

Hidden Ridge Homeowners Association Rules and Regulation Book

A to Z Directory

Including:

Clubhouse Center Rules

Deck Rules and Form

Dog Rules

Pool Rules

Rental Rules and Form

Sales Rules and Form

Revised 2014

Important Phone Numbers

Ambulance	583 - 7100
Clubhouse	513-5406
Frasca Construction	914-799-0110
Heating/AC (A&L)	733-6011
Heating/AC (Hoovis)	434 – 7222
Heating/AC (Ion)	434 - 1324
Hidden Ridge Office	794 – 7173 ext18
Hospital (Catskills Regional)	794 - 3300
Locksmith (Upstate)	434 – 4000
NYSEG	800 - 572 -1111
NYSEG (Emergency)	800 - 572 - 1131
Plumber (Kiamesha Plumbing)	794 – 5331
Plumber (Silverman)	583-6595
Police (Monticello)	794 - 4422
Police and Fire	911
Post Office	794 - 7498
Safety Booth	794 - 8180
Sheriff	794 - 7100
Shoprite	794 - 0777
Short Line Bus Terminal	794 - 5500
Taxi (Yellow Cab)	794 - 1120
Time Warner Cable	328 - 1073
Towing (Russell’s Garage)	436 – 0037
Town of Thompson	794 - 2500
Walmart	796 – 7202

A to Z Directory

Air Conditioners: No one is permitted to mount or install any air conditioner unit into a window or through a wall.

Alarms: All homeowners who have an alarm system must have a 15 minute shut off. Please check with your alarm company to ensure that there is a cut off timer.

Amendments: A 2/3 vote = 101 homeowners is needed to pass a law that is currently in the Bylaws that govern Hidden Ridge Homeowners Association. Other votes only require a majority = 76 votes.

Annual Homeowners Association Election Meeting: To be held at an announced date each summer within the State of New York. Even year's 4 positions are available, odd years 3 positions.

Antennas: Any and all TV and radio antennae are prohibited from being erected on the roof or within 2 ½ feet of the home. Satellite dishes are not allowed on any exterior surface. Any violation voids HOA responsibilities. A release will be available through the HOA to hold harmless the HOA for any damage caused by a satellite dish to your unit or any other unit or personal property.

Arrears: Any homeowner that is not current in maintenance payments on any of their homes shall be placed in arrears and subject to late fees, attorney and court costs. They will also be excluded from the use and participation in any activities in the Clubhouse, the pool and pool pavilion and other amenities.

Assessments: Any Board approved assessments must be paid on time to avoid any late fees or penalties set by the Board of Directors.

Attic Fans: You may install an attic fan into your unit. However, any damages to the roof will be your responsibility and you must bear any costs.

ATV's/ Golf Carts: You may not drive any ATV's/ Golf cart on the property that are not registered with the Board and they may not exceed the posted speed limit of 15 miles per hour.

Audit: There will be an annual certified audit of financial statements. Thies documents will be distributed to all homeowners at the Annual Meeting.

Auto Repairs: No one is permitted to make repairs to their vehicles other than emergencies on the grounds of the community.

Ball Playing: Ball playing is permitted only in parking areas. Hardball is prohibited.

Barbeques: Barbeques may not be used on any front lawn and emptying coal on any common area is prohibited. (A fire extinguisher is recommended nearby.) You may use the barbeque away from your unit in the rear of your house. Never leave a barbeque unattended.

Baseboard Heating: Baseboard heating on the patio or deck of any permanent nature is not permitted. Portable electric heaters are acceptable. Please make sure they are properly plugged in to avoid an electrical fire.

Beautification: Planting is permitted within the first 3 ½ feet from the building line. Beautification/landscaping beyond the 3 ½ feet from the building line is allowed provided that a plan has been submitted to the Board and approved. The Board shall allow a budgeted item for beautification throughout the community.

Bicycles: Bike riding is allowed on all paved areas only. Please observe the 15 mile per hour limit. Please wear a helmet while riding - it is the law.

Board of Directors: The Board of Directors shall meet at least four times per year. They will review all policies of the community and vote on any matters.

Board of Directors Minutes: The minutes of all Board of Directors meetings shall be kept in order by the President and/or Secretary of the Board. The minutes are available for inspection by any homeowner with notice. The approved minutes will be posted on our web site.

