

# **Hidden Ridge Homeowners Association Rules and Regulation Book**

**A to Z Directory**

**Including:**

**Clubhouse Center Rules**

**Deck Rules and Form**

**Dog Rules**

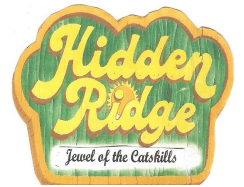
**Pool Rules**

**Rental Rules and Form**

**Sales Rules and Form**

**Revised 2022**

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**Dear Homeowners;**

**We have revised the Hidden Ridge Homeowners Association Rules and Regulations Book (A to Z Directory) for our community to consolidate some of the more important articles of our Offering Plan, Declaration of Covenants and Restrictions (By-Laws) as well as HOA policies procedures and directives currently in effect.**

**It is up to everyone to see that these rules are complied with. The items that have a \* are those items that may result in a violation and/or fine imposed on a homeowner if not complied with. The Board of Directors hopes that the use of fines will not be necessary. If we must resort to them, the fines will be billed to your account and due upon notification. (After the 3<sup>rd</sup> offense, the Board will request your presence at a hearing to determine further action). Late fees will apply to all unpaid balances. Legal action and/or liens will be taken for non-payment of maintenance fees and fines after 90 days. In addition to the fines, the Board might request removal or repair of offending item(s), or situation(s), or other appropriate measures.**

**We trust that the information in this booklet will encourage all of us to give greater thought and consideration to our role as a homeowner and neighbor. Your cooperation is greatly appreciated, and we hope you join us in our desire to make Hidden Ridge a caring, comfortable, and safe community.**

**The Board of Directors**

## 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 simple majority vote = 76 homeowners is required to pass a law that is currently in the Bylaws that govern Hidden Ridge Homeowners Association.

**Annual Homeowners Association Election Meeting:** To be held at an announced date each summer within the State of New York. In even years, four (4) board positions are available and in odd years, three (3) board positions are available.

**\*Architectural Control Committee:** This is a subcommittee of the Board of Directors. The committee reviews and approves plans of residents who are performing any exterior modifications.

- Any exterior modifications beyond three (3) feet of the residence requires the homeowner to notify the Architectural Control Committee that this work will be commencing.
- Replacement of windows, renovation of sun rooms, installation of heat tapes, decks/patios, HVAC covers, door replacement.
- Any questions, please call any member of this committee.

**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 fees and court costs. They will also be prohibited from the use and participation in any activities in the Clubhouse, the pool and pool pavilion, and other amenities.

**Assessments/Fees:** 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.

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

**\*Ball Playing/Sports:** Ball playing is permitted only in parking areas. Hardball is prohibited.

**\*Barbeques/Fire Pits:** Barbeque grills or fire pits shall not be used on any front lawn. Use of a barbeque must be in the rear of your home, and at least 10 feet away from any structure. Never leave a barbeque unattended and having

access to a fire extinguisher nearby is recommended. Emptying coal onto any common area is prohibited.

**Beautification:** Planting is permitted within the first 3½ feet from the foundation of your home. Beautification/landscaping beyond 3½ feet from the foundation is permitted, provided that a plan has been submitted to the Board for approval.

**\*Bicycles:** Bike riding is permitted on paved areas only. Please observe the 15 mile per hour speed limit and wear a helmet while riding - it is the law.

**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.

**Bulletin Board:** There are three bulletin boards throughout the community: one near the safety booth, one on the pool pavilion and one in the clubhouse. The left side of the bulletin board near the safety 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 the 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; however, it is customary that vehicles should be parked near their unit. Please do not park and block a walkway. Parking on the road along the drive or terrace is prohibited, this is a fire and safety hazard.

**Central Air/Heat Units:** It is recommended to regularly service the HVAC unit to avoid costly repairs. The HVAC unit should also be free of any debris to ensure proper air flow. These cannot be powered by propane or other gas tanks. The board should be notified if you are replacing a HVAC unit.

**\*Children:** All children under the age of 16 must be accompanied and supervised by an adult at least 18 years of age at all times while on common grounds, pool area, and clubhouse.

