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FALL MEMO 2023- PLEASE READ- DO NOT DISCARD

*Homeowners/Residents
Rustic Woods HOA
Staten Island, New York 10314*

Dear Homeowners / Residents:

As the winter months approach, there is a few things we would like you to be reminded of:

*At this time, you should disconnect your garden hoses. After you have disconnected your water hoses, you need to close the water spigot to prevent it from freezing. The procedure to shut off the outside water spigot it as follows: **SHUT OFF YOUR INSIDE VALVE WHICH IS USUALLY LOCATED UNDER THE KITCHEN SINK, IN THE VANITY IN THE MASTER BEDROOM, IN THE UTILITY ROOM, OR IN YOUR GARAGE. AFTER YOU HAVE SHUT OFF THE INSIDE VALVE OPEN THE OUTSIDE VALVE AND LET IT DRAIN AND LEAVE IT IN THE OPEN POSITION FOR THE WINTER.***

SNOW CLEARANCE: *The Rustic Woods Homeowners Association has a contract with a snow company. The company will come automatically after 3 inches of snow has fallen. They are contracted to plow and apply calcium chloride) to the parking lot, the street areas, public sidewalks and accessible parking spaces. The By-Laws as written state the following;*

“The individual Homeowner will be responsible for the snow removal on the sidewalks in front of their homes and for snow removal for the irrevocably restricted parking spaces and driveways, if any.”

*However, historically the HOA has contracted with the snow company to clear such walkways and steps in front of each unit after 3 inches of snow has fallen. It is still the responsibility of the unit owner after the first snow clearance and calcium application, at the very minimum, to apply calcium (DO NOT USE SALT) and to keep this area free of snow and ice. As you are aware during the winter in the day time the sun melts the snow then at night it freezes up again which causes what is called the “thawing and freezing effect”. The homeowners need to be aware of this process and know that it is the homeowner’s responsibility to apply calcium on your walkways and in your parking spaces during these times. As a courtesy to the unit owners, if you move your car prior to the plow truck arriving in the community your parking spot / driveway will be shoveled for you. NOTE: if the spot adjacent to your spot is not clear of a vehicle the plow service, at their discretion, may not plow the area. It is the responsibility of the homeowner to get his/her neighbor to move their vehicle as well. If you do not have your parking space plowed and you shovel the space yourself please **DO NOT THROW SNOW***

INTO THE STREET. The snow should be placed on the lawn in front of your home. The snow company has been instructed to move the snow from sidewalks to lawns when available to do so.

The community has designated snow emergency areas; this is where the snow contractor will place most of the snow. Some of these areas are already designated fire zones and cars are not allowed to park there. However, there have also been additional areas that have been designated snow emergency areas these areas have been painted in blue and properly identified as no parking areas during snow storms. Therefore, during a snowstorm please do not leave your car in the snow areas and do not park in that area for at least 36 hours after a snow storm or until all the snow removal in the community has been completed. If you park in the snow areas during or immediately after a snowstorm we will have no choice but to have your car towed. **WE MUST HAVE THE SNOW AREAS OPEN TO PROPERLY CLEAN THE COMMUNITY.**

ILLEGAL USE OF THE COMMON AREA: Any homeowner who uses the common area for personal use (i.e. planting or growing fruits and vegetables, throwing parties, unauthorized yard sale) without the Homeowners Association Board's permission is strictly prohibited and may result in a fine against the homeowner.

PARKING REGISTRATION: Please be reminded that it is a requirement to register your car(s) with Rustic Woods. Please call or visit Management at the clubhouse for a form and for more information. If a car is parked in a Rustic Woods parking spot without the required registration, the car is subject to tow.

DRYER VENT AND FIREPLACE CLEANING: Please be advised that it is the responsibility of the unit owners to have your dryer vent and your fireplace cleaned out at least once per year to prevent a fire. We recommend that you have your fireplace cleaned out prior to the heating season.

EXTERIOR ALTERATION FORM: If you are making any alteration outside of your home (i.e. backyard, windows, doors, etc.) please be advised that you must submit an Exterior Alteration Form to the management company for review and approval by the board. If you make alterations without board permission, the board reserves the right to require the homeowner to remove the alteration at the homeowner's expense. Our by-laws were created to ensure we have uniformity in our community and it is the Board's job to ensure those by-laws are adhered to and to ensure all outside alterations are made in the best Interest of all who live in our community.

FLUSHING ITEMS CAUSING PLUMBING STOPPAGES: Please be advised that homeowners have flushed items that have contributed to plumbing backups in their rows. Those items include but are not limited to **FLUSHABLE WIPES** or disposable, sanitary wipes, baby wipes, paper towels, diapers, tampons, tissues, and sanitary napkins. Those items have contributed to backups, causing flooding in certain rows of housing in our community. If those items are found when cleaning the drains in those rows, the homeowners of said row may be subject to a fine. For the safety of our homes, please make sure to only flush toilet paper.

CARBON MONOXIDE DETECTOR: Carbon Monoxide is a colorless, odorless gas that is produced by boilers, heating furnaces, gas stoves, and other appliances. Carbon monoxide poisoning may cause nausea, headaches, dizziness, unconsciousness and eventually death. The New York City law seeks to protect people from these risks in forcing all unit owners to install carbon monoxide detectors in their homes. We are encouraging all unit owners to install carbon monoxide detectors in their homes. The detectors must be installed (15) feet of each bedroom (at least one per home). If you already have a carbon monoxide detector now would be a good time to change the batteries in both your carbon monoxide and smoke detectors.

WALKING DOGS IN THE COMMUNITY: *Please be advised that dogs should not relieve themselves on the community's common areas or on our neighbor's lawns. Further, all dogs must be kept on leashes at all times.*

ILLEGALLY PARKING ON DESIGNATED YELLOW LINES: *Please be advised that parking on designated yellow lines is illegal and may result in your car being towed and a subsequent fine.*

HOMEOWNER INSURANCE: *Please be advised that the condominium is not responsible for any interior damage to your home, including but is not limited to damage from a roof leak, sewer back up or water damage for sump pump failure. Please make sure that you have the proper homeowner's insurance that includes this coverage.*

The goal of the association is to maintain the health and welfare of the community. Individuals should not presume that the Association assumes all responsibility for potential risk factors (such as weather). It is the cooperation between both parties that will result in the continuation of a well-run development.

If you have any questions or concerns, please contact Klein Property Management. Our Property Manager Maria Arzano can be reached at Maria@kleinpropertymgmt.com.