



2017 Leisure Glen Homeowners' Manual



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**ACCEPTANCE OF TERMS ETC. OUTLINED IN OFFERING PLAN AND HOMEOWNERS'
MANUAL53**

INTRODUCTION

This 2017 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 residents/owners.

- Meetings of the Board of Directors are held in accordance with the By-Laws.
- Open resident meetings are held in the Clubhouse Auditorium 3 times a year.
- 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:

- You must be a resident one (1) year prior to the date of election.
- You must be available and in residence to the community at least 10 months of the year.
- You must not be employed full time in any capacity and not hold any office, title or position outside the community that may constitute a conflict of interest with your duties as a member of the Board of Directors.
- Not be in violation of any of the Sections of Articles 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 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. May not be an Officer of any Leisure Glen Club
 5. Non-payment of fines for General Violations and Enforcements

Rev. 12/2016

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.

Rev. 4/2016

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.

BLOCK CAPTAINS

- Resident representatives who report concerns and suggestions.
- Meet monthly to report their findings.
- Distribute informative materials to all households.

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

- Review all resumes for accuracy.
- Establish time table and alert residents (to be co-coordinated with Administration Office).
- Oversee the annual election of the Board of Directors.

PLANS COMMITTEE

- Analyze and make recommendations and offer solutions that address short and long term projects.

RECREATION COUNCIL

- Coordinate and schedule the social and recreational activities in the community. Members of the council are Presidents or representatives of the clubs and/or organized recreational activities.
- Ensure all events follow the Clubhouse and Facilities Usage Guidelines regarding recreational facilities.
- Recreation Director to oversee the organizing of new clubs and ensure that they operate in accordance with established rules and regulations of the community, Mandatory Policies, and Local Laws.
- Meet monthly, and in September to establish the event dates for the following year.

Rev. 10/2016

STEERING GROUP

- This group consists of Board Members, all Committee Chairpersons, and the Recreation Director. Monthly meetings provide status reports and updates of committee activities.

WELCOME COMMITTEE

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

COMMUNITY INFORMATION COMMITTEE

- This group's purpose is to keep the residents informed of external community issues that could impact them positively or negatively. For example, school board issues, plans of local developers, property taxes and town, county, and state government mandates.

WEBSITE COMMITTEE

- The purpose of the Leisure Glen Website Committee is to maintain the website with current information concerning the ongoing events as well as access to many required forms for administration, recreation, and architectural controls. The committee consists of volunteers from the community that have computer skills and is a good way to get involved, stay active, and know about all the wonderful things that happen in the Glen.

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.

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.

Rev. 10/2016

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. See page 10.

- 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 of Directors.
- Timely maintenance payments are mandatory, or be subject to late charges.

4. MANDATORY RESIDENT INSURANCE COVERAGE

Excerpted from the Offering Plan, Article XI, Section 2, Leisure Tech O.P. Page 46. Timber Ridge Restated O.P. Page 65. "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 Clubhouse.

Rev. 4/2016

6. SELLING, LEASING AND GIFTS OF HOMES

Leisure Technology Offering Plan By-Laws, Article XIII, Page 73, Timber Ridge O.P. Page 122:

Excerpt 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." There is a restriction on leasing/renting a home to a total of five (5) years.

Refer to Section I, Item 8 of the Leisure Glen Homeowners' Manual for restriction on leasing/renting a home.

Excerpt 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 LEISURE GLEN UNIT

Instructions and Requirements

The Leisure Glen Homeowners' Association, Inc. (HOA) requests that the following instructions be complied with by both seller and buyer when contracting for a Leisure Glen home.

- 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 this Homeowners' Manual Chapter X.
- Seller, or Seller's designee (relative, attorney or realtor) must advise HOA office the name of buyer and date of closing.
- Seller, or Seller's designee (relative, attorney or realtor) must notify the buyer that there is a fee of **\$1,500.00** payable to Leisure Glen Homeowners' Association, Inc. on sale of a unit. This fee will cover the cost of researching the making of payments, architectural clearance, reviewing and complying with requests from attorneys, the parties and lenders, establishing new files, together with other related matters. Effective April 15th, 2006, any current member of the Leisure Glen Homeowners' Association 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%.
It is imperative during the transition of ownership that the Seller(s) keep the following utilities active until closing: telephone, water/electric/gas.
- **PRIOR TO CLOSING** the seller or seller's designee (relative, attorney, or realtor) shall turn over to the buyer (a) the Offering Plan and (b) the Homeowners' Manual. If not available, these items can be replaced by the Association at a fee of \$50 for the Offering Plan and \$50 for the Homeowners' Manual.
- The FOB used to access the exercise area must be returned to the Recreation Director.
- **AT CLOSING** the seller or seller's designee, in addition, shall turn over to the buyer (c) 6 Pool Wristbands (replacement fee of \$3 each) and (d) the Glen Guide Telephone Directory (replacement fee of \$25).
- Seller, or Seller's designee (relative, attorney or realtor) will provide the buyer with forms titled: "Unit Owner Information for Leisure Glen HOA" and "Leisure Glen HOA Owner Registration Form". Buyer will return both of these completed forms to the HOA office together with the resale fee and proof of insurance at the time of orientation.
- Both the Seller and the Purchaser should be aware of House Rule #6, pg. 49 in Chapter 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 in House Rule #4, pg. 47 in Chapter X of this manual should be followed. Rev. 10/2016