**Chimneys:** It is recommended 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 9:00 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 activities 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 Activities 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 and 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.
- **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.
- **\*Gym**: Machines must be wiped down after use. Please bring a towel with you. It is required that anyone using the exercise machines must have a towel with him or her to wipe down the machine after use. There will be a 20-minute time limit on machines during peak hours.
- **\*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**: All appliances shall be for the exclusive use of the Activities Committee.
- **Library**: Books, audio, video tapes and CDs are available for loan. Please return and donate.
- **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 Activities 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 50% deposit will be required prior to the rental of the room. See the Board for details. This can only occur during the season.

- **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. Storage closets 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.
- **Trash Receptacles:** There are trashcans in and around the building. Please pitch in and keep our clubhouse and community 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 Site Engineer and/or Property Manager. 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 website have been used to keep you informed about the ongoing activities and important news at Hidden Ridge. VOLO Village and TownSq are additional ways to receive communications.

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

**\*Decks/Patios:** No one is permitted to place or construct a deck or patio unless the deck/patio has been approved by the Board of Directors. The following are the guidelines for decks/patios. The form is included in the back of this booklet.

- Any requests for construction of a deck/patio must be given to the Architectural Control Committee in writing with attached plans/drawings.
- A deck/patio approval will not be granted if the homeowner is in arrears to the HOA.
- The maximum size of the proposed deck/patio area shall not exceed 18 feet in width and 14 feet in length for a total of 252 square feet.
- 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.
- A patio must be made from traditional patio block. A photo, catalog, or internet link showing the block must be submitted with your plans.
- A \$500.00 refundable security deposit must be included with your proposal for deck/patio to ensure that the hired licensed contractor removes all debris after construction is complete. All security deposits shall be held in a non-interest-bearing account.
- Contractor's must be licensed and must provide a certificate of workers compensation and general liability naming Hidden Ridge H.O.A. as an additional insured on the policy.
- A current copy of your homeowners' insurance policy must be included with request.
- The Board of Directors shall have the power to remove the deck/patio at the owner's expense should the owner fail to maintain the deck/patio in a safe, clean and stable condition.
- Any deck that is 12 inches above ground level must obtain a permit 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.
- Any approved contract to build shall expire one year after both the owner and President have signed the contract.
- Any materials other than pressured treated wood must conform to a natural wood look and color. A sample must be submitted to the Architectural Control Committee. GRAY is not permitted.



- Any repair work beyond the three feet of the residence, the homeowner shall notify the Architectural Control Committee that this work will be commencing.
- Failure to comply with these rules and guidelines shall automatically give full power to the Board of Directors to take action against the homeowners.

**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.

**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.

**Emergency:** 911 is the local emergency number. Please give your complete address telling them you either live on the Drive or Terrace 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. Enclosing a sun room, plans must be submitted to the Architectural Control Committee. All enclosures shall be fitted with blinds and/or curtains.

**\*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. You may paint door or trim with permission from the Architectural Control Committee.

**Exterminating:** Hidden Ridge has a contract with Ehrlich Pest Control 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 Ehrlich Pest Control at (845) 421-8020 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.

**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.

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

**\*Flower Pots/Planters:** You may plant within 3½ 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 be removable and shall contain living plants.

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

**Gates:**

- The Site Engineer/ Property Manager will be a point of contact to arrange for a remote.
- The Old Liberty Road entrance is the main entrance to the community for residents, guests, vendors, and service people.
- Friedman Road is a resident only entrance with the remote.
- Each resident has a personal access code. **PLEASE** do not give this code out.
- **REMEMBER:** The gate closes after each vehicle.
- If you come in and see the gate is damaged please contact the Property Manager.
- You may exit through either gate.

**Heat Tapes:**

- Heat tapes may be installed on the roof and in gutters to aid in preventing ice damming.
- They must be installed by a licensed electrician.
- Prior approval must be given before installation. Approval will be through the Architectural Control Committee.

**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 HO3 policy for their unit equal to the value of the home. A copy of the Declaration page must be sent to the President or designee for our records. There is separate master policy kept for all of the common areas of the community.

**Keys:** The Board of Directors will not be responsible for any homeowner's keys. Please be careful to whom you give your keys.

**Landscaping:** The common grounds of our community will be maintained by the landscaping company. Each homeowner is responsible for the landscaping within the 3½ feet of their unit. You may engage a landscaping professional for any work within the 3½ feet of your unit.

**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 safety booth and is picked up by the letter carrier on a regular basis. This mailbox is locked for safety.

