admin. Bldg. lots. The Clubhouse and/or Administration parking lots are to be used on daily basis for residents, **or overnight only if residents are on an approved Leisure Glen bus trip.** Vehicles that are parked in the Clubhouse and/or Administration lots **for any other reason will be towed** – charges for towing and storage will be at the owner's expense.
- In the event of any impending snowstorm, remove all vehicles from the roadways.
- If you are one of those residents who go to warmer climates during the winter, you are instructed to **utilize your driveway and/or garage during your absence** from Leisure Glen. All vehicles left parked in the driveway during snow clean-up will have the perimeter surrounding the vehicle hand shoveled. Residents who need additional parking space will have to seek off-site parking.
- Long term parking of recreational vehicles, boats or commercial vehicles, etc. is not permitted anywhere in the community. In the case of recreational vehicles, exception is made for the purpose of loading for a trip or unloading on a return trip. However, a resident is only allowed a maximum of 2 days (48hrs.) and during the (2) day period, safety concerning vehicular traffic must be considered. If it is deemed that parking a recreational vehicle may create a safety problem, it will not be allowed. **Visitors of homeowners are prohibited from parking any recreational vehicles, boats or commercial vehicles, etc. in the community.**
- Roadways must be kept clear for Emergency Vehicles, Roadway Cleaning, & Snow Removal.
- Please observe No Parking Fire Zones, identified by painted yellow curbing.
- A warning sticker may be issued and placed on any vehicle that is in violation of the parking rules, and the vehicle must be removed immediately.
- Violators will be towed at the owner's expense.
- The Association will not be responsible for:
  - Any damage to vehicles left on the roadway during snow removal operations.
  - "Digging out" or removing the snow surrounding such vehicles but will shovel a footpath.
  - Any injuries to a resident sustained from "digging out" such vehicles.
  - If a vehicle impedes the ability to clear the roadways, the Association may tow and/or fine the owner.
  - There are 646 dwellings in the community and all cannot be cleared of snow at the same time. Therefore, the Association will not be responsible for any injuries sustained to a resident clearing snow, etc. from their driveways or sidewalks before the Association can complete this task.

## **6. THE GATEHOUSE**

Only persons with official business may enter the Gatehouse. No delivery of any kind will be accepted for the convenience of a resident.

- Any dissatisfaction or complaint must be reported to the HOA office, NOT to the security guard, under any circumstances.

## **VII. BUS SCHEDULE AND TRANSPORTATION SERVICES**

### **Mondays – 10:00 AM to 2:00 PM**

Local Shopping Areas\*

### **Wed. - 3 times/year – June, July & Aug. 10:00 AM to 4:00 PM (as of 12/2022)**

Seasonal Trips

***For all Wednesday trips you must sign up with the Recreation Manager in the Clubhouse (631-744-6572) by 3 PM on the Monday prior to the trip.***

### **Thursdays – 10:00 AM to 2:00 PM**

Banks and Food Shopping in Rocky Point\*

**\*NOTE:** Bus starts pick-up from Clubhouse first and then proceeds to pick-up waiting residents on Glen Drive and Leisure Drive (doesn't apply to seasonal trips).

All schedules for the bus are in the monthly Gazette calendar, or the Recreation Manager may be contacted at 631-744-6572 for any additional information.

The bus is not handicapped accessible.

## **VIII. EMERGENCY INFORMATION**

- MEDICAL – POLICE CALL 911
- FIRE (ROCKY POINT F.D.) – CALL 631-924-5252 or CALL 911
- THE GLEN GUIDE is your easiest reference for Emergency Telephone Numbers and much more. See the white pages at the front of your GLEN GUIDE.

### ***1. HEALTH CARE FACILITIES IN OUR AREA:***

#### **Walk-In Medical Care:**

Northwell Health Physicians Partners  
6144 Route 25A, Suite 10  
Wading River  
Phone: 631-929-5900

CityMD  
47 Route 25A  
Rocky Point  
Phone: 631-821-5900

NY Health Family Medicine  
333 NY-25A  
Rocky Point  
Phone: 631-821-9000

#### **Hospitals:**

Mather Hospital  
75 North Country Road  
Port Jefferson  
Phone: 631-473-1320

St. Charles Hospital  
200 Belle Terre Road  
Port Jefferson  
Phone: 631-474-6000

Stony Brook University Hospital  
101 Nicolls Rd.  
Stony Brook  
Phone: 631-689-8333

Peconic Bay Medical Center  
1300 Roanoke Avenue  
Riverhead  
Phone: 631- 548-6000

St. Francis Hospital & Heart Center  
100 Port Washington Blvd  
Roslyn  
Phone: 516-562-6000

## 2. EMERGENCY MEDICAL INFORMATION FORM (available on LG Website)

FOR WHOM: (911) An Emergency Paramedic Team

### WHO SHOULD POST IT:

- Residents who live alone, or might be alone for a certain period.
- Residents who might not be able to communicate when the need arises.
- Any resident who has a critical medical history.

**WHERE:** On the door or side of your refrigerator, but be sure to tell your friends, family, and neighbors it is there.

