

# ADIRONDACK LODGES



# HOMEOWNERS ASSOCIATION HANDBOOK

2018

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## **Adirondack Lodges Homeowners Association Handbook**

This handbook is meant to serve as a convenient source of information and an overview of the rules and regulations found in the Declarations and offering plan governing our community or adopted by ALHA Board of Directors. It is only a summary. You should refer to the complete Declarations and offering plan or association meeting minutes for specific details.

### **About the Adirondack Lodges Homeowners Association**

Adirondack Lodges Homeowners Association (ALHA) is the homeowners association (HOA) for our private community. ALHA has 78 members: the owners of each of the 54 townhouse units in the Adirondack Lodges; the owners of the 22 single-family lots in Mill Creek; and the owners of the single-family “Harbor House” (adjacent to the harbor) and “Kemmer House” (adjacent to the “lower six” townhouse units on East Shore Drive).

Mill Creek owners are also members of their own HOA, called the Mill Creek Homeowners Association.

### **Declarations**

ALHA is governed by a lengthy, detailed document formally titled the “Restated Declaration of Protective Covenants, Conditions, Restrictions, Easements, Charges and Liens of Adirondack Homeowners Association, Inc.” We commonly call it simply the “Declarations.” The Declarations were approved by the New York State Attorney General and are filed in the public record with the Warren County Clerk’s Office.

The Declarations state our rights, restrictions and obligations as homeowners in ALHA—the standards that we agree to live by as members of our HOA. The Declarations are a contract between all of us as homeowners. We became bound by the Declarations by purchasing our homes in this community.

Mill Creek homeowners are also bound by a second set of Declarations specific to Mill Creek.

### **Board of Directors**

ALHA is a self-managed HOA. We do not have a professional property manager. The homeowners elect a Board of Directors that manages the association in the best interest of the entire community as prescribed by the Declarations.

- The Board of Directors consists of nine members serving staggered three-year terms. A director may not serve more than two consecutive terms. Elections are held annually.
- The Board annually elects a president, a vice president, a secretary and a treasurer. The president may not serve more than two consecutive years.
- The Board holds an annual meeting of the homeowners in January. The officers are elected at the annual meeting.
- Regular meetings of the Board of Directors occur in January, May, August and October.
- Additional meetings may be called as necessary.
- Robert's Rules of Order govern meetings.

Mill Creek is also a self-managed HOA; it is run by a Board of Directors elected by the Mill Creek Homeowners.

### **Involvement in ALHA**

- It is through the collective talents and contributions of ALHA members that we have been successful as a self-managed HOA. Owners are encouraged to get involved by attending meetings, volunteering on a committee, or being a candidate for the Board of Directors.
- ALHA has several standing committees, listed below. Please contact any director or the committee chair if you would like to get involved or know more about a committee's scope of work.

Building and Grounds	Insurance	Architectural
Finance	Entertainment	Rental
Community Water System	Compliance	

### **Budgets and Assessments**

- ALHA has three separate budgets.
  - "A2 Working" is the annual operating budget specific to the 54 townhouse units.
  - "A3 Working" is the annual operating budget for the common areas enjoyed by all 78 ALHA owners.
  - "Garages Working" is the annual operating budget for the eight garage buildings (total 78 garage bays).
- Mill Creek has its own operating budget (A1).
- ALHA's three operating budgets are recommended by the Finance Committee and voted on by the Board at the October Board meeting for the following calendar year.
- Those budgets form the basis for "working assessments" to homeowners.

- ALHA “working assessments” are billed and payable in January for the A-2, A-3 and Garages operating budgets.
- ALHA maintains three reserve accounts for capital expenditures.
  - “A2 Capital Reserve” is the money set aside for repairing and replacing capital items specific to the 54 townhouse units.
  - “A3 Capital Reserve” is the money set aside for repairing and replacing capital items enjoyed by all 78 ALHA owners.
  - “Garages Capital” is the money set aside for repairing and replacing capital items specific to the garages.
- Capital assessments for the A-2, A-3 and Garages capital reserve accounts are recommended by the Finance Committee and adopted by the Board at the October Board meeting for the following calendar year. They are billed and payable in May.
- Under the Declarations the Board may impose additional special assessments if needed.
- Please send *separate* checks for each account as shown on the invoices.
- Late payment is subject to a late fee of 1.5% per month.
- Unpaid fines, assessments and late fees become a lien on your home.