Budget: The budget shall be prepared by the Board of Directors and distributed for review and inspection prior to the Annual Meeting.

Bulletin Board: There are three bulletin boards throughout the community- one near the security booth, one on the pool pavilion and one in the clubhouse. The left side of the bulletin board near the security booth is for information from the Hidden Ridge Homeowners Association Board of Directors. The area to the right is for other community information. Posting other than community items will be removed.

By – Laws: Upon the purchase of a home at Hidden Ridge, the prior owner is obligated to transfer the prospectus booklet to the new owner. Within this booklet are our by-laws. Books are available for a nominal cost if these booklets are lost or misplaced.

Cars: Parking is provided by 300 outdoor parking spaces located throughout Hidden Ridge. No parking spot is assigned or reserved. It is custom that vehicles should be parked near their unit. Please do not park and block a walkway.

Cats: Any and all house cats must be kept inside the house. You cannot have a cat roaming around the neighborhood. Please make arrangements to keep your cat inside. Cats may be kept outside ONLY if they are on a leash. The same is true for any other pet other than dogs. (See “dogs.”)

Central Air/Heat Units: It is recommended to regularly service the unit to avoid costly repairs. The unit should also be free of any debris to insure proper air flow.

Children: All children under the age of 16 must be accompanied and supervised by an adult 18 years of age or over at all times while on common grounds.

Chimneys: It is wise that your chimney be checked and swept out on a regular basis to avoid blocked locations as well as any animal nesting.

Clubhouse Center: There is a phone in the Clubhouse. The number is (845) 513-5406. The Hidden Ridge Clubhouse is for the use of all the homeowners and renters at Hidden Ridge. Your courtesy toward your neighbors is important. Please show your courtesy and friendship to all around you. The following are the rules for the clubhouse:

- The clubhouse will be open from May 15- October 15 from 8:00 AM – 8:00 PM, unless there is an activity in progress.
- **A/C-Heat:** No one shall be permitted to tamper with the air conditioning/heat control panel. It will be kept under lock and key by designated individuals.
- **Admission to Shows:** Each unit will be permitted two admissions. Guests will be allowed for a guest fee. Renters shall have the same rights as owners with regard to these regulations.
- **Air Conditioning Units:** No one is allowed to tamper with the central air conditioning units at the rear of the building.
- **Annual Meeting:** Notice of said meeting will be provided to homeowners as per the community by-laws.
- **Bingo:** The social committee shall run all Bingo events. See bulletin boards for day/time.
- **Breakfast/Brunch/Lunch/Dinner:** Shall be held on designated dates. Fees shall be determined by the Board of Directors and the Social Committee.
- **Cards and Board Games:** All games are allowed. See bulletins for days/times.
- **Children:** When accompanied by an adult, children are permitted in the clubhouse for all activities.
- **Classes:** Only authorized classes are allowed in the clubhouse. Requests can be made in writing to the Board of Directors for additional classes.
- **Clubs:** Clubs may use the Clubhouse with Board of Directors approval. A representative from each club shall report to the Board of Directors for dates, times and locations as well as any expenses from the club.
- **Couch:** There is a couch set up for viewing TV. Please refrain from eating or drinking on the couch.
- **Doors:** The emergency doors are for emergencies only. Please use the front door to enter and exit the building. Please close the door firmly behind you.
- **Dress Code:** No bare feet. Shirts must be worn and no wet bathing suits. Dress for Saturday night Showtime should be appropriate evening attire – no shorts.