8. RENT/LEASE

- Prior to a lease execution, all owners are required to first file an application with the Town of Brookhaven Department of Buildings.
- The Association requires a copy of the Town approval prior to lease occupancy.
- Any homeowner that rents/leases their home, whether privately or through a realtor will be responsible for a one-thousand dollar (\$1,000) fee payable to Leisure Glen Homeowners' Association for necessary administrative paperwork. This fee is due for any change in tenants.
- Minimum of One (1) Year Lease; No homeowner (or family member or family trust) may lease his home for more than a total of five (5) years.
- Must own and occupy dwelling one (1) year prior to rent/lease unit.

Rev. 4/2016

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, pg. 52.

THE ROOF, GUTTERS AND SKYLIGHTS: The Association will make repairs or replace roof shingles, and clean out but not replace gutters. With regard to skylights – builder installed as well as homeowner installed 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 of Directors.

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. The Association will then perform the following:

- Paint exterior trim including all doors except wood grain doors.
Note: There is a charge to paint the main entrance door in any approved HOA color other than white.
- Paint fences (no repairs or replacements)
- Seal blacktop driveway

LANDSCAPE CARE:

- Lawns are mowed weekly, subject to weather conditions, and edged at the curb.
- Fertilizers, pre-emergent treatments and fungicides are applied on a seasonal schedule.

Pruning and or removal of curb and other trees is subject to review by the Operations Manager, Architectural Review Committee approval, and budget limitations.

2. MAINTENANCE RESPONSIBILITY GUIDELINES

MEMBERS RESPONSIBLE FOR:

- Shrubs: Maintain & prune (should be kept 12” to 18” from dwelling to provide air circulation and sunlight to minimize wood rot and insect infestation). (See NOTE 1 below).
- The cost for the relocation of sprinkler heads and/or sprinkler lines to make way for patios, etc. is to be borne by the homeowners. This requires Architectural Review Committee approval and the work will be performed under the supervision of the Operations Manager.
- Repair and/or replacement of retaining walls on member’s property. Requires Architectural Review Committee approval.
- Gutters & Leaders: Major repair or replacement.
- Residential Dwellings: Walkways, repair and replacement.
- 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.
- Homeowner installed skylights, solar skylights, attic fans, awnings. In addition, builder installed skylights – Greenport Models.
- 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 is the homeowner’s responsibility.
- 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.
- 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, etc.

***NOTE 1:** Shrubs must be trimmed by approximately 12” to 18” so they are clear of 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.*

ASSOCIATION RESPONSIBLE FOR:

- All lawn care.
- Curb Trees: Pruning and/or removal with no replacement. If replacement of a curb tree is desired the cost will be borne by the resident and Architectural Review Committee approval is required.
- Sprinklers: Operation, maintenance and adjustment of sprinkler heads.
- Retaining walls on common property.
- Gutters & Leaders:
 - minor repairs with labor not to exceed 15 minutes
 - remove leaves and debris, etc.
- Driveways: repair or replacement on an as need basis. Re-sealing to coincide primarily with 4-year paint cycle.
- Roof repair when notified of a leak or replacement of shingles including original builder installed vents at the time the existing shingles reach their rated life expectancy of about 20 to 21 years. This includes the original installed air vents, pipe flanges and clothes dryer vents. It does not include the cost for the repair or replacement of skylights, attic fans and fireplace chimneys etc. The repair and/or replacement of clothes dryer vents, other than when the dwelling is being reroofed are the responsibility of the homeowner.
- Snow removal: Roadways, driveways and sidewalks, fire hydrants, cluster mailboxes, etc.
- Dwelling Alarm System: Testing and repair.
- Painting dwellings: Wood trim, entry and some garage doors (vinyl garage doors will not be painted). Party & privacy fences, no repairs (PVC fences will not be painted). (See NOTE below)
- Capturing raccoons, etc. outside of the dwelling.

NOTE: *Dwellings are painted every 4 years. There is a charge to paint entry doors in any approved HOA color other than white; and to paint entry doors white if they are a different color.*

Rev. 4/2016

DWELLINGS: SEWER BLOCKAGES, WATER MAIN BREAKS & WATER PROBLEMS

SEWER BLOCKAGES

Blockage within a dwelling is 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 HOA is responsible for repair of and or replacement of piping for water main from dwelling side of the water meter to dwelling (not inside 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.

Rev. 4/2016

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 those 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.**

RECYCLABLES

Recyclable pick up is scheduled for early morning Wednesdays, and ALL recyclables should be placed into the large green recycling container with a blue cover, that is provided by our carting company. Recyclables include paper goods, glass, cans, and plastics.