YOUR NAME \_\_\_\_\_ SOC. SEC. NO \_\_\_\_\_

RELIGION \_\_\_\_\_ YOUR DOCTOR'S NAME: \_\_\_\_\_

DOCTORS PHONE NUMBER: \_\_\_\_\_

FROM WHICH HOSPITAL DO YOU RECEIVE MEDICAL CARE (IF ANY)

\_\_\_\_\_

**LIST YOUR MEDICAL INSURANCE CARRIERS:** \_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

### HEALTH INFORMATION:

BLOOD TYPE: \_\_\_\_\_ CURRENT MEDICATIONS: \_\_\_\_\_

\_\_\_\_\_

ALLERGIES: \_\_\_\_\_

### HAVE YOU EVER BEEN TREATED FOR:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Anemia                  | <input type="checkbox"/> Epilepsy        | <input type="checkbox"/> Sinus Trouble              |
| <input type="checkbox"/> Abnormal Blood Pressure | <input type="checkbox"/> Heart Trouble   | <input type="checkbox"/> Stroke                     |
| <input type="checkbox"/> Arthritis               | <input type="checkbox"/> Hepatitis       | <input type="checkbox"/> Tuberculosis/ Lung Disease |
| <input type="checkbox"/> Asthma or Hay Fever     | <input type="checkbox"/> Jaundice        | <input type="checkbox"/> Ulcers                     |
| <input type="checkbox"/> Diabetes                | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Any Other                  |

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Please Note:** A "File For Life Form" may be obtained at the Shoreham Wading River Fire Dept.

### **3. YOUR HOME ALARM SYSTEM**

It is very important that you familiarize yourself with the TOUCH ALARM KEY PADS located just inside your front entry and in the master bedroom suite of your home.

#### **FIRE:**

Even if you are asleep or away from home, vacation, etc. the signal from your monitored smoke detector will be transmitted automatically to the gatehouse via your telephone line. In addition, you may depress the FIRE BUTTON on the key pad and a signal will also be transmitted to the gatehouse via your telephone line. In either case the security guard will call to determine if this signal is a false alarm. If the guard cannot reach you or if he/she deduces that there is a problem, the guard will immediately call the Fire Department.

**Therefore, it is imperative that phone service is not disconnected at any time. Moreover, phone service must not be turned off until ownership has transferred to the Buyers.**

**CARBON MONOXIDE DETECTORS are the responsibility of the resident. These devices are not part of your security system but are required by New York State Law.**

### **4. RESETTING YOUR ALARM SYSTEM**

You have one of two systems:

- o **Magnum Alert**
- o **Gemini**

Check which one and refer to the appropriate instructions provided below.

#### **Resetting MAGNUM ALERT**

To Reset this alarm:

Press **(1) (2) (3) (4)** then press and hold **(9)** until you hear a beep. **FIRE AND TROUBLE LIGHT** will be on, when the light goes off press **RESET (1) (2) (3) (4)**.

#### **Resetting GEMINI**

To Reset this alarm:

Press **(1) (2) (3) (4)** then press **OFF**. Hold **RESET** 1 minute then press **(1) (2) (3) (4)**, then press **ON**.

**If you have followed the instructions to reset your alarm, there is no emergency, and the alarm is still misbehaving, and the Homeowners' Office is closed – This is what to do:**

- Step 1. Throw the circuit breaker switch (the circuit breaker panel is located in your garage). Take your time to clearly mark the switch for the alarm. Ultimately, whoever does the periodic inspection will mark it for you, but do it now if you can.
- Step 2. Open the alarm box, which is located in your laundry room, and disconnect the battery by gently pulling the two wires attached to the battery.
- Step 3. Be sure to advise the Homeowners' Office at 631-744-4988. After hours, please call Gate Security at 631-744-6434 if alarm cannot be reset.

## **5. WINTERIZING YOUR HOME**

If you close up your house for the winter months, **do not disconnect the electricity** because the alarm system will be dependent on the battery. The battery will go dead in a few days and there will be no alarm system in effect. The battery cannot be recharged and replacement is at the homeowner's expense.

- **Do not disconnect your telephone** because the alarm system will then be disconnected from the Gatehouse.
- Make sure you have filed **a current Unit Owner Information Form and Snowbird Information Form**. Be sure to provide the names and contact information for anyone who has a key to your home. This is important because if the alarm sounds because of smoke, fire, or a possible malfunction, it cannot be deactivated without access to your home. Avoid forced entry!
- Be sure to disconnect your garden hose.
- Shut off the water to your washing machine.
- Set the thermostat at 55 degrees and leave open cabinet doors that enclose water pipes. This will help insure you against bursting water pipes and flooding which might occur during severe cold weather. Do this even if you will be away for a short time. You will not only protect your own interest, but that of your neighbor's as well! For 100% protection have the water system drained and turned off.



## 6. EMERGENCIES IN THE RECREATION COMPLEX

- A **Defibrillator** and **First Aid Cabinet** are located on the wall of the Activity Information hallway.
- **Red Emergency Telephones** installed throughout the Clubhouse, Pool and Tennis Courts \*(see below), are **programmed to automatically dial 911.**
- A **wheelchair** is in the Coat Room closet at the Clubhouse.

