

Park Square South



Part One

Board of Directors and Management firm contact information.

Part Two

Some information Basics. Website address and quick summary of what can be found on our website.

Part Three

This section of the overview summarizes the Board approved *Rules and Regulations*. All PSSHOA residents and their guests as well as vendors are expected to follow these Rules and Regulations. The Board and Crofton Perdue will enforce them to the extent necessary to ensure compliance occurs. Residents can report any concerns related to these Rules and Regulations to the Crofton Perdue management team.

Part Four

Homeowners and/or HOA responsibilities in relation to homes and property.

The Park Square Homeowners Association Inc. (PSSHOA) was formed on October 18, 1988, when its Declaration of Covenants was filed with the Monroe County Clerk's Office. The PSSHOA's Declaration of Covenants and By-Laws should have been provided to you at the time of closing on the ownership of your property within the community. The most current documents are available on the Crofton Perdue website at: <https://www.croftoninc.com/park-square-south-1>

The homes in the PSSHOA have numerous benefits that derive from the common ownership of property (referred to as the common area), and the collective provision of services, e.g., lawn maintenance, snowplowing, exterior maintenance of the homes and refuse removal. The PSSHOA is governed by its Declaration of Covenants, By-Laws and Rules and Regulations approved by the elected Board of Directors. Unlike single family homes where a home and a defined plot of land is owned by an individual(s) without a governing HOA, the homeowners on Dartmouth Court, Doral Court, Hogan Court and Linden Cove must adhere to the governance requirements and expectations spelled out in the PSSHOA's documents. The following Rules and Regulations are binding upon all members of the PSSHOA. As a result, the Board of Directors has the responsibility to enforce them and expect all members will adhere to them.



Part One

Board Member	Address	Phone	Email	Term Expires
Warren Frankel	5 Dartmouth Court	317-6668	rwfrankel@hotmail.com	2024
Steven Gersz	6 Doral Court	314-1659	sgersz@gmail.com	2024
Robert Huot Landscape Chair	1 Hogan Court	734-9361	huotrobert45@gmail.com	2025
Michael Murphy Treasurer	2 Doral Court	662-5513	mmurphy@mjmincentives.com	2024
Beth Reinhart VP and Secretary	4 Linden Cove	267-7160	melizarea@gmail.com	2025
Eugene Salesin	6 Linden Cove	248-0922	genesal@earthlink.net	2024
Rick Stein President	7 Dartmouth Court	737-7175	Rstein49@gmail.com	2024
Open Seat				
Open Seat				

The Park Square South Homeowners Association Board of Directors is composed of nine members elected by the residents of the Park Square South HOA. Directors must be residents residing on one of the four streets that compose the Park Square South HOA (Dartmouth Court, Doral Court, Hogan Court, Linden Cove). While the Board should have nine elected members, we have been unable to have enough residents willing to run for the Board and fill all nine seats.

Residents who wish to learn more about the Board and its responsibilities should contact any of the current Board members who will be pleased to share their perspectives and answer any questions you may have. Typically, the Board meets once per month to address HOA needs and concerns. Day-to-day operations are managed by Crofton Perdue staff and not the responsibility of the Board.

Management Team

Crofton Perdue Associates, Inc.

OUR GOAL

To enhance life at your association and protect your largest asset, your home. Our all-inclusive management package is customized to meet the individual needs of your condominium or townhome community to ensure peace of mind and the reliable service you deserve.

- 111 Marsh Road – Suite 1 – Pittsford, NY 14534
- PSSHOA Property Manager – Rick Thomas – 585-248-3840
- PSSHOA Assistant Property Manager – Jacquie Pilger – 585-248-3840

Part Two



Crofton Perdue Website

<https://www.croftoninc.com/park-square-south-1>

This website includes specific information regarding our community. The site provides the following PSSHOA information:

- The Offering Plan
- Amendments to Documents
- Declaration of Covenants and By-Laws
- Rules and Regulations
- Satellite Specifications
- Board of Directors listing
- Variance request information
- Association and Homeowner Responsibility Matrix
- A *Homeowners Only* section
- Information calendar



1. Board Actions

The PSSHOA Board consists of seven elected members. Individual Board members have no authority to bind the Association. The Board acts when a quorum of its members is present. It is only as a Board that decisions binding the PSSHOA can and are made.