### **Resale Assessments**

- A special assessment called the “resale assessment” is due in connection with the transfer of title of a townhouse unit, Mill Creek home or lot.
- The resale assessment is deposited to the A2 and A3 capital reserve accounts to help defray the costs of capital improvements.
- The resale assessment is currently \$1,000 for townhouse units and \$300 for Mill Creek homes and lots.
- Payment of the resale assessment is due and payable immediately before the transfer of title to townhouses, lots or residences.

## General Rules and Regulations

### Beach and Plaza

ALHA has a beautiful, private beach area for use by our members and their families and friends. South of the channel from the harbor we have a private bathing beach, roped swim area, bathhouse, and plaza with picnic tables and fireplace. (We refer to this area as the “south beach.”) North of the channel and the outside docks, we have an area where owners can moor or stow their personal watercraft (PWCs), kayaks and canoes and allow their dogs to swim. (We call this area the “north beach.”)

- Under Department of Health regulations, ALHA’s waterfront is private and access is restricted to ALHA owners, their families and friends only. *Renters who aren’t “family and friends” and the public cannot use ALHA’s waterfront.*
- Keep bathrooms locked; the lock combination is shared each spring.
- Chair racks are provided for your convenience. Return your chairs to the racks when you leave the beach for the day. Label your chairs with your unit number and/or name. Do not borrow other owners’ chairs without permission.
- No smoking on the waterfront.
- No glass on the waterfront, including the north beach.
- Dispose of garbage and recycling in the receptacles on the plaza.
- Bicyclists, use the bike rack provided at the plaza area. No bikes on the plaza.
- Fires permitted only in the fireplace at the plaza. No fires on the beach (north or south).
- No rowboats, sailboats, kayaks, canoes, or personal watercraft in the roped swim area.
- First aid and rescue equipment are in the maintenance room (right door of the bathhouse). To unlock the door, use the key marked with a red tag that is kept in the Ladies’ room.
- Stow canoes and kayaks in the racks on the north beach. Small sailboats may be beached near these racks. Mark these watercraft with your name or unit or lot number. ALHA reserves the right to remove watercraft that are not marked.
- No dogs on the bathing beach, roped swimming area or plaza. Owners’ dogs are allowed on the north beach.
- Park for the beach in the lot on the townhouse side of the harbor *or* on the harbor side of East Shore Drive. Do *not* park on the lake side of East Shore Drive at any time. Do not park in front of the “lower 6” townhouse units except to drop off or pick up from the outside docks or north beach.
- Quiet hours on the plaza (and the rest of ALHA’s campus) from 10 p.m. to 8 a.m.

## Boat Channel, Harbor and Docks

- Boat insurance must be on file with ALHA before docking your boat (owned or rented) at either the lakeside docks or in the harbor. Please send a copy of your insurance by email to Carol Molino at [cmolino6@gmail.com](mailto:cmolino6@gmail.com) . **NO INSURANCE, NO DOCK!**
- The channel is marked with buoys (red right return).
- No swimming, floating, tubing, kayaking or canoeing in the channel or harbor.
- PWCs must be clearly marked with your Unit or Lot number. Boat insurance must be on file with ALHA before docking or anchoring your PWC (owned or rented) on ALHA's waterfront. Send a copy of your insurance by email to Carol Molino at [cmolino6@gmail.com](mailto:cmolino6@gmail.com) . **NO INSURANCE, NO PWC!**
- Anchor PWCs on the north side of the lakeside docks in front of the north beach.
- PWCs are not permitted in the harbor unless you are using your assigned dock space for your PWC.
- The sailboat moorings available under DEC regulations have been assigned.