******NO PLASTIC BAGS SHOULD BE INCLUDED IN RECYCLABLES******

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 number 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.
Telephone: 631-744-4988
- Verbal requests (complaints) to the Operations Manager or a member of the Board of Directors will not be honored.

Rev. 4/2016

III. ARCHITECTURAL CONTROL

1. PROCEDURE FOR EXTERIOR CHANGES

- No residential building, fence, wall, statuary, or other structure, or change in landscaping shall be commenced, erected or maintained upon the Properties until the plans and specifications showing the nature, kind, shape, height, materials, color and locations of the same shall 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 Administration Building.
- Applications can be obtained at the HOA Office or on the Leisure Glen Website. The application package includes guidelines and specifications. Lists of suggested shrubbery and ornamental trees are attached to the application. It is advisable that any resident planning extensive landscaping changes discuss these plans with a member of the Architectural Review Committee prior to making an expenditure for a professional landscaper.
- 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 or a new application must be filed.
- When completed, the homeowner must inform the Architectural Review Committee so that a final inspection can be made.

2. APPEALS

- The homeowner/applicant has the right to appeal a request (application) which was not approved by the Architectural Review Committee.
- The application may be revised and re-submitted for reconsideration by the Architectural Review Committee.
- In the event that the Architectural Review Committee denies the appeal, a grievance 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. Unauthorized additions, changes or any other projects can be challenged at any time.

Rev. 8/2016

3a. INSPECTION FOR RESALE

At the time of resale, the Association is required to complete a declaration which is sent to the buyer's attorney. Any violations must be corrected prior to sale.

Please note: If the Architectural Review Committee does not have a record of complaint or violation, the modifications will be grandfathered. Upon change in resident/ownership, sale or transfer of the unit, all exceptions will be required to be corrected prior to HOA approval of sale.

Rev. 6/2015

4. MAILBOXES FOR HANDICAPPED PERSONS

Handicapped persons wishing home delivery of mail, must first file an application along with supporting documents to the Architectural Review Committee, then apply at the Post Office submitting original doctor's note stating medical reason; the Administration Office upon receiving approval letter from the Post Office, will arrange for mailbox installation.

- Only boxes approved and supplied by the Association are allowed. The fee, which is non-refundable and is subject to change, is \$60.00 for a house mounted mailbox and \$140.00 for a curb side mailbox payable to the Association. Rev. 8/2015

5. ARCHITECTURAL STANDARDS & VIOLATIONS

In recent years, there has been some confusion and indeed some disregard of the rules concerning architectural standards. In an effort to provide clarity and uniformity, the Architectural Review Committee researched this area in depth and after a review by its members, the Board, and the Association Attorney, a comprehensive plan was developed. It focuses on the most common items that come to the committee for its attention and review, but are not limited to:

- Planters
- Statuary
- Other Decorations
- Outdoor Lighting
- Window Boxes
- Tree Removal
- Loose Stones
- Objects on Lawns & Utility covers
- Landscape
- Overgrown Shrubbery
- Living Fences
- Exterior House and Patio Cleaning

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

Rev. 10/2016

AVOIDING VIOLATIONS

The next several pages in this booklet describe the guidelines, which will be followed by the Architectural Review Committee in considering homeowner applications. The purpose of this information is to provide the homeowners in advance with an idea of what can, and cannot, be done.

Applications, which include guidelines and specifications, can be obtained at the Administration Office and on the Leisure Glen Website. Lists of suggested shrubbery and ornamental trees will be attached to landscaping applications. It is advisable that any resident planning extensive landscaping changes discuss these plans with a member of the Architectural Review Committee prior to making an expenditure for a professional landscaper. Failure to submit an application to the Architectural Review Committee for all outside work will result in a fine of \$100.00.

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.

When completed, the homeowner must inform the Architectural Review Committee so that a final inspection can be made within a week of completion. Final inspection by the Architectural Review Committee will be made within 30 days of completion of the project.

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 under any circumstance. No individual is authorized to give permission to proceed with a project; this can only come 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. Verbal agreements are not recognized for obvious reasons.

VIOLATIONS MAY INCLUDE:

- **Anything that could be the cause of an accident to a resident, visitor, or worker is a violation.**
- **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 feels is not compatible with the overall appearance of Leisure Glen will be considered violation.**

Rev. 8/2016

PLANTERS

Planters are permitted if they are not offensive or blatantly objectionable. It must be made absolutely clear however, that any interference with maintenance takes priority over homeowner expression. Failure to comply becomes a violation.

No allowance will be made for any object to be used as a planter that was not originally intended for planting. Sinks, tubs, washbasins, metal or plastic paint containers, old rowboats, tires and the like are some examples that are termed violations. Only such planters sold at garden supply are permitted.

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:

Articles not offensive to neighbors and not interfering with maintenance are permitted on a house by house basis.