2. Civility

Civility means displaying courteous and polite behaviors when interacting with others. The PSSHOA requires members and vendors to behave in a civil manner when interactions occur. Everyone must be treated with dignity and respect. Offensive or disrespectful language must be avoided at all times. Respect for personal space must be maintained. Members and vendors are encouraged to call the police if they have serious concerns related to any offensive behavior or their safety. The Board also asks vendors and members to report any uncivil interactions to the management team at Crofton Perdue.

3. Noise

Homeowners are expected to be considerate of their neighbors. Sustained loud or disturbing noises that can be easily heard from the common areas or adjacent homes are prohibited.

4. Soliciting

Soliciting in the PSSHOA neighborhood is strongly discouraged. Homeowners should politely ask solicitors to leave the premises.

5. Vendor Services

The PSSHOA has contracted with Crofton Perdue to provide management services. This includes hiring contractors to perform vital services such as landscaping of common areas, snowplowing, roof repairs, painting and other needs associated with the responsibilities of the PSSHOA. **Members should not provide directions to vendors or otherwise interfere with their work.** Any concerns or questions regarding such services should be directed to Crofton Perdue.

6. Common Area Parking

Parking areas are developed for the use of individual owners, family members, and their guests. It is expected that parking is limited to 48 consecutive hours.

7. Common Area Landscaping

Landscapes in the common area including trees, bushes, shrubs, and lawns that are not immediately adjacent to home's foundation are the responsibility of the PSSHOA to maintain except where a variance requires the homeowner to do the maintenance. Modifications to these areas can only be made with the approval of the PSSHOA Board.

8. Restricted Common Areas

Restricted Common Area is defined as decks, privacy screens, approved planting beds, and patios adjacent to the homes. These are restricted to use by the homeowner and their guests.

9. Use of Property

- a. Park Square South is a residential community and is not expected to be utilized for commercial purposes. Outside storage of boats, trailers, or commercial vehicles is not allowed without permission from the PSSHOA Board
- b. No signs including signs advertising "Property for Sale or Rent" and no outside television antennas are permitted without permission from the PSSHOA Board.

10. Storage

Storage of equipment, supplies, and firewood shall be in garages only. Under Deck areas are not to be used for storage unless the items are out of sight from either the roadways or common areas.

11. Storm Doors

Front Entry screen/glass doors are allowed with an Approved Variance Request. The doors must be full length and the frame color should closely match the color of the exterior trim.

12. Window Treatments

Inside window treatments should appear from the outside to be professional, neat and in good taste. The color should be neutral and consistent with the exterior and that of surrounding units. Examples are curtains, drapes, vertical and horizontal blinds, shades. Items such as posters, sheets, blankets clothing and rugs are not allowed.

13. Garage Doors

Garage doors are generally not to be kept open for extended periods of time. Closed garage doors enhance the overall appearance of our neighborhood and reduce the opportunity for vandalism or theft. As an added security measure, homeowners are encouraged to leave

their garage door lights on from dusk to dawn. Garage door replacement requires an approved variance. Door color must be a match or close match to existing color scheme.

14. Emergency Generators

A variance is required to install a generator. The variance request requires a picture of the home and the proposed location. This location also requires the approval of any homes that are adjacent to the home.

15. Grills

Grills are to be kept a safe distance from each dwelling and all combustible surfaces when in use. Residents should follow the manufacturer's specifications regarding the placement of an outside grill. Any exterior damage related to the misplacement of a grill will be repaired by the association at the homeowner's expense. In addition, homeowners are advised that state and local fire codes may apply and are encouraged to contact the local Fire Marshall with any specific questions.

16. Animals

Animals are limited to two dogs or two cats. Homeowners are expected to clean up after their animals and to respect the right of their neighbors to reasonable quiet. Pit Bull ownership is strongly discouraged. Ownership of dogs weighing more than 80 pounds requires the prior approval of the PSSHOA Board.