**Maintenance Employees/Maintenance Requests:**

- **No employee shall be given an order from anyone other than from the Board of Directors or Property Manager.**
- There is a black mailbox 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. Blank forms are available in the white mailbox on the main bulletin board near the safety booth.
- Requests also may be submitted on Townsq.

**Membership HOA:** Shall be limited to named owners and their households.

**Monthly Maintenance Charges:** All homeowners are required to submit a maintenance payment by the 10<sup>th</sup> 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.

**Music:** A stereo is installed at the Pool Pavilion and will be for the enjoyment of all around. Please be considerate to others around the pool when choosing your music and the volume at which it is played.

**Newsletter (Hidden Ridge GEM):** For the duration of its publication, each homeowner and renter shall have access to the Hidden Ridge newsletter, the *GEM*, free of charge. Extra copies, when available, may be acquired from the Editor-in-Chief. The *Gem* can be found on our website or request a copy from the editor or designee.

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

**Noise Policy:** 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. Please be mindful of the Town of Thompson's noise ordinance of 10:00PM.

**Orientation:** New homeowners will be invited to attend an orientation session where they will be provided information regarding the rules and regulations of the community.

**Outdoor Furniture:** May be left on the grass areas. However, please move it to allow for lawn care from our 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. Additional parking is available at the Clubhouse. No Parking on the main roads of the community.

**Pets:**

**\*Cats:** All cats must be kept inside the house and are prohibited from roaming the neighborhood. Please make arrangements to keep your cat inside. Cats may be outside ONLY if they are on a leash. The same is true for any other pet other than dogs. (See “dogs.”) **DO NOT FEED FERAL CATS.**

**\*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 Board President or designee.
- 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. Tethering your dog outside your home is not permitted.
- 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. There is no weight restriction.

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

### **Plumbing/Curb Valves:**

- If you are a summer resident, it is highly recommended to shut off the water at the end of the season and drain your pipes to prevent freezing.
- The curb valve for your unit needs to be located and the top of the valve needs to be painted a bright color so it can be located in the winter.
- These valves need to be opened and closed by a representative from Crystal Water. If you use anyone other than Crystal Water and the valve breaks, you are responsible for all expenses incurred.
- If you are away for a short period of time, turn off the water valve in your closet.

**\*Pool:** The pool and pool pavilion have 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 9:00 AM – 8:00 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 standard 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** around the pool. Food may be eaten at the tables under the pavilion or at the tables in the grassy areas. Please be courteous to your neighbors.
- There is no ball playing or running permitted in the pool area.
- There is no jumping or diving into the pool.
- Please refrain from using personal belongings to reserve chairs or chaise lounges when there are no other seats available. Please be courteous to your neighbors.
- 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 should be kept 6 feet away from the edge of pool.

- Any homeowner, renter or guest refusing to comply with the pool rules may be face revocation of pool privileges and fines up to \$500.
- The swimming pool house 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.

**\*Posters and Signs:** No homeowner is permitted to place any advertisements in one's window or outside one's house or on the community bulletin board without the Board of Director's approval.

**\*Property Damage:** Any homeowner that has caused property damage on the common area 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 exterior condition by the owner at the owner's expense. The plans must be submitted to the Architectural Control Committee.

**\*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. Bulk Garbage (furniture, appliances, beds, and contractor refuse) must be carted away at the homeowner's expense. Please contact Thompson Sanitation at 845-796-1032.

**\*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. 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.

**\*Rentals:** Homeowners may rent their units. The following is a list of rental rules. A rental form is 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 most recent 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. To remove snow from your roof, use a snow rake only. Any damage incurred by a homeowner going onto their roof will be the homeowner's responsibility.

**\*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 or representative (realtor) must fill out a proposed Sales Form with as much information as known regarding the Seller and the Buyer or the Buyer's agent.
- The homeowner or representative should forward the Sales Form to Associa, 1399 Route 52, Suite 201, Fishkill, NY 12524. Associa needs to receive all documentation relating to the procedure of the sale.
- The Seller must call the office (845) 473-3711 (extension 2205) and obtain a letter of any outstanding fees due to the Association. This does not include taxes, utilities, water or sewer.
- The Buyer must submit a transfer fee of \$2,500.00 made payable to: Hidden Ridge Homeowners Association. They must also pay for three (3) months of advanced maintenance fees at the closing using separate checks.
- The Seller must transfer all Hidden Ridge governing documents: the Hidden Ridge Offering Plan/Declaration, A-Z Book and By-Laws to the Buyer at closing.