Rev. 8/2015

OTHER DECORATIONS

There is presently no category for items that cannot be classified as statuary, to wit: Wrought iron tables and chairs, decorative stoves, milk cans, wind-blown devices, chimes, two-dimensional cut-outs, plastic colored birds, animals and the like usually found at craft shops and novelty stores. Banners can be most difficult to control along with the profusion of wreaths, plaques and designer nameplates.

The Committee, at its discretion, will suggest removal of whatever is unsightly. We refrain from naming specifics because it is close to impossible to establish absolutes when it comes to matters of taste. This universal fact fortifies our position that only a majority of authorized committee members can make the final decision.

Residents must understand that the Architectural Review Committee is directed by its charter and empowered by the Offering Plan, to make such decisions. The desires of individual homeowners are secondary. The requirements of the Community take precedence over any homeowner's individual desires.

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. Rev. 4/2016

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 insure the location doesn't adversely affect the neighbors.

Pathway Lighting -

- Solar lighting on the ground is allowed.
- 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)
 - d. On-the-ground pathway lights (low voltage)

Rev. 10/2016

WINDOW BOXES

Article XIV, Section 3, Architectural Control, of the Leisure Glen Offering Plan forbids any exterior addition to be made without first submitting an application to do so to the Architectural Review Committee, which must approve the change prior to commencement.

Proper procedure has not been followed in many cases of window-box installation. These are additions to the dwelling and are therefore subject to the ruling. The Committee's decision to allow existing boxes to remain does not remove the violation and is contingent on the following:

The Architectural Review Committee reserves the right to require removal of the violation whenever it deems that either the box or plantings are not being properly maintained by the homeowner. Furthermore, at the time of selling the home, closing may be delayed until the violation is corrected to the satisfaction of the Board of Directors.

Rev. 3/2016

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 arborist should be employed due to the danger that often exists. It is a mandatory requirement of the By-Laws of Leisure Glen, Article XIV, Section 3, Architectural Control, and the Homeowners' Manual, page 18, that an application be filed with the Architectural Review Committee and written permission be obtained from them before any removal is commenced. There are various factors to consider:

- Be sure the contractor is licensed and insured against (liability) accidents involving yours or your neighbor's property.
- A survey is the only way to determine the ownership of the tree(s).
- Trees for removal must be photographed and marked by the Architectural Review Committee and the Operations Manager and noted on the survey for the Lot #.
- Discuss in detail exactly what will be done and the costs involved.
- The contractor you hire must remove all debris from the community.
- Proper procedure for tree removal requires extraction or grinding of roots below grade level and soil replacement properly graded, in keeping with existing surroundings.
- Stumps may need to be removed or ground at the discretion of the Operations Manager.

Rev. 5/2016

LOOSE STONES

Decorative pebbles, gravel and small stones placed around trees must be properly contained to avoid a violation. Safety is our primary concern and we must avert any possibility of injury or damage. Flying stones can cause severe injury should either a worker or passers-by be struck; they can shatter glass, dent cars, and house siding quite easily.

OBJECTS ON LAWNS & UTILITY COVERS

All residents are required to keep lawn areas free of obstructions. Maintenance workers are at risk whenever they strike something while operating machinery. Progress is also slowed down when workers must stop to cut around items such as flowerpots, planters and even flower beds. 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 HAS ALWAYS BEEN PROHIBITED.** While some residents have ignored this, common sense dictates that a sea of multi-colored objects at the front of the property becomes unsightly; detracting from the good taste this community prefers and places the offender in violation.

LANDSCAPE

Residents are reminded that no allowance is permitted for removal, replacement or addition to the original landscape planting without a proper application and written permission from the Architectural Review Committee. The Offering Plan, Article XIV, Sec. 3 and the Homeowners' Manual, page 18, make this a mandatory requirement. 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 pruned. Beds between the house and the walkway should 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.

In February 1997, the Board of Directors issued a memo suggesting all shrubbery be away from the house to permit air circulation and minimize wood rot, termite potential and improper diffusion of sprinklers. Because of the expensive results due to improper care, the Committee must consider any disregard of the Association's position a violation and any damage resulting will not be serviced by the HOA.

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 not be erected on the properties without prior written consent of the Board of Directors and/or the Architectural Review Committee. Residents may be required to trim to 8' tall if adjacent neighbors complain. Refer to: Offering Plan Article XII, SUB (j), Use of Property, is subject to the rules that apply to any fence.

Rev. 5/2016

OBSTRUCTIONS

Any homeowner who ignores a request to remove offending objects from their property will be held liable for any accident resulting in injury to a worker or damage to Homeowners' Association machinery.

To insure safety and ease of maintenance, removal of violation(s) to another part of the property will be done by a Homeowners Association employee and no compensation given the offending homeowner, should anything be damaged or inadvertently destroyed.

COMMON PROPERTY

Any offender who fails to remove offenses upon common property will be subject to assessment penalties as stated in the Association House Rules. Additionally, the offenses will be removed by HOA employees at the homeowner's expense.