17. Garbage

Garbage, trash and waste should be kept within the garage until 24 hours prior to pick up. Following pick up garbage containers should be promptly returned to the garage.

18. Laundry

Outdoor drying or air-drying is not permitted. Installation of exterior clothes lines is not permitted.

19. Holiday Decorations

Temporary decorations for the holiday season may be displayed 30 days prior to and 10 days after the holiday season. Homeowners are encouraged to select decorations which are in good taste and do not distract from the overall appearance of the subdivision. Large and/or inflatable outdoor decorations are not allowed.

20. Maintenance

The Association accepts the responsibility to maintain the common area, to repair sanitary water and storm lines, electrical lines from the transformer to the home and to provide for exterior maintenance including paint, repair, replacement and care of roof, sidewalks, gutters, downspouts and siding. There will be no maintenance of patios, glass surfaces,

surface of doors, screens or screen doors, exterior light fixtures and planting beds contiguous with the home. Decks are currently excluded from periodic maintenance because of their variability in size and cost. The sprinkler system is the responsibility of the Homeowners Association, both for operation and maintenance. Homeowners requiring Maintenance should contact the Property Manager.

21. Insurance

The Association holds general liability insurance on the common areas and basic homeowners' insurance on each unit. Each owner shall have his own personal insurance on contents and personal property and his own liability insurance. If damage is sustained, the Association will make payments to the owner for repair or replacement as covered under the general insurance policy.

22. Fees and Assessments

Maintenance assessment and charges are fixed at a uniform rate for all Lots. The Board of Directors shall fix the amount of the assessment annually with thirty days' notice. One-twelfth (1/12) of the annual assessment shall be due in advance on the 1st day of each month, but not later than the tenth of each month.

23. Violations

Violations of these Rules and Regulations are addressed in the Amended and Restated By-Laws in Article IX. Fines for violations may be as little as \$50.00 or up to \$250 per occurrence, as may be determined by the Board of Directors.

Part Four



Responsibility Matrix – HOA versus Homeowner indicates where responsibility for repair, replacement for listed item exists. Expenses associated with the listed item will be borne by the indicated (X) responsible party. Where “variance required” noted, variance forms can be obtained from Crofton Perdue.

Roofs, Vents and Gutters	HOA	Homeowner
Shingles and Underlayment	X	
Sheathing	X	
Vents – Ridge, Soffit & Box	X	
Vents – Dryer, Bathroom and Kitchen		X – Variance Required
Vents – Furnace and Hot Water		X – Variance Required
Attic Insulation		X
Powered Ventilators (Homeowner added)		X – Variance Required
Gutters and Downspouts – Repair and Replacement	X	
Gutters and Downspouts – Annual Inspection and Cleaning	X	

Chimneys & Fireplaces	HOA	Homeowner
Exterior Components		X
Chimney Cap		X
Interior Components & Annual Cleaning		X
Gas & Propane Conversions		X – Variance Required

Walls, Siding & Trim	HOA	Homeowner
Brick Repairs & Staining	X	
Siding Repairs	X	
Siding Staining	X	
Trim & Soffit Repairs	X	
Interior Walls		X

Doors	HOA	Homeowner
All Exterior Door Repairs		X
All Exterior Door Replacement		X – Variance Required
Painting Exterior Door Surfaces (includes Garage door(s))	X	
Overhead Garage Door Replacement		X – Variance Required
All Overhead Garage Door Repairs		X
Overhead Garage Door Opener		X
All Door Hardware, Hinges & Locks		X
Storm Doors & Screens – Installation and Replacement		X – Variance Required
Door Bells, Security Systems		X
House Number Replacement		X – Variance Required
Weather Stripping		X

Windows and Skylights	HOA	Homeowner
Repair of Window Frames & Sills		X
Glass Pane Replacement – Broken or Fogged		X
Window Hardware & Screens – Repair or Replacement		X
Window Replacement (Total)		X – Variance Required
Window Wells Along Exterior – Defect and Leakage Repair		X
Window Well Covers		X
Basement Egress Passages		X – Variance Required
Skylight - Leaking Around Roof Flashing	X	
Skylight – Replace Glass		X
Skylight – Replacement		X – Variance Required