- The Buyer must provide for the filing of the deed to the unit with the county of Sullivan and the Town of Thompson. A copy of the deed must be submitted to Associa in order to create a new account.
- The Buyer is responsible to submit to the office a copy of proof of an HO3 insurance policy for their unit to either the president or designee,

**\*Satellite Dishes:** Any and all TV and radio antennae are prohibited from being erected on the roof. They can be erected in the ground within 3½ feet of the home. Satellite dishes are not allowed on any exterior surface. Any violation voids HOA responsibilities.

**Security Cameras:** There are several security cameras monitoring both 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.

**\*Shed Guidelines:** All requests for permission to construct and erect a shed must be presented to and approved by the Board before the shed can be erected. The request must include the location at which the shed is to be erected, pictures of the location, and a description and drawing of the proposed shed.

- Dimensions may not exceed no more than 80” high at the highest point, 90” wide, and 42” deep.
- The door or doors can be a maximum of 36” wide.
- The shed must be free standing and may not be affixed or attached to the existing building or structure in any way. A wall of the building or structure may not be used as a wall of a shed.
- The shed must be placed on a level, poured concrete base.
- All sheds must be sided with vinyl siding that matches the siding on the exterior of the residential unit adjoining the shed at the time the shed is erected.
- Sheds may only have shed roofs. Shed roofs must be covered with roofing shingles that match the shingles on the roof of the building adjoining the shed. No sheds with peaked roofs will be permitted.
- Sheds may not have any windows.
- The door and the trim on the shed must be painted white.
- **Absolutely no fuel burning equipment/fuel (propane tanks, gas /kerosene cans, lawn mowers, weed whackers etc.) are permitted to be stored in the shed (as per Town of Thompson Building Department).**
- The unit owner erecting or constructing a shed shall be required to obtain at his or her expense a building permit from the appropriate governmental authority if a building permit is required for the construction or erection of a shed.
- The Board of Directors of the Hidden Ridge Homeowners Association Inc. may revoke or modify permission granted to a member to erect and/or maintain a shed at any time with or without cause.



- The Board of Directors of the Hidden Ridge Homeowners Association Inc. may revoke, amend or modify this policy at any time.
- If any owner or renter shall erect a shed without first obtaining the permission of the Board, said owner or renter shall remove said shed within 15 days of receipt of notice from the Board demanding removal of the shed.

**\*Shrubs:** Trimming of shrubs is the responsibility of the homeowner and may not exceed above the gutter edge.

**\*Smoking:** Smoking is not permitted in any areas of public congregation, including the pool, the pavilion, or the clubhouse. This is a New York State law. Cigarette butts shall be disposed of properly.

**Snow Removal:** Hidden Ridge has contracted with a snow removal company. Per our current contract, plowing will commence after any snowfall greater than two (2) inches; the snow plowing company will plow the roadways and cul-de-sacs and shovel walkways.

**\*Speed Limit:** 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 the posted speed limit.

**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. Homeowners will be responsible for any damage to the storm grate or surrounding area caused by the homeowner's vehicle.

**\*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.

**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.

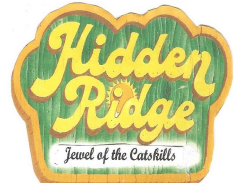
**Water:** Homeowners are billed directly by Crystal Water Supply Co.

**\*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 and stacking using a wood holder is recommended. If there is no access in the back, the Board will grant permission for the wood to be stacked in the front and removed by April 15<sup>th</sup>.

This is not an exhaustive list of rights and responsibilities of the homeowners or the Board of Directors. Please refer to the By-Laws and Declaration for complete listing of rights and responsibilities.