BIRD FEEDERS/BIRD BATHS/BIRD HOUSES

A (1) Birdfeeder/Bird Bath and Bird House is allowed in the **rear** of the property only as long as they are not disturbing their immediate neighbors. It is **not** allowed on the front, sides of the property and may not be placed on the ground. If a birdfeeder begins to attract wildlife i.e. squirrels, raccoons, etc., it will have to be removed.

Rev. 5/2016

RETAINING WALLS

Must be approved by Operations Manager/Architectural Review Committee.

FRONT DOORS/STORM DOORS

Must be approved by Architectural Review Committee. See application for options and rules.

AWNINGS

Must be approved by Architectural Review Committee. See application for options and rules.

SKYLIGHTS/TUBE LIGHTING

Must be approved by Operations Manager/Architectural Review Committee. See application for options and rules.

DRYER VENT RELOCATION

Must be approved by Architectural Review Committee. See application for options and rules.

BATH FAN RELOCATION

Must be approved by Architectural Review Committee. See application for options and rules.

HIGH EFFICIENCY HEATING /AIR CONDITIONING SYSTEMS

Must be approved by Architectural Review Committee. See application for options and rules.

ON-DEMAND HOT WATER HEATERS

Must be approved by Architectural Review Committee. See application for options and rules.

MISCELLANEOUS

The following are not allowed:

- Screen Enclosures
- Water Fountains
- Fish Ponds
- Fire Pits
- Hot Tubs

Rev. 10/2016

IV. USE OF PROPERTY

The Use of Property encompasses both common and unit homeowners' properties. It is governed by The Homeowners' Manual, the Association House Rules and Amendments, the Declaration of Covenants, Restrictions, Easement, Charges and Liens, Article XII, stated in the Offering Plan, Reference Leisure Technology O.P. Pages 47-48-49-50-51 and restated by Timber Ridge O.P. Pages 66-67-68-69-70. In addition, regulations promulgated by the Board of Directors concerning the Use of property, Reference Leisure Technology O.P. Page 48 (f) and restated by Timber Ridge O.P. Page 67 (f). The home and area restricted to the member 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 (except those originally installed by builder).
- 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. The distribution of materials and/or literature by an outsider, a block captain or a resident for the purpose of selling any services and/or for the purposes of promoting the election of a candidate for political office is strictly prohibited.
- 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 or living fence planted anywhere without the prior consent of the Architectural Review Committee and/or Board of Directors.
- 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 licensees, tenants or invitees within the properties must be on a non-retractable leash no longer than 6 feet being held by a person capable of controlling the pet. Furthermore, to the extent permitted by law, any owner shall be absolutely liable to each and all remaining owners, their families, guests, tenants and invitees, 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. The feeding of feral cats invites other species of wildlife that can transmit multiple health risks to humans. This is a direct violation of the Association's By-Laws, Article XII, SUB (d). Any resident/homeowner/tenant feeding wildlife, will be fully liable for the cost to remove them. Residents requiring service and support animals need to provide the Administration Office with the appropriate documentation authorization. Service and support animals are permitted in all areas of the residence and common areas.

- 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 DISHES

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. The Guidelines are available from the Architectural Committee and must be approved prior to installation.

- 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.
- Antennas used to receive television broadcast signals are not necessary since Cablevision provides reception and the cost is included in the monthly maintenance.

Rev. 4/2016

V. BEING INFORMED

1. BLOCK CAPTAINS

The Block Captains are a network of volunteers each representing 10 to 20 residents. Block Captains meet monthly with a representative of the Board to discuss personal observations and residents' problems/questions that affect the community. They 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, 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 reference. The blue section is a "street" map of Leisure Glen identifying areas served by the Block Captains. Contributing advertisers are contained in "yellow" pages.
- The **Glen Gazette** is published monthly. It's about Leisure Glen and provides information from the Board and Clubs.
- The **Leisure Glen Closed Circuit TV** broadcasts community information around the clock.
- The **Leisure Glen Website** is an additional means of communicating information to residents as well as increasing interest in the community to potential new homeowners.

3. GRIEVANCE DAY

Scheduled for the second Wednesday of every month.

- 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. They are not open for general audience participation. Moreover, these meetings should be treated as quasi-judicial and at the very least, as private meetings.
- 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.

Rev. 4/2016

4. STEERING COMMITTEE

This management group is composed of all Committee Chairpersons and the Board of Directors. This is the forum for the introduction of new projects, ideas or suggestions which will affect the entire community.

5. BOARD MINUTES (*Community Board Minutes*)

Community Minutes are a compendium of Board Minutes that are distributed by the Block Captains as a flyer and are also published on the Leisure Glen web site.

6. OPEN RESIDENT MEETINGS

Schedule a minimum of 2 meetings per year. 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.
- A maximum of two (2) RFID Entry Tags are initially registered and installed by HOA personnel. Any additional tags needed would require an added charge.