### Tips on Reaching 911

- **Use a personal Cell phone.**
- **Red Emergency Phones –**
  - Red wall phones have been programmed to **automatically dial 911 when the hand set is lifted.**
  - In the event of an emergency, lift the phone from the cradle and you will hear it dialing 911 automatically. Within a few seconds the connection will be made to a 911 Operator, at which time you can report the emergency.
  - **Do not use these phones for any reason other than an emergency.**
  - These were initially installed by the original builder/developer, and they are strategically located throughout the Clubhouse and the outdoor recreational facilities as follows:

#### **\*At the Clubhouse:**

<b>Art Room</b>	<b>Greenery Room</b>	<b>Lounge Area</b>
<b>Auditorium x 3</b>	<b>Kitchen</b>	<b>Men's Bathroom</b>
<b>Billiards Room</b>	<b>Ladies Bathroom</b>	<b>Men's Shower Rm.</b>
<b>Ceramics Room</b>	<b>Ladies Shower Room</b>	<b>Music Room</b>
<b>Computer Room</b>	<b>Large Card Room</b>	<b>Pottery Room</b>
<b>Exercise Rm #1</b>	<b>Library</b>	<b>Small Card Room</b>
<b>Exercise Room #2</b>	<b>Lobby</b>	<b>Stage Area</b>

#### **\*Tennis Courts: Near entrance Gate**

#### **\*Pool Area: Outside wall of Pool House**

- Please keep in mind that using these phones is an alternative means of contacting emergency services. **PLEASE USE YOUR OWN CELL PHONE.**
- These emergency phones are tested once a month and a positive report is submitted to the Board of Directors for their information and/or action.

## **IX. THE RECREATION COMPLEX AND ACTIVITIES**

It is the intent of the Board of Directors that homeowners' interests in common property be respected. It is also desired that residents make appropriate use of the Recreation Complex.

### ***1. RULES AND REGULATIONS FOR THE RECREATION COMPLEX***

The following Rules and Regulations have been established by the Board of Directors on advice of the Recreation Council and the Recreation Manager. It is expected that residents will assist in assuring the observance by all who use the Recreation Complex.

- a) The Recreation Manager will publish a calendar of coming events each month for distribution to the residents (through the Glen Gazette.) Leisure Glen activities are displayed on the closed circuit LGTV Channel (591) and the Leisure Glen Website.
- b) Planned events must be cleared with the Recreation Manager a month prior to the desired date, together with any notices and flyers. The Recreation Manager may edit any material submitted, and may use the Recreation Council to resolve any issues. No meeting or event shall have priority on use of any part of the complex unless assigned by the Recreation Manager.
- c) For any proposed use of the Recreation Complex, the Recreation Manager needs the time, specific area, and equipment required, if any. The maintenance personnel will arrange tables, chairs, etc., as instructed by the Recreation Manager. At least 24 hours notice is expected if furniture or equipment is to be moved.
- d) Equipment provided by the Association, such as Audio-Visual and Electronic devices may only be operated by trained personnel, and with the approval of the Recreation Manager. No property or equipment belonging to the Association may be removed from the Recreation Complex.
- e) Members of the Association may schedule private parties within the Clubhouse at no charge provided they are attended by **residents only**.
- f) Only in the case of a "Craft Show" may an individual resident make any profit from an event at the Complex. The Recreation Manager will set guidelines in each instance consistent with the Board of Directors' policy.
- g) Anyone wishing to sponsor a fund-raising event for an organization is to coordinate with the Recreation Manager who will obtain approval from the Board of Directors before the event is scheduled.
- h) Eating and drinking must be confined to the Auditorium, Greenery Lounge and Pear Tree Court. Any exceptions must receive prior approval from the Recreation Manager who in turn submits such requests to the Board of Directors.

- i) There is no smoking permitted within 50 feet of entrances and exits to the Clubhouse and the Administration Office. There is no smoking permitted in recreational areas.
- j) No pets are permitted anywhere within the Recreation Complex, with the exception of Guide Dogs and Service Animals.
- k) Reasonable accommodations for medical scooters will be considered on a case by case basis with proper documentation. See Recreation Manager.
- l) **Guests are to be accompanied by a resident at all times.** Residents are expected to assure that their guests observe these rules and regulations. Any resident or the Recreation Manager may request an unaccompanied guest to leave the premises.
- m) The Clubhouse, except for special events, is open daily from 8:00 AM TO 10:00 PM. Normal business hours for the Recreation Manager are 8:00 AM TO 4:00 PM., Monday through Friday.
- n) There are restrictions on use of the following:  
Billiard Room & Tennis Courts—18 years or older (must be accompanied by a resident)
- o) The Board of Directors determines the dates for the opening and closing of the swimming pool. Hours, Rules and Regulations are issued annually during the month of May.