- **Events**: All events shall be posted on the bulletin boards and in the GEM newsletter. A calendar of events will be prepared prior to the season, subject to changes.
- **Food**: No one is permitted to store food in the kitchen refrigerator. Any food left behind will be discarded.
- **Guests**: Outside guests of Hidden Ridgers are allowed to use the gym. However, this can be revoked for misuse by guests. Unit owner/renters must be present while the guest is using the facilities.
- **Gym**: Machines must be wiped down after use. Please bring a towel with you.
- **Handicapped Parking**: There are spaces reserved near the clubhouse and across from the pool for those persons who have an official handicapped parking permit. Others are subject to fines and towing.
- **Keeping the Clubhouse Clean**: Please discard all trash as you exit the clubhouse. Make sure the chairs are pushed in to the tables.
- **Kitchen**: The microwave shall be for the exclusive use of the Social Committee.
- **Library**: Books, audio, video tapes and CDs are available for loan.
- **Lights**: Please turn off the lights when they are not in use.
- **Main Entrance**: No one is allowed to block the main entrance to the clubhouse.
- **Meetings**: There shall be a posting of open Board meetings on the bulletin boards. The Board of Directors shall have the right to hold either open board meetings or closed board meetings at any time.
- **Movies**: Any and all movies must be approved by the Board of Directors or the Liaison to the Social Committee.
- **Parking**: Parking shall be allowed only in designated parking spaces.
- **Ping Pong/Table Tennis**: A table is set up; however hours will be limited.
- **Pool Table**: A table is set up; however hours will be limited.
- **Postings**: There is a bulletin board installed in the clubhouse with an area for community events. Only Board of Directors authorized postings are allowed.
- **Rentals**: The Board of Directors reserves the right to allow a rental of the clubhouse for a fee payable to the Hidden Ridge HOA. A refundable deposit of \$100.00 will be required prior to the rental of the room.
- **Road to the Clubhouse**: There is NO PARKING on the roadway from Hidden Ridge Drive to the clubhouse. This is an emergency lane only.

- **Shows**: All Saturday night shows will start at 8:30 PM unless otherwise specified.
- **Smoking**: There is no smoking allowed in or around the clubhouse building. This is New York State law.
- **Storage Closets**: These rooms shall be used for supplies for the clubhouse. No one is allowed to store anything in this room but authorized items. These closet shall be locked at all times.
- **Table and Chairs**: Please place your chair and table in the correct position as it was found. This is your community room.
- **Time**: There shall be a 20-minute time limit use of any exercise machine during peak hours.
- **Towels**: It is required that anyone using the exercise machines must have a towel with him or her to wipe down the machine after use.
- **Trash Receptacles**: There are trashcans in and around the building. Please pitch in and keep our clubhouse clean.
- **TV**: Please turn the TVs off when not in use.
- **WiFi**: Wifi is available in the Clubhouse. The Network name is *Hidden Ridge*. The password is *ez2remember*.

Committees and Clubs: The Board of Directors encourages all committees and clubs to be formed in the proper manner. Should any committee or club have any suggestions, please feel free to bring your suggestions to the Board for assistance.

Common Grounds: In general, common grounds are areas where there are no homes built. All Hidden Ridge homeowners should do their best to keep the common grounds clean. If you see an area of common ground with debris, lend a hand and pick it up. If you cannot do it, please contact the Maintenance Crew. Beautification/planting on common grounds must have Board approval and maintained by the homeowner.

Communication: We are continually attempting to upgrade the ways in which we all communicate with one another. The Board of Directors has sponsored a Hidden Ridge newsletter- The Hidden Ridge GEM (see "Newsletter") which is distributed 6 times per calendar year (four issues during the summer season and two issues during the winter). The bulletin boards, emails and the web site have been used to keep you informed about the ongoing activities and important news at Hidden Ridge.

Contractors: Any outside contractor or vendor hired by a homeowner for work inside his or her home must be insured. Homeowners assume any and all liability while work performed in their homes. Please make sure that your contractor removes all debris and not place it in the dumpsters in Hidden Ridge.

Curb valves: (see plumbing)

Decks: No one is permitted to place or construct a deck on common ground unless the deck has been approved by the Board of Directors and the Town of Thompson. The following are the guidelines for decks. The form is attached to the back of this booklet.

- The maximum size of the proposed deck area shall not exceed 18 feet in width and 14 feet in length for a total square foot of 252.
- The deck must be made of pressure treated wood and must be removable.
- All parts of the deck must be sealed as needed with only a clear color sealant.
- Any requests for construction of a deck must be given to a board member in writing so that each board member shall have an opportunity to review the plans and view the area prior to any approval.
- A \$500.00 refundable security deposit must be included with your proposal for your deck to insure that the hired licensed contractor shall clean up after himself after construction of any and all debris.
- Any and all security deposits shall be held in a non-interest bearing account.
- The connecting neighbor must give written approval (where applicable).
- Any contractor must be licensed and must provide a certificate of workers compensation naming Hidden Ridge H.O.A. as an insured on the policy.
- A current copy of your homeowners' policy must be included with request.
- The Board of Directors shall have the power to remove the deck at the owner's expense should the owner fail to maintain the deck.
- Any deck that is either 18 inches in height or 24 square feet in size must have the approval via permit to build from the Town of Thompson.
- Any approved deck between the H.O.A. and the owner shall have a specific contract signed by both the owners and the board President.
- The Board of Directors must inspect and approve by a majority vote any deck prior to any construction.
- Any approved contract to build shall expire one year after both the owner and President have signed the contract.
- Failure to comply with these rules and guidelines shall automatically give full power to the Board of Directors to take action against the homeowners.