2. ADMISSION TO LEISURE GLEN

- Resident drivers must use the two Gate Entries.
- Anyone not having an entry tag must come through Gate 1 at the Gatehouse window.
- If the driver is a resident coming through Gate 1, he or she must show proof of residence such as a driver's license.
- If the driver is not a resident, but the passenger is a resident 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.
- Even if the name of the person to be allowed entry is on file at the Gatehouse as an Emergency Contact, the security guard **must phone the resident**. In the absence of 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.
- Visitors on the Daily "No Call List"- Permanent permission to allow specific family members or visitors including health related aids, therapists, doctors, etc., to enter without calling the resident requires the following:

The names of those visitors 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 and a copy of the Unit Owner Information Sheet are also kept on file at the Gatehouse so the information is available to the security guard in the event of a power outage. The HOA Office should be notified by the resident if there are any updates to his or her 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, security guard will call the resident. If all of the above fails, the security guard will call the Administrative Office or Operations Manager (after office hours).

Rev. 8/2016

R3. 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. (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.)

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.
- STOP signs located throughout the Glen were placed at these locations for the safety of vehicles driving in the community. 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 **temporarily (one or two days)** on the roadway it must be parked in the direction similar to the existing traffic flow.
- 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** in the Clubhouse and/or Administration parking lot is **no longer permitted**.

Rev. 8/2016

- 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 owner’s expense.
- 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.**

Rev. 10/2015

Roadways must be kept clear for Emergency Vehicles, Roadway Cleaning, and Snow Removal.

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.

Please observe No Parking Fire Zones, identified by painted yellow curbing.

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

Monday's - 9:00 AM to 1:00 PM

Local Shopping Areas*

Wednesday's - (ONCE OR TWICE A MONTH) 9:00 AM to 3:00 PM

Local Shopping Malls*

Seasonal Trips

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

Thursday's (2 Trips) – 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM

Banks and Food Shopping* – 9 AM to 12 PM (Rocky Point Area)

Shopping at Different Areas* – 1PM to 4PM

***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 Director may be contacted at 631-744-6572 for any additional information.

Rev. 8/2016

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. SOME HEALTH CARE FACILITIES IN OUR AREA:

Walk-In Medical Care:

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

East End Urgent & Primary Care
271 Rt. 25A
Wading River
Phone: 631-929-4100

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

Platinum Family Medicine
765 Route 25A
Miller Place
Phone: 631-849-5900

By Appointment:

Rocky Point Medical Care
575 Route 25A
Rocky Point
Phone: 631-821-9000

Hospitals:

Mather Hospital
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
100 Port Washington Blvd
Roslyn
Phone: 516-562-6000

2. EMERGENCY MEDICAL INFORMATION FORM (available on 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.

Rev. 8/2016

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 resident's responsibility. 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

Resetting this alarm is done in one of two ways – only one of the following two ways will work for you. Check which one.

- Press (1) (2) (3) then press and hold (9) until you hear a beep. Then repeat if necessary.

OR

- Press (1) (2) (3) (4). Repeat (1) (2) (3) (4). Of course, the detector has to be clear of smoke.

Resetting GEMINI

- Step 1. Know your lot number.
- Step 2. Press (1) (2) (3) (4) then press off. Hold reset 1 minute then press: (1) (2) (3) (4) then press on.

Rev. 8/2016

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.

Rev. 8/2016

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. Contact your telephone company to obtain the minimum rate during your absence.
- Make sure you have filed a Unit Owner Information form. Be sure to complete item (a) WHO IN LEISURE GLEN 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.

Rev. 4/2013

6. EMERGENCIES IN THE RECREATION COMPLEX

- **First Aid Supplies and a Wheelchair** are located in the Ticket Office.
- **Red Emergency Telephones** are installed throughout the Clubhouse and all the sports facilities.
- **A Defibrillator** is located on the wall within the Concierge's counter space in the Clubhouse.

Tips on Reaching 911

- **Use Personal Cell Phone**
- **Red Emergency Phones** - Red colored wall phones are to be used in the event of an emergency. These were initially installed by the original builder/developer. They are strategically located throughout the Clubhouse and the outdoor recreational facilities as follows:
 - **Tennis Courts (near entrance gate)**
 - **Pool Area (outside wall of Pool House)**
 - **Shuffleboard Court (between Shuffleboard & Bocce Courts)**

How to Operate Red Phones

- Remove the phone from the cradle and put it to your ear. You will then hear dial tone followed by a series of rings.
- **Please be patient, do not jiggle the cradle.**
- In a few seconds the security guard at the Gatehouse will respond. At that point you can ask for help by instructing the security guard to call emergency services for you. That is, call 911 for you.
- Let the security guard know your location and give him/her a brief summary of the emergency, e.g., fire, someone is sick etc.
- If there are others at the scene, have someone walk to the Gatehouse so that Emergency Services personnel can be directed to the proper location and save time.

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Red Emergency Phones – cont'd

- Please keep in mind that using these phones is an alternative means of contacting emergency services. **PLEASE USE YOUR OWN CELL PHONE IF YOU HAVE ONE.**

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 Director. It is expected that residents will assist in assuring the observance by all who use the Recreation Complex.