## Boat Slips

- All owners have deeded rights to a boat slip. Use your assigned slip unless you have express permission to use another slip from both the owner of that slip and the chair of the Buildings and Grounds Committee. Questions concerning slip assignments should be directed to Mike Purdy, chairman of the Buildings and Grounds Committee, at [purdympb@gmail.com](mailto:purdympb@gmail.com).
- By directive of the Horicon Planning Board, boats at the outside docks cannot be more than 20 feet in length and 8 feet wide. It is recommended that boats in the harbor be no more than 20 feet in length and 8 feet wide. By directive of the Horicon Planning Board, boats in the harbor cannot be longer than 22 feet long and 8 feet wide.
- Each assigned dock space may be used for only **one** boat or **one** PWC and only if the owner provides ALHA proof that the vessel is properly insured.
- Each dock in the harbor is furnished with four cleats, two for each boat, which may be moved by loosening the two bolts and sliding the cleats to suit your requirements.
- Eyebolts are available for hanging bumpers or snap hooks for your mooring lines. See maintenance or chairman of the Buildings and Grounds Committee to obtain these bolts.
- Adjustments to the legs of the docks in the harbor are to be made only by our maintenance staff.
- All docks are numbered and will be returned to the same location each season.
- Do not add any hardware to any docks without checking with the chairman of the Buildings and Grounds Committee.
- The harbor is narrow, so:
  - Pull your boat as far forward in your slip as possible.

- Keep outboard motors lowered into water.

## Garbage

- Garbage dumpsters are located in the garage area for owners' use. Do not tell people outside our community that they can use ALHA's garbage service.
- Domestic garbage only!
- Do not dispose of furniture, appliances, old grills, or other large items at the dumpster area. Our contract for garbage removal does not include carting away these items. You should take these items to the Horicon transfer station. ALHA has a transfer station permit which you can borrow for disposing of items that you cannot put in the dumpsters. Contact Jason to obtain it.
- Use the separate recycling bins for cardboard, glass, newspaper, cans and plastic. No plastic bags or metal items other than cans.
- Break down cardboard boxes before putting them in the recycling dumpster.

## Grounds

- Our maintenance contractor maintains the grounds.
- Foundation plantings around the townhouses are the responsibility of the homeowner.
- Maintenance will remove dead shrubs and help homeowners with planting of new shrubs if requested.
- Shrubs and trees on the common areas are the responsibility of the association.
- Pruning of trees and shrubs will be done annually by maintenance and/or contractors.

## Insurance

- Owners of townhouse units must keep in force at all times a homeowners insurance policy with full replacement coverage in case of fire and casualty.
- If you own a townhouse, you must also provide a certificate of insurance to ALHA at each renewal and as requested by ALHA. Please provide your certificate of insurance by email to Mary Lockwood at [mebl21@aol.com](mailto:mebl21@aol.com).
- ALHA carries a liability policy on the common areas and a fire and casualty policy on the garages. Garage contents are not insured by ALHA and are the responsibility of the owner.
- If you have a boat or PWC at the Lodges, you must also provide proof of insurance before docking or anchoring your vessel (owned or rented), as described under **Boat Channel, Harbor and Docks**. Send that proof of insurance by email to Carol Molino at [cmolino6@gmail.com](mailto:cmolino6@gmail.com).
- If you keep an ATV, golf cart, or other unlicensed vehicle, send that proof of insurance by email to Carol Molino at [cmolino6@gmail.com](mailto:cmolino6@gmail.com).



## **Parking**

- Each townhouse unit is allocated two parking spaces. Use designated overflow parking areas for additional cars. Do not park on the grass or on the roadways.
- Park for the beach in the lot on the townhouse side of the harbor *or* on the harbor side of East Shore Drive. Do *not* park on the lake side of East Shore Drive at any time. Do not park in front of the “lower 6” townhouse units except to drop off or pick up from the outside docks or north beach.
- Boat and snowmobile trailers must be parked near the garages. Mark your trailer with your unit or lot number in case you need to be contacted.