Concrete Floors, Sewer lines, Drainage & Foundation	HOA	Homeowner
Basement Waterproofing		X
Basement – Radon Code Compliance -Ventilation & Exhaust Fan Installation		X
Basement Concrete Floor – Repair, Remediation		X
Foundation Block Walls		X
Underground water supply lines from the foundation outward	X	
Sump Pump		X
Underground Sewer and drainage piping beyond the foundation	X	
Underground sewer or drainage pipe within foundation		X
Garage Concrete Floor – Floor drain remediation, surface upgrades		X
Garage Concrete Apron		X – Variance Required

Patios, Decks, Front Entrances	HOA	Homeowner
Deck, Patio, New Installation		X – Variance Required
Deck, Patio – Maintenance/Staining/Paver Repair		X Deck Stain Sherwin Williams Falcon Grey Only
Front Entrance Stoop – Cement Repair and Maintenance	X	
Front Entrance Stoop – Code Compliance	X	
Handrails at Front Entrance		X – Variance Required

Exterior Lighting, Electrical, Backup Generators	HOA	Homeowner
Backup Generator – Selection, sound level, installation, annual maintenance		X – Variance Required
External Light Fixtures Installed by Homeowner – Repair & Replacement		X – Variance Required
External Light Fixtures on Homes – Bulb Replacement		X
Exterior Power receptacles – Repair & Replacement		X

Roads, Driveways & Sidewalks	HOA	Homeowner
Road & Driveway – Seal Coating	X	
Road & Driveway – Repair & Replacement	X	
Road & Driveway Snowplowing	X	
Road Salting	X	
Driveway Repair & Replacement	X	
Catch Basins – Repair & Maintenance	X	
Sidewalk Shoveling	X	
Sidewalk Salting		Salting with Pet Safe Ice Melt
Sidewalk Cleaning and Maintaining Appearance		X
Sidewalk Repair of Damage & Replacement	X	
Sidewalk and Steps to Entrance – Safety and Code Compliance	X	

Lawns, Berms, Shrubs, Trees, Pest Control	HOA	Homeowner
Lawns – Mowing, Trimming, Fertilization, Seeding, Weed Control	X	
Lawns, Grading & Drainage, Mower Damage Repair	X	
Garden areas – Bordering Front & Sides – Planting, Pruning & Replacement		X
HOA Common/Utility Berms – Plantings, Weeding, Mulching, Upgrades	X	
Privacy Berms Installed by Homeowners – Maintenance & Upgrades		X – Variance Required
Trees – Common Areas – Trimming & Replacement	X	

Lawns, Berms, Shrubs, Trees, Pest Control	HOA	Homeowner
Freestanding Trees Planted by Previous and Current Homeowners		X
Planting Beds Along Property Line with Locust Hill CC		Responsibility of Homeowner X – Variance Required
Mulching and Weeding HOA Common Beds	X	
Mulching and Weeding Owner Beds Along Foundation		X
Debris and Trimmings from Owner Beds Along Foundation and Those Approved by Variance		X Place debris into paper bags and place on curb along Sutton Point for town removal on Thursdays.
Pest Control – Bees and Other Insects on Home’s Exterior	X	
Pest Control – Bees and Other Insects Inside the Home		X
Pest Control – Rodents/Flying/Invasive Animals Interior of the Home		X
Pest Control - Rodents/Flying/Invasive Animals Exterior of the Home	X	

Other Services & Insurance	HOA	Homeowner
Rubbish Removal – Weekly Household Collection	X	
Rubbish Removal – Large Items (Furniture, Appliances, Etc.)		X
Recycling – Weekly Collection	X	
Community-wide Lawn Irrigation System Upgrades, Maintenance and Scheduling	X	
Retention Pond Maintenance*	X	
Mailbox – Repair & Replacement	X	
Cable, Satellite & Telephone Service		X
Insurance – HOA Policy for Fire, Casualty & Liability**	X	

Notes:

- *Pond maintenance is an HOA and other governments responsibility

**Contact your insurance agent for “renters/condo” style interior coverage including liability, casualty and other loss not covered under HOA policy. HOA policy details available. See In Rule & regulations (Part Three) item #21