## **2. PRIORITY OF TICKET SALES**

Tickets for the Recreation Complex activities and any club or group function shall be sold first to Leisure Glen RESIDENTS and then to GUESTS of residents in the following manner:

- Tickets will be available to **RESIDENTS ONLY** for the first **two** days following announcements.
- Tickets after two days will then be available to **GUESTS OF RESIDENTS.**
- Single members are always allowed to purchase **(1)** extra ticket for their guest if they so desire.
- Only one table of eight **(8)** may be purchased by **(1)** resident buying the tickets.
- Residents can purchase tickets by check. Cash will be accepted at the discretion of the Club. Clubs must specify on their flyers if they are accepting cash.

Clubs who recognize their Officers and Committees, by reserving tables for them before the ticket sale date for in-house functions, can only reserve a maximum of **(4)** tables.

### **3. THE EXERCISE ROOM – Open daily from 8:00 AM – 10:00 PM**

The Exercise Room is for **residents only**.

Use of the exercise equipment is at the residents own risk. To gain access to the Exercise Room will require a FOB issued by the Recreation Manager. Any lost/replacement FOBs will cost \$25. FOBs must be returned to the Recreation Manager upon the sale of a home.

**GUESTS\* MAY NOT USE THE EQUIPMENT AT ANY TIME.**

**\*sons, daughters and any other relatives are considered as guests**

### **4. THE GLEN LIBRARY**

Borrowers are requested to “Sign Out” hard cover books and note the date returned on the same line. Paperbacks need not be signed out. Donations of hard cover or paperback books in good condition will be appreciated.

### **5. THE PIANOS**

The piano in the Music Room is locked. The key can be obtained from the Recreation Manager.

- The grand piano on the stage is not available for casual use by residents.

## **6. CLUB ACTIVITIES AT LEISURE GLEN**

Listed below are the activities available for participation by Leisure Glen residents. For information, consult with the Recreation Manager at 631-744-6572, Monday through Friday, at the Clubhouse.

AEROBICS

AMERICAN LEGION POST 352

AMER. LEGION: WOMEN'S AUX. POST 352

LEISURE GLEN ART LEAGUE

BINGO

BOCCE: MEN'S

BOCCE: WOMENS/WED

BOCCE WOMENS/FRI.

BOWLING CLUB

BRIDGE CLUB

CHEESEBOX BOCCE

LEISURE GLEN COMMUNITY SINGERS

COMPUTER CLUB

FIBRE ARTS

GARDEN CLUB

GLEN BAND

GLEN CAFÉ

HAND & FOOT CANASTA

HORSESHOES

INDOOR BOCCE

ITALIAN AMERICAN CLUB

LINE DANCING CLUB

MEN'S CLUB

NINE HOLE GOLF CLUB

ON THE TOWN

PING PONG

POTTERY

SOCIAL CLUB

SWIM CLUB

TENNIS CLUB/PICKLEBALL

THEATER AT THE GLEN

TRAVEL CLUB

TRIM A TREE CLUB

TWILIGHT BOCCE & BEANBAG

WOMEN'S GUILD

WOODCRAFT CLUB

## **7. CRAFT FAIRS – POLICY & PROCEDURES**

**Purpose:** To allow residents to sell items they have crafted, to showcase their skills and to promote fellowship and friendship among the residents. To be limited to residents and their guests.

### **Policies & Procedures**

#### **Auditorium:**

- Schedule and reserve a date with Recreation Manager
- Follow the standard policy regarding the use of the auditorium
- A rental fee of \$10 per table (30" X 72") payable to the HOA (to defray costs for setting up and clean up by HOA employees)
- All unsold items must be removed by the resident/merchants

#### **General:**

- Products to be sold must be crafted by HOA members only - no outside vendors.
- Profits belong to the craft persons who must be residents of the community.
- While general cleanup is performed by our own HOA employees, debris created by the resident/merchants is to be removed by them.

## X. ASSOCIATION HOUSE RULES

### **HOUSE RULE #1:**

### **RULES FOR USAGE OF COMMON AREAS, HOLIDAY DECORATIONS & PRIVACY AND PARTY FENCES**

#### COMMON AREAS

- Bicycles, skates, skateboards, scooters (including medical)\*, are not permitted on the Paseo, in the Clubhouse or the Pool area.
- \*Please note:** Reasonable accommodations for disabilities are considered on a case by case basis with proper documentation.
- No eating or drinking is allowed in the Clubhouse except in designated areas – Auditorium and the Greenery Room.
  - No parking in Fire Zones and restricted areas so marked in yellow.
  - No animals are allowed on the Paseo.
  - The HOA dumpsters (ANY DUMPSTER) located behind the Clubhouse or the Administration Building are not for homeowner usage.

#### HOLIDAY DECORATIONS

- Decorations\*\* for events such as Valentine's Day, St. Patrick's Day, Easter, Halloween, Thanksgiving, etc. should not be displayed any earlier than 2 weeks before the event and removed as soon as possible, after the event.

**\*\*Please note:** The use of a Laser Light Show for holiday decoration is permitted. Rev. 12/2016  
Christmas and Chanukah decorations may be displayed after Thanksgiving Day.