- a) The Recreation Director will have published a calendar of coming events each month for distribution to the residents (through the Glen Gazette.) Leisure Glen activities are displayed on the TV monitor in the Clubhouse lobby, on the closed circuit TV channel as well as the Leisure Glen Website.
- b) Planned events must be cleared with the Recreation Director a month prior to the desired date, together with any notices and flyers. The Recreation Director 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 Director.
- c) For any proposed use of the Recreation Complex, the Director needs the time, specific area, and equipment required, if any. The maintenance personnel will arrange tables, chairs, etc., as instructed by the Recreation Director. 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 Director. 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 Director 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 Director 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 Director who in turn submits such requests to the Board of Directors.
- i) There is no smoking permitted within 50 feet of inside and outside of the entire Clubhouse building, including the amenities and the Paseo. Rev. 4/2016
- j) No pets are permitted anywhere within the Recreation Complex, with the exception of Guide Dogs and Service Animals.
- k) 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 Director may request an unaccompanied guest to leave the premises.
- l) The Clubhouse, except for special events is open daily from 8:00 AM TO 10:00 PM. Normal business hours for the Recreation Director are 8:00 AM TO 4:00 PM., Monday through Friday.
- m) There are restrictions on use of the following:
Billiard Room – 18 years or older. (must be accompanied by a resident)
Tennis Courts – 18 years or older. (must be accompanied by a resident)

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 **five** days following announcements.
- Tickets after five 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 **(10)** may be purchased by **(1)** resident buying the tickets.
- Residents can only purchase tickets by check (no cash will be accepted), and only **(2)** residents per check.

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

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3. RENTAL OF CLUBHOUSE FACILITIES FOR PRIVATE PARTIES

The Auditorium and the Greenery Lounge are available for rent by Association members (residents) for private parties with non-resident guests and are restricted to those areas only. The fees are \$5,000 for The Auditorium and \$2,500 for the Greenery Lounge, the kitchen included (no cooking permitted). Rentals are subject to Board approval. The calendar must be clear for the date wanted. At least three months' notice is required and the sponsor-resident is obligated to sign an agreement provided by the Recreation Director, and to make a security deposit, usually \$500. The facilities will be restored to clean and undamaged conditions.

4. THE EXERCISE ROOM: 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 Director. Any lost/replacement FOB's will be \$25. This fee is non-refundable and non-transferrable. FOBs must be returned to the Recreation Director upon the sale of a home. Any resident wishing to use the equipment must file a doctor's authorization annually with the Recreation Director and must sign a release form. Access will be denied if doctor's note is expired. If you decide not to submit a new doctor's note, you have 30 days in which to surrender your FOB; failure to surrender FOB will result in a \$25 fine. **GUESTS MAY NOT USE THE EQUIPMENT AT ANY TIME. NOTE THAT SONS, DAUGHTERS AND ANY OTHER RELATIVES ARE CONSIDERED AS GUESTS.**

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5. 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.

6. THE PIANOS

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

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

7. CLUB ACTIVITIES AT LEISURE GLEN

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

AEROBICS	GLEN CAFE
AMERICAN LEGION POST 352	GLEN CHORAL SOCIETY
AMERICAN LEGION: WOMEN'S AUXILARY	HAND & FOOT CANASTA
BINGO	HORSESHOES
BOCCE: MEN'S	L.G. VIDEO EXERCISE CLUB
BOCCE: LADIES'/WED.	MEN'S CLUB
BOCCE: LADIES'/THURS.	NINE HOLE GOLF CLUB
BOCCE LADIES'/FRI.	ON THE TOWN
BOOK CLUB	PHOTOGRAPHY CLUB
BOWLING CLUB	PLAYERS CLUB
BRIDGE CLUB	POTTERY
CERAMICS	SHUFFLEBOARD CLUB
CHEESEBOX BOCCE	SOCIAL CLUB
CLUB ONE	TENNIS CLUB/PICKLEBALL
COMPUTER CLUB	THEATER CLUB
FIBRE ARTS	TRIM A TREE CLUB
FISHING CLUB	TWILIGHT BOCCE & BEANBAG
FOURTH OF JULY CLUB	WOMEN'S GUILD
GARDEN CLUB	WOODCRAFT CLUB
GLEN BAND	

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.

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X. ASSOCIATION HOUSE RULES

HOUSE RULE #1:

- **Bicycles, skates, skateboards, scooters are not permitted on the Paseo.**
 - **Decorations** for events such as St. 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
- **No eating or drinking is allowed in the Clubhouse except in designated areas – Auditorium Hall & the Greenery Room.**
 - **No food allowed in Pool area. (see Pool Regulations)**
 - **No parking in Fire Zones & restricted areas so marked in yellow.**
 - **No animals are allowed on the Paseo.**
 - **The HOA dumpster (ANY DUMPSTER) located behind the Clubhouse is not for homeowner usage.**
-

Privacy and Party Fences

- (A) 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.
- (B) 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.