**The Board of Directors reserves the right to modify any of the rules above.**

Hidden Ridge Homeowners Association, Inc.  
c/o Associa NY  
1399 Route 52  
Suite 201  
Fishkill, NY 12524  
845-473-3711  
Fax: 845-473-3789



## **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:** \_\_\_\_\_

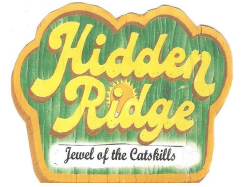
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**Notes:**

\_\_\_\_\_

\_\_\_\_\_

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### Hidden Ridge Information Sheet

Name: \_\_\_\_\_

Hidden Ridge Address: \_\_\_\_\_ Phone: \_\_\_\_\_

=====

Alternate Address #1: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Dates at this address: \_\_\_\_\_

=====

Alternate Address #2: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Dates at this address: \_\_\_\_\_

=====

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

=====

Email Address #1: \_\_\_\_\_ Email Address #2: \_\_\_\_\_

#### Automobiles:

Make/Model \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Gate Transmitter 1 \_\_\_\_\_ Access code # \_\_\_\_\_

Gate Transmitter 1 \_\_\_\_\_ Access code # \_\_\_\_\_

#### Birthdays:

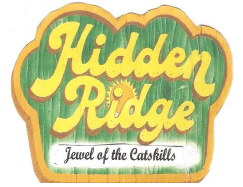
Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

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Anniversary: \_\_\_\_\_

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NEXT OF KIN INFORMATION

Unit # \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_

Renter \_\_\_\_\_

Telephone: \_\_\_\_\_



NEXT OF KIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

\*\*\*\*\*

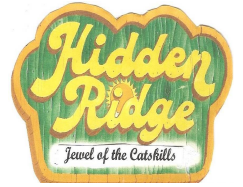
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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? \_\_\_

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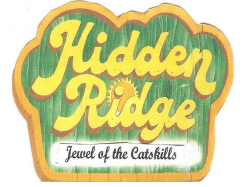
Signature of Owner: \_\_\_\_\_

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? \_\_\_\_\_ Gate Access? \_\_\_\_\_ Remote? \_\_\_\_\_

Hidden Ridge Board of Director \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE HIDDEN RIDGE OFFICE**

# Important Phone Numbers

<b>Ambulance</b>	<b>845-583-7100</b>
<b>Associa</b>	<b>845-473-3711 Ext. 2205</b>
• <b>Nanci Patrick (Property Manager)</b>	<b>Nanci.patrick@associa.us</b>
<b>Clubhouse</b>	<b>845-513-5406</b>
<b>Frasca Construction</b>	<b>914-799-0110</b>
<b>Heating/AC</b>	
• <b>Larsons</b>	<b>845-344-3030</b>
• <b>Black Bear</b>	<b>845-513-3544</b>
<b>Hospital (Garnet Health)</b>	<b>845-794-3300</b>
<b>Chimney Sweep</b>	
• <b>Liberty Chimney &amp; Son's</b>	<b>845-583-5733</b>
<b>Electricians</b>	
• <b>Summit Electric</b>	<b>845-428-4223</b>
• <b>Eastern Electrical Contracting</b>	<b>845-292-7817</b>
<b>Locksmith (Upstate)</b>	<b>845-434-4000</b>
<b>Pest Control / Ehrlich</b>	<b>845-421-8020</b>
<b>Plumber</b>	
• <b>Kiamesha Plumbing</b>	<b>845-794-5331</b>
• <b>Silverman</b>	<b>845-583-6595</b>
• <b>Black Bear</b>	<b>845-513-3544</b>
<b>Police (Monticello)</b>	<b>845-794-4422</b>
<b>Police and Fire</b>	<b>911</b>
<b>Post Office</b>	<b>845-794-7498</b>
<b>Sheriff</b>	<b>845-794-7100</b>
<b>Shoprite</b>	<b>845-794-0777</b>
<b>Short Line Bus Terminal</b>	<b>845-794-5500</b>
<b>Taxi</b>	
• <b>Sureway</b>	<b>845-794-5050</b>
• <b>Yellow Cab</b>	<b>845-794-1120</b>
<b>Thompson Sanitation</b>	<b>845-796-1032</b>
<b>Towing (Russell's Garage)</b>	<b>845-436-0037</b>
<b>Town of Thompson</b>	<b>845-794-2500</b>
<b>Utilities:</b>	
• <b>Crystal Water (Water)</b>	<b>845-794-7838</b>
• <b>NYSEG</b>	<b>800-572-1111</b>
• <b>NYSEG (Emergency)</b>	<b>800-572-1131</b>
• <b>Spectrum</b>	<b>845-328-1073</b>
• <b>Sullivan Infra West (Sewer)</b>	<b>732-486-2831</b>
<b>Walmart</b>	<b>845-796-7202</b>