#### PRIVACY & PARTY FENCES

- (A) A **privacy fence** is that which is located outside the front door of the Bedford and/or Greenport models only. The Bedford or Greenport owner is responsible for the repair or replacement of the fence.
- (B) A **party fence** is defined as that which separates adjacent properties between duplex units in the rear of the homes. Both homeowners are responsible for repair and replacement of the fence. The HOA will absorb half of the cost of the repair or replacement of a party fence when one of the responsible parties is not willing to cover their half of the cost of the fence (HOA check will be issued to the fence company), and the HOA will recoup the monies when the in-house lien is satisfied when the home is listed for sale.

## **HOUSE RULE #2: NOTICE OF GENERAL VIOLATIONS & ENFORCEMENTS**

### **Infractions Committee and Recourse Committee Procedures**

The Enforcement Amendment (#16) provides for the levying of fines established by the Infractions Committee and the Architectural Review Committee.

When a violation has occurred that is 100% evidence proof (no hearsay evidence), and has been verified by a signed letter of complaint or picture, the following procedure will be followed.:

- a) A written notice of the Infraction will be sent to the homeowner by the Infractions Committee Chairperson. In the letter the homeowner will have ample time to respond or to pay the fine imposed. Violators have 15 days to respond requesting a Recourse Mtg; 30 days to pay the fine.
- b) If the resident requests a Recourse Meeting; the office personnel will contact the Recourse Chairperson who will then arrange the day/time. These appointments are usually on the 2<sup>nd</sup> Wednesday of the month following any Board Grievances. Chairperson of the Recourse Committee will make recommendations to the Board and submit their findings in writing. The Board will then produce said letters to the resident with copies to the Recourse Chairperson and Infractions Chairperson.
- c) Contested "white garbage bag" fines will not be addressed by the Recourse Committee; they will be addressed as a Grievance with the Board of Directors.
- d) If a home is on the market for sale, all fines must be paid prior to closing in the form of a bank check. If a fine is not paid, there will be no clearance for closing on the property by the Board of Directors.
- e) All paid and unpaid fines will be documented by office personnel. Office personnel will keep the Board and the Infractions & Recourse Committee Chairpersons informed on the payment status of all fines.
- f) If a fine is not paid on a reoccurring violation, the homeowner will receive monthly letters imposing the cumulative fine amounts, not to exceed a maximum cap of \$1,000.00.
- g) Fine amounts will be kept confidential and not to be shared with anyone but the violator.
- h) The name of the Complainant will be kept confidential for all notices of infractions verified by a signed letter of complaint or picture.

### **Infractions Committee Violations**

1 – Disregard for stop signs. **\$50**  
**A major safety issue.**

2 – Parking in fire zones. **\$50**  
**Fire Marshal has repeatedly warned us about this. He has ordered the HOA to repaint the curb in front of the Clubhouse & by use of a stencil mark sections of the curb – No Parking Fire Zone.**

3 – Vehicles left parked opposite each other on courts – hampering access by emergency vehicles. **\$50**  
**This is a major safety issue especially in our narrow courts.**



- 4 – Vehicles left parked on roadways during snow emergency. **\$50**  
**Needs no explanation.**
- 5 – No unregistered vehicles owned or used by a resident may be parked visibly in the community. **\$50**
- 6 – Animals left outside unattended or otherwise, either loose or confined (tied up), or in a crate or pen, creating a nuisance by whining or barking or howling. **\$50**  
**Not only is this unfair to the dog, it is also unfair to the neighbors who have to hear the crying & barking.**
- 7– Not collecting pet droppings and properly disposing. **\$100**  
**Does this really need an explanation?**
- 8– All dogs must be leashed when they are being walked outdoors. **\$50**  
**We have reported incidents of dogs chasing our residents. This is a major concern.**
- 9– No dogs allowed on the Paseo. **\$50**  
**The paseo is for residents to enjoy, not for dogs to do their business.**
- 10– Feeding of feral or stray cats. **\$25**  
**Food invites other animals i.e. raccoons, rodents, etc. and their inherent diseases.**
- 11- Failure of residents to responsibly supervise their invited guests and/or children at the Pool, Clubhouse or other Leisure Glen Facilities. **\$50**  
**Complaints regarding this rule are many.**
- 12 – No bicycles, roller skates, skateboards, scooters (including medical), etc. are allowed on the Paseo. **\$25**  
**100% a Safety Issue.**
- 13– Debris generated by contractors or others must be carted away by them. **\$50**  
**Our carting company is asking to be reimbursed for the pick-up of this additional refuse.**
- 14 – All garbage must be placed in garbage cans with lids or tied up in heavy duty black plastic garbage bags, or a **\$25** fine will be issued.
- 15– Speeding in excess of 20 mph will be subject to a **\$50 fine.**  
**Needs no explanation.**
- 16 – Commercial vehicle parking on an ongoing and continuous pattern is prohibited in any visible area in the Leisure Glen Community. Failure to comply could result in towing at the owner's expense. **\$50**  
**Amount of time given to correct fine – 10 days.**

- 17 – All Garbage cans and recycle bins must NOT be stored in any location that is visible from the street or that may infringe on another resident's patio, or a **\$25** fine will be issued.
- 18– Residents will be charged to repair the entrance or exit gate if they are found responsible for breaking it. **\$100**
- 19 – Any Homeowner (or family member or family trust) in violation of the Rental Amendment, who have been given a reasonable opportunity to cure the violation, will be fined \$50/day for each day of an illegal occupancy by their tenant.
- 20 – No nuisances shall be allowed upon the property nor shall any use or practice be allowed which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. **\$100**