Deed: The Town of Thompson has the deed to all units on file. When seeking a deed, you must have the Section, Block and Lot number.

Directory: A Directory of all residents will be published and distributed yearly. Only the information that the resident wants listed will be distributed to the rest of the community. All other information will be used by the Board of Directors only and will be kept confidential.

Dogs: All residents must abide by the following dog rules that were adopted at the 2012 annual meeting:

- All residents (homeowners and renters) are to register their dogs (including service dogs) with the homeowners association and provide proof of current rabies vaccination. Please send this information to the office.
- All dogs residing in Hidden Ridge for a period of 30 consecutive days must also be registered and licensed in the Town of Thompson. Proof of this license must be presented to the homeowners association. All homeowners shall provide proof the dog is licensed in the jurisdiction in which the dog's primary residence is maintained, if the dog does not reside for a period of 30 consecutive days in Hidden Ridge.
- Dog owners are responsible for abiding by the regulations set forth by the Town of Thompson which includes picking up after their dog, dogs on leashes, avoiding excessive barking, etc.
- Dog owners are responsible for the actions of their dog(s). Dog bites become the liability of the dog's owner.
- There is a limit of 2 dogs per unit. If you have more than two dogs you **MAY NOT** replace the extra dog(s) as you lose them.

If you need a copy of the Town of Thompson regulations, contact the President of the Board of Directors.

Dumpster Covers: Please close the top of the dumpster after you have deposited trash. This will prevent animals from getting inside. If you see an open cover, please close it.

Duraflame Logs: Use only one log at a time. Please read the packaging and directions carefully to prevent a fire. Burning anything other than wood or Duraflame logs is not recommended for the fireplace.

Emergency: 911 is the local emergency number. Please give your complete address when calling into this service.

Enclosures: Several patio/porch rooms have been enclosed. While this is allowed, you may not go past your property line. All windows must be removable. You cannot turn this room into a third bedroom.

Exterior: No one is permitted to paint any part of the exterior of the unit. This includes the windows and shingles. All doors must be white.

Exterminating: Hidden Ridge has a contract with Liberty Environmental Services for pest control. They treat the exterior of all buildings twice a year for various pests including carpenter ants and rodents. If you have any interior concerns, contact Liberty Pest Control at (845) 361-3100 and tell them that you are part of Hidden Ridge. There is no charge for their service to the homeowner if they are treating for one of the pests covered on our contract. They will come back as many times as needed.

Fence: No one is permitted to construct any fence of any kind on common ground. Doing so will result in removal at the owner's expense.

Financial: Any and all HOA financial documents are to be kept at a designated accounting office and are available for inspection by appointment only.

Fire Extinguishers: It is wise to obtain a small fire extinguisher for your home. Make sure it is in an area of easy access and in clear visibility. You should have it recharged every few years (see directions).

Fire Safety: It is very important that you are aware of any possibilities related to a fire. Never leave fireplaces unattended as well as dryers, stoves and ovens. When calling the fire department "911," you must give your complete address and whether you are Hidden Ridge Drive or Terrace.

Flower Pots/Planters: You may plant within 3 ½ feet of your home; however, you should not block your front door or unit address number or any other access areas to your home- steps and walkways. Flowers in pots/planters must be portable and can be moved.

Glass or Plexi-Glass: May be used in your patio or deck area. Please recheck that they are locked in place to avoid any accidents.

Garments: No clothing, towels or rugs may be hung out to dry on clothes lines or in view of other homeowners.

Homeowners: A homeowner is classified as the registered owner of a unit recorded on the deed. Homeowners are responsible for any and all guests and renters in their units and in the community.

Homes: No one is permitted to paint or alter the exterior of one's home without the written approval of the Board of Directors. All homes are for residential use only.