## **Pets**

- Only homeowners can have pets on campus.
- Renters cannot have pets on campus.
- Each pet owner is responsible to clean up after their pet in all areas. Please do this. Just carry a plastic bag with you.
- Dogs must be leashed while on association property.
- Keep in mind that a barking dog is an annoyance to your neighbors.

## **Recreational Facilities**

- In addition to the beach area, ALHA maintains two tennis courts (also striped for pickleball), a basketball court, horseshoe pits and a playground area.
- No driving ATVs and other unlicensed vehicles around the townhouses or garages.
- ATVs, golf carts and other unlicensed vehicles must be marked with your unit or lot number and, as noted under **Insurance**, you must provide proof of insurance for them.

## **Quiet Hours**

- Quiet hours on the ALHA campus (including the Plaza) from 10 p.m. to 8 a.m.

## **Renting**

The Adirondack Lodges is a private, residential community of owners. As owners, we are obligated under the Declarations to use our units and the common areas for our personal use as a home. ALHA’s and Mill Creek’s Declarations prohibit us from using our homes to run short-term vacation rental businesses. Here are the rules for renting in our community:

- Owners may short-term rent their townhouse units for a maximum of two rental periods totaling no more than 14 days in each calendar year.

- Owners may long-term lease or rent their homes, but only to one-family who uses the unit as their home under a written lease of a year or longer that obligates the tenants to comply with the rules and standards of our association.
- All leasing or renting is subject to Rental Committee rules, regulations and procedures. If you want to rent your unit, contact the Rental Committee to obtain the rules and rental forms.
- Renters who are not “family and friends” of owners will not have beach access under Department of Health regulations. See **Beach and Plaza**.

### **Shooting Range**

- The range area is clearly marked and is not to be used for other purposes.
- You must survey the area to be sure it is safe for target shooting before you practice.
- Shoot only during daylight hours.
- Use only paper targets made for shooting. No glass, metal or plastic targets.
- If someone else is using the range for target shooting or is otherwise in the range for any reason, you must wait until they are done and have left the area before you start shooting.
- Police the area when you are done shooting. Bag your trash and remove it when you leave. Don’t leave any debris behind.

### **Townhouses**

- The exteriors of the townhouses are the responsibility of the association. This includes painting, roofs, siding repair, gutter cleaning and deck repair. The interior of each unit is the responsibility of the homeowner.
- Any alterations to the exterior (for example, ski closets, deck expansions) require approval of the Architectural Committee. These changes become the responsibility of the homeowner.
- Storage on porches and decks or under decks is prohibited unless appropriate storage or screening is built with board approval.
- Window washing is the responsibility of each homeowner.
- The association will arrange for chimney cleaning in the townhouses. Under the Declarations, Owners with wood-burning fireplaces must, at their expense, have their chimneys professionally cleaned on the schedule determined by the association.
- If you have maintenance request, send it by email to Mike Purdy, chair of the Buildings and Grounds Committee, at [purdympb@gmail.com](mailto:purdympb@gmail.com).
- Each unit must have two approved fire extinguishers, one located near the kitchen and another located near the heating/utility room.
- There is no outside drying and no hanging items from deck railings.
- Quiet hours on the ALHA campus (including the Plaza) from 10 p.m. to 8 a.m.

## **Winter Vacancy**

- Under the Declarations, you are obligated to keep your unit heated all winter.
- For the integrity of the building, we recommend that when you leave your unit vacant you leave your heat at a minimum of 50 degrees.
- Place a lamp attached to a heat-sensing unit ("Winter Watchman") in a window where it can be seen from the road. This will alert maintenance staff if the temperature in your unit falls below your preset temperature. Plug your Winter Watchman into an outlet on an inside wall of your unit. The maintenance staff checks these lights daily. Please notify maintenance where you place your Winter Watchman so it can be monitored.
- Shut off your water whenever you leave for an extended period and drain it to the lowest level possible by opening the taps and faucets in all your sinks, tubs and showers.
- After a snowstorm, walks and parking lots of townhouse owners who are, or will be, on campus are cleared first. To be sure you will have a cleared walk, call or text Jason at maintenance (518-409-6482) with the date and time you are coming.