## **HOUSE RULE #3: ARCHITECTURAL VIOLATIONS**

### **Procedures for Handling Architectural Violations – Fine Letters**

All Architectural complaints from residents must be written and signed; however, the name of the complainant will be kept confidential by the Committee. The following procedures will be followed for letters that are generated to a resident from the Architectural Review Committee imposing a monetary fine for an Architectural violation:

- a) All fines imposed will have a deadline pay date of **30 days** from the date of the letter. If the resident calls to dispute the fine, they will be advised to submit a letter in writing to the Board of Directors requesting a **Grievance Meeting**. Upon receipt of the resident's letter, an appointment for a Grievance Meeting will be made through the front office personnel.
- b) At least (3) Members of the Board will attend the Grievance.
- c) Grievance Meeting appointments are scheduled on the 2<sup>nd</sup> Wed. of every month.
- d) If a home is on the market **for sale**, all fines must be paid prior to closing, in the form of a bank check. If a fine is not paid, there will be no clearance for the closing on the property by the Board of Directors.
- e) If an initial fine is not paid on a reoccurring violation, i.e. debris not cleaned up on a property month after month, monthly letters imposing the cumulative fine amounts will be sent by the Architectural Review Committee, each fine not to exceed a maximum cap of \$1,000.00. When this amount has been reached, a legal lien with the HOA Attorney will be filed.
- f) Fine amounts will be kept confidential.

**Note:** The Infractions & Recourse Committee do not, as a practice, participate in meetings with resident grievances for Architectural matters. However, there may be some exceptions. Some cases may require Attorney intervention.

### **Architectural Review Committee Violations**

- 1 – Not submitting an application to the Architectural Review Committee for all outside work. **\$100**  
*The Offering Plan is very clear about this rule. Nothing can destroy the aesthetic harmony of a community more than by having some homeowners making extreme changes to the exterior of their dwellings.*
- 2 – Non maintenance of all shrubs and trees around dwelling. **\$50**  
**There is nothing that can destroy property values more than having dwellings with overgrown shrubs and unkempt landscaping.**
- 3 – Non maintenance and/or replacement of deteriorated Berms or “Retaining Walls” or fences on residential property. **\$100**
- 4 – Excessive ornamentation around dwelling. **\$25**

**HOUSE RULE #4:  
TAG SALES**

**PURPOSE:** This Policy and Procedure was developed to:

- **Maintain the security of our community by not allowing “outsiders” to enter the community.**
- Avoid traffic and/or parking congestion especially on our narrow courts.

**POLICY:** All Residents or Estates that wish to conduct a Tag Sale **MUST PROVIDE A REQUEST TO THE HOA IN WRITING, PRIOR TO THE TAG SALE**, all relative information concerning the tag sale e.g. Date, Time, # of days, etc.

**RESTRICTIONS:**

- Permissible Number Days for Tag Sale: 7 Consecutive Calendar Days or 2 Consecutive Weekends (Saturday/Sunday)
- Hours of Tag Sale: 10 AM to 5 PM
- Tag Sales may only be patronized by residents of the community and/or their family and friends.
- No outside advertising is permitted e.g. Newspapers, Internet.
- Advertising is limited to: Leisure Glen’s In-House TV Channel (LGTV), and/or Leisure Glen’s Monthly Gazette (call the Administration Office @ 631-744-4988 or email the Gazette at lggazette11961@gmail.com for advertising rates).
- Professional Estate Sale Services must adhere to all of the guidelines indicated on this policy.

**HOUSE RULE #5:**

**AGE REQUIREMENTS FOR RESIDENTS & NUMBER OF OCCUPANTS  
PER DWELLING**

Prior to purchasing a home in Leisure Glen, it is required that at least one resident of the household be 55 years old or older and provide proof of age.

Acceptable types of identification:

- A Driver's License
- Certified Birth Certificate
- A Passport

**Number of Occupants Per Dwelling**

Refer to Offering Plan Excerpt – Article II, SUB (c), Restriction on Occupancy:

The child or children, or grandchild or grandchildren residing with a permissible occupant, provided the child or children, or grandchild or grandchildren is or are of the age of **19 years or over**.

Occupancy restrictions shall not be construed to prohibit the occupants of any of the homes from entertaining guests, of any age, in their homes, **including temporary residency not to exceed three months**.