Hoses: While we encourage watering your lawn on a regular basis, please hang a proper bracket to store your hose when not in use. Damage to an outstretched hose from a lawnmower will not be the responsibility of the Homeowners Association.

Ice: Ice can build up on walkways and blacktops during the winter months. Calcium chloride will assist in the melting. No rock salt please. It is recommended that you use kitty litter or sand.

Insulation: Residents should have sufficient insulation in their attics especially if they are heating their unit during the winter months.

Insurance: It is the responsibility of each homeowner to maintain an up-to-date insurance policy for his or her unit equal to the value of the home. A copy must be sent into the office for our records. Please see your accessed tax bill for unit values. A separate policy is kept for all of the common grounds of the community.

Jogging: It is wonderful to jog on the grounds of Hidden Ridge. Do be careful of driver's not paying attention or while jogging outside on the roadway.

Jumper Cables: A pair of jumper cables is kept in the security booth and is available during the hours when someone is on duty. Please be careful while using the cables to avoid injury.

Keys: The Board of Directors will not be responsible for any homeowner's keys. Please be careful to whom you give your keys. Never place your unit number on your keys.

Landscaping: The common grounds of our community will be maintained by the maintenance crew/landscaping crew. Any requests must be submitted in writing to our maintenance mailbox. Each homeowner is responsible for the landscaping within the 3 ½ feet of their unit. Personal service within the 3 ½ feet of your unit is available after normal working hours at your expense.

Legal: Any and all legal fees and costs as a result of failure to comply with the HOA rules will be the responsibility of the homeowner. Any other related legal costs shall be divided equally among the homeowners.

Living Fences: No one is permitted to erect a living fence of trees or shrubs on common ground. Doing so will result in the removal of the living fence at the owner's expense.

Mail: Each homeowner has a mailbox to receive US mail service at or near his or her cul-de-sac. Besides the one located at each mail center, an outgoing mail box is located on the bulletin board by the security booth and is picked up by the letter carrier on a regular basis. This mailbox is locked for safety.

Maintenance Employees: Shall be hired from spring until fall of the same year. Their hours are 8AM – 4 PM. Salaries shall be voted upon by the Board of Directors. **No employee shall be given an order other than from the Board of Directors. They are available after their working hours for private jobs.**

Maintenance Mailbox: This is a black mailbox that is mounted to the front bulletin board where unit owners may place requests for maintenance service for the outside of their units by the community maintenance crew. Requests must be on **Maintenance Request Forms** with the date, unit number and specific maintenance request written on them. Forms are attainable in an envelope on the main bulletin board near the safety booth.

Membership HOA: Shall be limited to named owners of the unit or residents of the unit and their immediate family members. All others will be considered guests of the unit and are subject to fee charges.

Monthly Maintenance Charges: All homeowners are required to submit a maintenance payment by the 15th of each month to cover our costs. Failure to do so by the due date shall result in a penalty charge to your account. Deed transfers are not complete until all liens are paid in full.

Moving Violations: The speed limit in Hidden Ridge is 15 MPH. Although we are a private community, the Sheriff's Office will be notified of any violators that fail to observe this speed limit.

Music: A stereo is installed on the Pool Pavilion. This is for the pleasure of all around. Please be considerate to others around the pool when choosing your music and the volume at which it is played. There is also a CD player and cassette player.

Newsletter (Hidden Ridge GEM): For the duration of its publication, each homeowner and renter will be provided with one copy of the Hidden Ridge newsletter, the *GEM*, free of charge. Extra copies, when available, may be acquired from the Editor-in-Chief.

Newspaper Delivery: This service is allowed in Hidden Ridge; however, the delivery person may not make any posting marks on any street signs throughout the community. Any unopened newspapers for more than 7 days will be discarded.

Next of Kin Form: Each resident is asked to file a Next of Kin Form with the Board of Directors.

Noises: Each one of us should do our best to behave in a considerate manner to our neighbors. Please respect your neighbors quiet enjoyment and report any unusual sounds.

Outdoor Furniture: May be left on the grass areas. However, please move it to allow for lawn care from our maintenance crew/landscapers. Please do not leave outdoor furniture outside during the winter months.

Parking Spaces: The parking spaces located throughout Hidden Ridge will be available to all homeowners and their guests on a first come, first served basis. Do not park on the grass, storm drains, or block others from exiting the cul-de-sac or their walkways.