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HOUSE RULE # 2: NOTICE OF GENERAL VIOLATIONS & ENFORCEMENTS

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

Infractions Committee and Recourse Committee Procedures

When a violation has occurred that is 100% evidence proof, (no hearsay evidence) – verified by a signed letter of complaint or picture, the Accuser must be informed that their name can be divulged to the Violator upon request.

- 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 Meeting; 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 2nd 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 Recourse Chairperson and Infractions Chairperson.
- c) If a home is on the market for sale, all fines must be paid prior to closing, in the form of a bank check.
- d) If a fine is not paid, there will be no clearance for closing on the property by the Board of Directors.
- e) Fine amounts will be kept confidential.

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 and 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.

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- 4 – Vehicles left parked on roadways during snow emergency. **\$50**
Needs no explanation.
- 5 – Animals left tied up outside and left unattended. **\$50**
Not only is this unfair to the dog, it is also unfair to the neighbors who have to hear the crying & barking.
- 6 – Not collecting pet droppings and properly disposing. **\$100**
Does this really need an explanation?
- 7– 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.
- 8– No dogs allowed on the Paseo. **\$50**
The paseo is for residents to enjoy, not for dogs to do their business.
- 9– Feeding of feral or stray cats. **\$25**
Food invites other animals i.e. raccoons, rodents, etc. and their inherent diseases.
- 10- 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.
- 11 – No bicycles, roller skates, skateboards, etc. are allowed on the Paseo. **\$25**
100% a Safety Issue.
- 12– 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.
- 13 – 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.
- 14– Speeding in excess of 20 mph will be subject to a **\$50 fine.**
Needs no explanation.
- 15 – 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.
- 16 – All Garbage cans and recycle bins must NOT be stored in any location that is visible from the street or a **\$25** fine will be issued.

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 grieve the fine, A GRIEVANCE appointment with THE BOARD OF DIRECTORS will be made through the front office personnel.
- b) A letter in writing is required requesting the Grievance.
- c) At least (3) Members of the Board will attend the Grievance.
- d) Grievance appointments are scheduled on the 2nd Wednesday of every month.
- e) 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.
- f) If an initial fine is not paid, monthly letters imposing the cumulative fine amounts will be sent by the Architectural Review Committee.
- g) Fine amounts will be kept confidential.

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 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 “Retaining Walls” or fences on residential property. **\$100**
- 4 – Excessive ornamentation around dwelling. **\$25**

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HOUSE RULE # 4: TAG SALES

PURPOSE: This Policy and Procedure was developed to:

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

POLICY: All Residents or (Estates) that wish to conduct a Tag Sale **MUST REQUEST, 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

ONLY UPON RECEIPT OF THE ABOVE INFORMATION WILL THE ADMINISTRATION OFFICE NOTIFY THE GATEHOUSE AND ALLOW ACCESS TO THE COMMUNITY.

Tag Sales are allowed at Leisure Glen. However, Tag Sales may only be patronized by residents of the community and/or their family and friends.

Items to be sold must only be those items that were previously housed at the dwelling from where the sale is to be conducted. No consignment items from other locations are permitted.

No outside advertising is permitted e.g. Newspapers, Internet.

Advertising is limited to: Leisure Glen’s In-House TV and/or Leisure Glen’s Monthly Gazette (call Administration Office for advertising rates).

Entry Procedures for Tag Sales:

All visitors’ names (non-family or friends) must be submitted to the Gatehouse prior to the Tag Sale. These guests must be escorted to the dwelling and informed that after the event, they must exit the community and are not permitted to roam the community.

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**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**

Delivery and placement of dumpsters, storage containers (PODS), etc. on residential property.

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:

PROCEDURE THAT ALL RESIDENTS MUST FOLLOW

- 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, 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.
- 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.

Rev. 11/2016

HOUSE RULE # 7:

OPEN HOUSE GUIDELINES/ACCESS BY REALTOR

The purpose of this house rule is to maintain community security 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. in or immediately outside the Glen.
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.) require access, they are required to follow the following:
 - Present security guard with their Real Estate License ID Card.
 - Security guard will record their information on a form and supply a copy to the Administration Office.
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 or committee during one year residency.
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).
 - Attend weekly Board Meetings, Committee Meetings, Steering Group Meetings, Open Resident Meetings, Grievance Meetings.
 - Field Visits: Inspect facilities, i.e. Clubhouse, grounds, recreational areas and outside venues.
 - Presentations at Open Resident Meetings, Board Meetings, and Committee Meetings.
 - Develop reports, special studies, analyses & recommendations, write Gazette articles, assist in crafting policies and procedures, etc. which requires writing and oral communication skills.
 - Attend AD HOC Meetings.
 - 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, not knowingly be involved, including but not limited to, the following violations:
 - 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
 - Non-payment of fines for General Violations and Enforcements
7. Submit a one (1) page resume outlining your qualifications to the Election Committee.
8. Make a 5 minute presentation before the community at "Meet Your Candidates" Meeting.

**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.

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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

Board Approved 6/23/15