**All occupants, other than the owner(s) of the dwelling that reside within the dwelling (full time or for a period not to exceed three months), must be registered with the Administration Office.**

## **HOUSE RULE #6:**

### **RESIDENTIAL DUMPSTERS, PODS, ETC**

Procedure to be followed for the delivery and placement of dumpsters, storage containers (PODS), etc. on residential property (Driveways only)

**In order to ensure the Association and/or neighboring residents within the community do not have to bear the cost for damage to residential or common area properties resulting from the delivery or placement of the aforementioned equipment, the Board of Directors has enacted the following House Rule and procedure:**

- A Dumpster Request Form must be submitted to the Association (Administration Office) in order to receive permission before the above noted equipment will be allowed to be brought into the community. The security gatehouse personnel will be instructed to block entry and or delivery unless permission has been granted.
- The Dumpster Request Form addresses the following: the purpose and the type of equipment; its approximate size (**10 yd. maximum**), the name and address of the company owning the equipment, the name, address, telephone number of the requesting resident or their family members. If necessary, the Association will supply some scrap plywood etc. to protect the driveways.
- All Dumpsters, Storage Containers (PODS), etc. must be placed on the **DRIVEWAYS ONLY** at the time of delivery, and cannot be left on the roadway – **NO EXCEPTIONS.**
- A resident must be present when this equipment is delivered and placed and present when removed.
- The request must include the date of entry and date of removal. Equipment will not be permitted to remain on site for more than **six consecutive days**. This is because this equipment is unsightly and a disturbance to the neighbors.
- **A deposit of \$500**, from the resident or family member, will be required before permission is granted for this equipment to be brought into the community. Should there be any property damage and should the resident, family members, et al requesting this equipment decide not to pay for the cost to repair damage resulting from the delivery or placement of this equipment, then these funds will be used to pay for the repairs. In addition, these funds can/will also be used to pay for the cost to remove the equipment if it remains beyond the six days mentioned earlier.

## **HOUSE RULE #7:**

### **OPEN HOUSE GUIDELINES/ACCESS BY REALTOR**

**The purpose of this House Rule is to maintain the security of the community as much as possible.**

**The Association will allow "Open Houses" if the following steps are followed:**

1. The Broker/Agent conducting the Open House must notify the Administration Office by fax (631-744-0450) or mail to Leisure Glen Administration @ 311 Glen Drive, Ridge, NY 11961, at least 3 business days in advance of the date, time and address of the Open House. Upon receipt of this information, the Administration Office will supply a copy to the Gatehouse.
2. OPEN HOUSES may be held any day of the week but only between the hours of 11 am to 4 pm.
3. No Advertising, i.e., Signs, Balloons, etc. or on Glen property.
4. The use of a universal type lock box is permitted to be placed on the doors of VACANT HOMES. This will preclude the need for Brokers/Agents to track down a key holder every time they want to show a vacant home.
5. When Broker/Agent (either listing, selling, buying, etc.) requires access, they are required to present the security guard with their Real Estate License ID Card.
6. The Broker/Agents conducting the Open House will be stationed at the home. The Broker/Agents will supply cell number or house phone number to the Gatehouse so the security guard on duty can call the Broker/Agent when potential buyers arrive at the Gate. The security guard on duty will give the potential buyer directions/map to the home.
7. Upon conclusion of Broker/Agent showing the home, Broker/Agent must instruct consumers **"NOT TO WANDER THE COMMUNITY UNESCORTED"**. **The Broker/Agent must accompany the potential buyer(s) to any of the common areas of the community.**
8. Utilities (telephone/water/electric/gas/Cablevision) must stay "ON" in Seller's name until the Buyer transfers utilities into his/her name. It is essential that telephone service remain active. This is because the fire detection equipment, when activated, will send a signal to the Gatehouse via the telephone line. If an alarm signal is activated, the security guard will then call the dwelling. If there is no immediate response, and/or depending on the response, the security guard will call the Fire Department.

## **HOUSE RULE #8:**

### **REQUIREMENTS FOR BOARD OF DIRECTOR CANDIDATES**

1. Be a resident one (1) year prior to the date of election.
2. Must be actively involved in a club (as an Officer) or committee or Service Group **for one (1) year.**
3. Must be available and in residence in the Community at least ten (10) months of the year in order to satisfy the following requirements of a Board member.
  - **Required Time:** 10 hrs. per week minimum (based on a survey of present and past Directors)
  - **Term:** Elected Board of Directors will serve a (2) Year Term. No Director may seek or serve more than (3) consecutive terms.
  - **Attend the following meetings:** Board, Committee, Steering Group, Open Resident, Grievance, Ad Hoc and Tri-Community.
  - **Field Visits:** Inspect facilities, i.e. Clubhouse, grounds, recreational areas and outside venues.
  - **Presentations** at Open Resident Meetings, Board Meetings, Committee Meetings, and Tri-Community Meetings.
  - **Develop** reports, special studies, analyses & recommendations, write Gazette articles, assist in crafting policies and procedures, etc. which requires writing and oral communication skills.
  - **Liaison Duties:** Attend Committee Meetings as assigned.
4. Not be employed full time in any capacity.
5. Not hold any office, title or position outside the community that may constitute a conflict of interest with his or her duties as a member of the Board of Directors.
6. Not knowingly be in violation of any of the Articles or Sections of the Declarations of Covenants, Restrictions, Easements, Charges and Liens, and or the By-Laws as covered in the Leisure Glen Homeowners' Association Restated Offering Plan. In addition, you must not have any of the following:
  - Be in arrears of Maintenance and/or Assessment Payments
  - Have Architectural Violations
  - Have not shown current proof of dwelling insurance
  - May not be an Officer of any Leisure Glen Club or the Chairperson of any Committee
  - Non-payment of fines for General Violations and Enforcements
7. Two or more members of a household may not run for the Board at the same time or serve on the Board simultaneously.
8. Submit a one (1) page resume outlining your qualifications to the Election Committee.
9. Make a 3-5 minute presentation before the community at "Meet Your Candidates" Meeting and respond to three pre-approved questions from the Committee.