Plumbing: If you are a summer resident only, at the end of each summer season, it is mandatory to have your water shut off and your pipes drained to avoid any freezing in the pipes, hot water tank or toilets. In the event the curb valve is need of repair, the homeowner will be responsible for any additional expenses. Call a licensed plumber for this service.

Pool: The pool and pool pavilion has its own set of rules. These rules will make swimming safer and more enjoyable for everyone.

- The pool will be open from Memorial Day until a few days after Labor Day, weather permitting.
- The pool is open to all Hidden Ridge residents and their guests from 8:00 AM – 8:30 PM.
- There is no lifeguard on duty, swim at your own risk.
- Proper swimming attire must be worn at all time in the pool.
- Babies in diapers are not allowed in the pool. Babies must be in swimmies.
- Children under 16 years of age must be accompanied by an adult 18 years of age or older in the pool and on the pool pavilion.
- Pets are not permitted in or around the pool area.
- Food or glass containers are **not permitted** in the pool area. Food may be eaten under the pavilion.
- There is no ball playing or running permitted in the pool area.

- There is no jumping or diving into the pool.
- No person may use towels or personal belongings to reserve chairs or chaise lounges when there are no other seats available.
- Inflatable rafts and other inflatable items may be used in the pool unless the occupancy of the pool exceeds 12 adults.
- Chaises, chairs and personal belongings must be kept 6 feet away from the pool.
- There should be ample space around the perimeter of the pool.
- All homeowners, renters and guests will be subject to the rules and regulations of the pool and the Board of Directors.
- Any homeowner, renter or guest refusing to comply with the pool rules may be face revocation of pool privileges and fines up to \$500.

Posters and Signs: No homeowner is permitted to place any advertisements in one's window or outside one's house or car without the Board of Director's approval.

Property Damage: Any homeowner that has caused any common area property damage shall be liable and responsible for the immediate and complete repair of the area.

Reconstruction: Any unit that has become damaged, flooded, or burned due to fire is required to be rebuilt back to the original condition by the owner at the owner's expense.

Recycling: Our community recycles glass, newspapers, plastic and cardboard. The recycling shed is located on Hidden Ridge Drive near the pool. There are designated areas for cans, glass, newspapers and plastic. Please make sure all cans and bottles are washed out. All newspapers and cardboard are to be bundled.

Refuse: The HOA shall provide refuse service to the community via a contract with a local company. ONLY trash should be placed into the designated dumpsters.

Rentals: Homeowners may rent their units. There following is a list of rental rules. A rental form attached at the back of this packet.

- Our members are reminded that homes in our community are to be used for residential purposes only. The Board of Directors defines "residential purposes" as including the following:
- A home may be deemed to be used for "residential purposes" if said home, or a portion of said home, is leased to one (1) individual or a group of individuals for any period of time up to a maximum of twelve (12) months over a period of eighteen (18) months. The leasing of a home, or portion of a home, for any portion of a given month during the twelve (12) month period referenced herein, shall be deemed leasing for an entire month for the purposes of calculating the aforesaid eighteen (18) month period. All leases will be for one year and non renewable.

- The rental fee for a twelve (12) month period will be \$1200.
- The rental fee for a summer rental (May – October) will be \$500.
- Each homeowner who rents their unit is to provide to the Homeowners Association a copy of the lease along with the appropriate fees. The lease and the fee are to be sent to the office at least 30 days prior to the occupancy of the tenants. A late fee of \$250 will be assessed to the owner if the rental fee is not paid two weeks prior to occupancy. The homeowner is to complete and submit the attached rental form along with the lease and appropriate fee.
- In order for your tenant to be able to use the facilities and participate in any HOA activities, all maintenance fees must be current.
- Unit owners are required to hand the renter the keys to the unit and mailbox as well as the A – Z Booklet and Clubhouse Center Rules.
- Any renter rents the unit as is. It is the owner's obligation, not the Homeowners Association obligation to repair and maintain the inside of the unit.

Residential: No one is permitted to run any type of business out of their home without the approval of the Board of Directors.

Roofs: No one is permitted to make any repair on their roof. Only licensed contractors hired by the Board of Directors may go on the roof. No one is permitted to use a shovel to remove snow from their roof. To remove snow from you roof use a snow rake. Any damage incurred by a homeowner going onto their roof and causing damage will be the homeowner's responsibility.

Safety Booth: The telephone number at the booth is 845-794-8180. If there is no answer, please leave a complete message. There is someone on duty everyday from 4:00 PM – midnight and from midnight – 8:00 AM from May 15- October 15.

Sales Rules: Anyone wishing to transfer sale of their unit may do so provided a sales form is completed and approved by the Board of Directors.

- The Unit owner must fill out a proposed Sales Form with as much information as known regarding the Seller and the Buyer or the Buyer's agent.
- Any and all documents must be either mailed in or faxed to the office (PO Box 976, Monticello, NY 12701)
- The Seller must call the office (845) 794-7173 extension 18) and obtain a letter of any outstanding fees due to the Association. This does not include taxes or utilities.
- The Buyer must submit a transfer fee equal to three (3) months maintenance charges made payable to: Hidden Ridge Homeowners Association
- The Seller must transfer the Hidden Ridge Prospective Booklet, Rule Booklet and Maintenance Coupon Booklet to the Buyer at closing.

- The Buyer is responsible for the filing the deed to the unit with the county of Sullivan and the Town of Thompson.
- The Buyer is responsible to submit to the office a copy of proof of an insurance policy for their unit.
- All sales must be signed off by the President, Vice President or their designee.

Security Cameras: There are several security cameras monitoring the front and back entrances, pool deck, clubhouse entrances and parking areas.

Sewer Service: Once a year you will be mailed a statement from Sullivan Infra West Company, Inc. This is your obligation to make payment directly to this corporation. The current cost is \$400 per year.

Shrubs: Any shrub that has grown above the gutter edge must be maintained by the homeowner or at the homeowner's expense. Trimming of shrubs is the responsibility of the homeowner.

Smoke Detector: Each season upon your return to Hidden Ridge, please check all smoke and carbon monoxide detectors. Change batteries if needed.

Smoking: No smoking is permitted in any areas of public congregation, including the pool, the pavilion or the clubhouse. This is a New York State law.

Snow Removal: Winter residents will be placed on a snow removal list and after any snowfall greater than three (3) inches; the snow plowing company will plow the roadways and cul-de-sacs. Walkways and stairs to the walkways are the homeowner's responsibility.

Stickers: A Hidden Ridge sticker will be distributed to each homeowner or renter in the community to insure that the proper cars are in our community. Please stop by the safety booth if your car does not have one or it is lost. Place the sticker in the lower left side of the front windshield. Please do not block your field of vision with this sticker.

Storm Grates: Please be careful not to park on top of the storm grates. This will block water runoff and can be dangerous due to the weight of the car on top of these grates.

Swimming Pool and Pavilion: Rules are posted at the pool for its use. A set is attached. The pool should be open from Memorial Day until a few days after Labor Day, weather permitting.

Swimming Pool House: This building contains a ladies' room with showers, a men's room with showers and a First Aid/supply closet. Please help keep these rooms clean for others. No one may tamper with the first aid supplies.

Swing Sets: Swing sets are not permitted on any common ground at any time without the Board of Director's approval.

Taxes: The Town of Thompson will mail a tax bill to your given address on file for property taxes (January) as well as school taxes (September). It is your responsibility to see that tax bills are paid on time.

Telephone Directory: The Board of Directors shall distribute an up-to-date phone listing of all homeowners at Hidden Ridge each year. Please advise if your phone number or e-mail address has changed. This information shall remain confidential.

Transfer Fees: There is a transfer fee due equal to three (3) months maintenance charges upon sale of a unit made payable to Hidden Ridge HOA from a buyer. No sale is complete until this fee has been paid. The seller has a duty to inform the buyer of this fee. See sales rules.

Trash: Any and all trash must be tied up into plastic bags and disposed of in the dumpsters. Please do not leave any trash outside your front door.

Vehicles: Any kind of vehicle may be driven only on paved roadways of the community. Please stay off the grass.

Voting: Your vote is always important to the running of the community. If you cannot attend the Annual Meeting or special meetings, please send in your proxy or absentee ballot. We want your voice heard. Each unit is limited to ONE vote regardless of the number of unit owners.

Walkways: No walkway may be obstructed or altered by a homeowner without the consent of the Board of Directors.

Water: Each month a portion of the maintenance payment goes for water service.