**HOUSE RULE #9:**

**HOMEOWNER'S ALARM SYSTEM PHONE LINE**

1. All residents' households are required to maintain a viable hard wire telephone line to connect their residence to the Gatehouse.
2. This land line is necessary for the household emergency alarm system to function. When activated, it reports police, fire and medical emergencies to our central monitoring station at the Gatehouse. **NO PHONE LINE – NO ALARM SYSTEM**
3. In the event that a homeowner's telephone land line service is out of order, disconnected for any reason or otherwise interrupted, signals from the alarm system will not be received and displayed at the Associations' Gatehouse monitoring equipment.
4. A failure of the household's alarm system due to a non-operating telephone line exposes yourself and your roof-mate and/or neighbors to unnecessary hazards and danger.
5. Verizon, because of the safety issue, can provide a basic landline connection to the Gatehouse for a nominal monthly fee should a homeowner wish to terminate their standard and long-distance telephone service for any reason.
6. **Participation in the Leisure Glen Homeowners' Association Security and Fire Alarm System is required as a property owner and an obligation as a Member of the Community.**
7. If, in order to maintain the integrity of the emergency alarm system, the Association must procure the necessary land telephone line, all associated costs will be charged to the homeowner as an additional assessment subject to **Article VII Section 5** of the Declaration of Leisure Glen Homeowners' Association.

***HOUSE RULE #10:  
PET POLICY – DOG BREED RESTRICTIONS***

The following list of prohibited Dog Breeds has been added to the Homeowners' Association Pet Policy to meet the insurance carrier safety requirement:

- Pit Bull Terriers
- Staffordshire Terriers
- Rottweilers
- German Shepherds
- Presa Canarios
- Chows Chows
- Doberman Pinschers
- Akitas
- Wolf-hybrids
- Mastiffs
- Cane Corsos
- Great Danes
- Alaskan Malamutes
- Siberian Huskies

**HOUSE RULE #11:**

**FINANCIAL RESPONSIBILITY OF A HOMEOWNER FOR REMOVAL OF TREES ON THEIR PROPERTY DUE TO DAMAGE CAUSED BY A STORM**

In any storm if there is damage to tree(s) on a Homeowners' property, the Homeowners' Association will have the tree(s) removed if necessary, and the Homeowner will be responsible for the cost of the removal and restoration of the soil/land of the surrounding area of the tree(s).

Any damage to a curb tree as a result of a storm, will be the responsibility of the Homeowners' Association.

The Operations Manager will take photo(s) of any damaged tree(s) prior to having the tree(s) removed.

**HOUSE RULE #12: CLOSING OF OUTDOOR SPORTS  
FOR THE SEASON**

The following outdoor sports will be open for the season from **April 1<sup>st</sup> through October 31<sup>st</sup> only**, and will be closed on November 1<sup>st</sup>:

- Bocce
- Horseshoes
- Pickleball
- Shuffleboard
- Tennis

**Please Note:** See Addendum below.

**Terms for the Extension Period of the Pickleball & Tennis Season  
(Addendum to House Rule #12 – Closing of Outdoor Sports for the Season)**

An extension of the Pickleball and Tennis Season has been approved by the Board on a week-to-week basis through November 30<sup>th</sup>, weather permitting, and under the following terms:

1. A one-week extension will be permitted from November 1<sup>st</sup> – November 6<sup>th</sup>, for both Pickleball and Tennis play. If after the first week conditions remain favorable, additional weeks will be considered up until November 30<sup>th</sup>, at the discretion of the Board.
2. It will be the responsibility of all players to make the courts clean and safe to play on prior to play.
  - Any leaves, acorns and debris must be completely blown off from the surface of the courts.
  - Any water/puddling must be completely swept off from the surface of the courts.

***HOUSE RULE #13: BOARD OF DIRECTOR ELECTION – AMENDED  
CANDIDATE PREREQUISITE #2***

Must be actively involved in a club (as an Officer) or committee or Service Group **for one (1) year.**

***HOUSE RULE #14: PORTABLE TOILETS (PORTA POTTIES)***

Portable toilets (Porta Potties) are not allowed except in a situation where there is no running water or operating bathrooms at the job site. The portable toilet will be located at the rear of the premises that is not visible from the street, and as much as possible, not in view by the adjoining property.

***ACCEPTANCE OF TERMS ETC. OUTLINED IN OFFERING PLAN AND  
HOMEOWNERS' MANUAL***

As a condition to purchasing, the Buyer/Lessee becomes a member of the Homeowners' Association and agrees to accept all terms as noted in the Offering Plan and Homeowners' Manual along with any directives issued by the Board of Directors. By signing this document, the Buyer/Lessee understands and accepts all of the terms as specified in these documents.

---

BUYER/LESSEE

DATE