Water Shut off Valve: The shut off valve for each unit is located outside of the house near the front door. Some valves are strategically located near one front door for all of the attached units. If the unit is being closed up for the winter, this shut off valve should be closed to avoid any freezing. Repair of these valves is the responsibility of the homeowner.

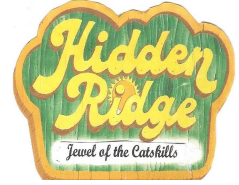
Wiring: Each season you should check any and all wires of your unit to prevent any loose or exposed wires. Circuit breakers should be shut off during the winter months if the unit is closed.

Wood: Stacking of wood for your fireplace is permitted. **Do not stack the wood against your house or vinyl siding.** A distance of 3 feet is recommended. A wood holder is recommended.

Zip Code: The zip code for Monticello is 12701.

The Board of Directors reserves the right to change any of the above rules as listed above.

Hidden Ridge at Kutsher's Country Club
Homeowners Association, Inc.
PO Box 976
Monticello, NY 12701
845-794-7173 extension 18
Fax: 845-794-4316



DECK INFORMATION SHEET

Date: _____

Owners Last Name: _____ **Unit #** _____

Owners Phone # HR: _____ **Away #** _____

Owners Insurance Company: _____

Requested Size: _____ **Requested Location:** _____

Contractor: _____

Contractor Insurance Company: _____

Materials Used: _____

Date Submitted: _____ **Submitted To:** _____

Proposed Start Date: _____ **Projected Finish Date:** _____

Deposit Fees Collected: _____ **Board Decision:** _____

Reason: _____

Board Contract to Owner: _____ **Date:** _____

Notes: _____

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NEXT OF KIN INFORMATION

Unit # _____ Date _____

Owner _____

Renter _____

Telephone: _____



NEXT OF KIN

Name: _____ Relationship: _____

Address: _____

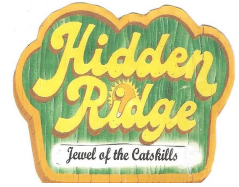
Home Telephone: _____ Cell: _____

Name: _____ Relationship: _____

Address: _____

Home Telephone: _____ Cell: _____

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Rental Form

Date: _____ Unit # _____

Owner's Last Name: _____ Owner's First Name: _____

Owner's Away Address: _____

Owner's Phone Number at Hidden Ridge: 845 - _____

Owner's Phone Number Away: _____ Email Address _____

Renter's Information

Renter's Last Name: _____ Renter's First Name: _____

Renter's Away Address: _____

Renter's Phone Number at Hidden Ridge: 845 - _____

Phone Number Away: _____ Email Address: _____

Dates of Rental: From: _____ to: _____ Amount _____

Has Fee Been Collected? ____ Did the Renter Receive the A-Z Book? ____ Mail box key? ____

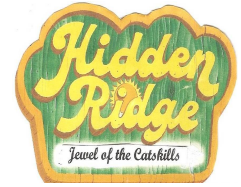
Signature of Owner: _____

Signature of Board Member: _____

Date: _____

Please attach a copy of a signed lease to this form and submit with the appropriate fee thirty (30) days prior to occupancy.

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Sales Form

Date: _____ Unit # _____

Seller's Last Name: _____ Seller's First Name: _____

Seller's Address: _____ Monticello, N.Y, 12701

Seller's Phone Number at Hidden Ridge: 845 - _____

Seller's Phone Number Away: _____

Price Unit Sold for \$ _____

Attorney for Seller: _____

Address: _____

Attorney's Phone Number: _____ Fax: _____

=====

Buyer's Information

Buyer's Last Name: _____ Buyer's First Name: _____

Buyer's Address: _____

Buyer's Phone Number at Hidden Ridge: 845 - _____

Phone Number Away: _____ Email Address: _____

Attorney for Buyer: _____

Address: _____

Attorney's Phone Number: _____ Fax: _____

Was Deed Filed? _____ By Laws Book? _____ Was Fee Paid? _____

Maintenance Book? _____ A-Z Book? _____ Mail Box Key? _____

Insurance Info submitted? _____

Hidden Ridge Board of Director _____ Date _____

**ALL SALES MUST BE SIGNED OFF BY A MEMBER OF THE BOARD OF DIRECTORS
THIS FORM MUST BE RETURNED TO THE HIDDEN RIDGE OFFICE**