

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

10 Maine Road, Plattsburgh, NY 12903

www.lcvcommunity.com

June 2013

This newsletter contains the following;

- *LCV Contact information*
- *Highlights of the LCV Rules and Regulations*
- *The yearly report for July 2012 to June 2013*
- *Next year's budget of income and expenses (July 2013 to June 2014)*
- *A survey to complete and return*
- *Homeowners fee coupons for your monthly payments*

It is important that you read through this information so that you know how your fees are being spent. Due to improvements that need to be worked on in 2013-2014 we voted to increase the HOA fee from \$195 to \$205 per month. Water conservation helps us keep our water/sewer bills as low as possible. You can do your part by fixing leaks or drips as soon as possible. Please read the yearly report to see what we have accomplished this past year.

The last page contains your HOA fee coupons that we ask that you use when paying by check or money order (NO cash please). Contact our bookkeeper or lcvcommunity.com regarding automatic withdrawals from your bank.

The homeowner contact information sheet we are asking you to complete is very important. We need to know who your emergency contact is in case of a problem with your unit or a unit in your building. By HOA rules and regulations, you are required to provide the names of all renters that live in your unit. This informs us who to contact in an emergency or if we need permission to enter your unit to shut off the water main valve for repair in your Tri-plex or Quad.

We are planning our yearly LCV yard sale on July 12, 13, and 14. The kiosks have volunteer sign-up sheets for July 13th. Please contact Sharon (314-7149) to help or donate items to sell at the HOA table. We also accept donations for the bake sale table such as cookies, muffins, breads, etc. Proceeds will be used to offset landscaping and beautification expenses.

We encourage you to visit lcvcommunity.com for the latest water reports, minutes, and HOA documents. The site has a work order request form to print, complete and send to our Property Manager for work requests. The site also lists some current notices and events. The site calendar lets you know when our HOA meetings will be held and where. For homeowners without computer access, request any information from our Property Manager Adam Whitbeck of Coldwell Banker Whitbeck Associates, Inc.

We hope that you have a wonderful time living here in the North Country at Lake Country Village. We hope you attend our meetings and we encourage you to volunteer for events and committees.

*Sincerely,
Your LCVHOA Board*

LAKE COUNTRY VILLAGE CONTACT INFORMATION

Our web site is www.lcvcommunity.com

PROPERTY MANAGER is Adam Whitbeck of COLDWELL BANKER WHITBECK ASSOCIATES
Phone 518.336.0528

propertymanager@lcvcommunity.com

BOOKKEEPER is ANNE SANFORD Phone 518.563.1275

bookkeeper@lcvcommunity.com

2 0 1 3 – 2 0 1 4 PAYMENT COUPONS

The coupons can be found and printed from the Lake Country Village's web site.

IMPORTANT LCV HOMEOWNERS NOTICE:

Per the Rules and Regulation of the Lake Country Village Homeowners Association, during the winter months, all residents must make sure that the heat is maintained at *no less than 60 degrees*. Under *no* circumstances can the water or electric be shut off in any unit in a triplex or quad. You *must* contact the LCV Property Manager, Adam Whitbeck of Coldwell Banker Whitbeck Associates, on phone 518-336-0528 and give him your name and address and the name and contact information of the person(s) taking care of your home if you are away for any length of time *OR in Quad units if you plan to shut off the water* for any reason. It is imperative that this information be on file in case of emergency. The Rules and Regulations can be viewed on the LCV web site, www.lcvcommunity.com or by contacting the Property Manager.

LCV WORK ORDER PROCESS

Work Order forms are available in the bins in each mail kiosk and on lcvcommunity.com.

Please complete the appropriate form for landscaping, building or HOA request.

Completed work order forms will be picked up on Mondays and Thursdays by 9:00am. If an emergency, contact the property manager.

Your Work Order will be sent to the appropriate committee for approval. Once approved, within 7 days, you will be notified.

Please call the Property Manager with any questions.

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

YEARLY REPORT FOR JULY 2012 – JUNE 2013

Board Members for this year were:

Sue Phillips – President John Burdo – Treasurer Gerry Eagan – Secretary
Robert Turek – Vice President(resigned) then Dan Shusda – Vice President
Members at Large; Maureen Carlo, Wayne Cashman

HIGHLIGHTS FOR THE YEAR

- The HOA fees stayed the same at \$195 per month for fiscal year July 2012 to June 2013.
- Gary Favro was asked to be the LCVHOA lawyer for the year and he accepted.
- 9 roofs were replaced this summer (2012) by Thomas Construction. This makes 70 roofs new or completely replaced and 26 left to do. Materials costs were approximately \$77,080.90 and labor costs were \$109,930 for a total cost of \$187,010.89.
- Harts Landscaping was awarded the landscaping contract for 2012 and was again awarded the contract for 2013. 2012 cost was \$127,623.60. 2013 cost is \$127,623.51.
- An updated snow removal contract was created by committee. Harts Landscaping was awarded the one year contract. Cost for the 2012-2013 winter season was \$129,600.
- The catch basin in the Baltimore cul-de-sac was replaced.
- Homeowners were again informed that a person needs to own this residence in LCV for 2 years before they can consider renting the unit.
- Our property manager, Bob Olsen, worked with several homeowners and the board to have several violations and concerns fixed. Bob was a noticeable presence and helped the board to achieve many of our tasks this past year. During the year Bob Olsen had hazardous trees removed and stump grinding performed to remove the stumps. Dirt was brought in and reseeded the areas that were torn up by the tree removal. Bob also had some siding repainted where the siding had flaked. Some hazardous asphalt repairs were completed as well. He processed over 100 work orders for the year 2012-2013. Bob has decided to retire from this job to pursue other work. As a result we sent out bids for a new property manager. The board evaluated those interested in the job and selected Adam and PJ Whitbeck of Coldwell Banker Whitbeck Associates, Inc. as our new Property Manager starting in May, 2013.
- The cost of the HOA property and liability insurance remained the same as the previous year.
- Maureen Carlo maintained our website for LCVHOA throughout the year and recently updated it to provide more information to the residents and the board. Due to all the documents that she was able to place on the website we were able to reduce the Welcome Packet for new residents from around 50 pages to 13 pages thus reducing our copying costs.
- Due to some residents or visitors blocking homeowner's driveways in the cul-de-sacs and to assist in snow plowing during the winter, a parking plan for the cul-de-sacs was implemented. Parking spaces were painted in each of the 3 cul-de-sacs to show homeowners/renters where they could park their vehicles. Any overflow parking would have to be done on adjacent city streets. Those not in compliance would be assessed a fine.

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

YEARLY REPORT FOR JULY 2012 – JUNE 2013

(continued)

- The HOA had to cover the cost of heating and electric for two units this past winter. The costs were assigned to the homeowners of the respective units and we later recovered the costs.
- The Board entered into a maintenance contract with Roto-Rooter to clean and inspect the Baltimore sewage pumps on a quarterly basis. They have performed their first inspection and submitted a report to the board. They also store our repaired backup pump.
- A Long Range Planning Committee was set up to come up with a plan for maintenance and repair of the LCVHOA property and maintenance responsibility. A survey was sent out to ALL the homeowners asking them what their priorities were for updating the village. We received 102 responses and used their feedback in coming up with a modified budget for the year 2013-2014. Future meetings will be held to try to come up with a possible 5 or 10 year plan. Other long range plans had been created by past HOA Boards and some of that work had been done with the major focus on replacing the 96 building roofs.
- A sewage problem at 27 Maine Road was investigated. The problem was immediately remedied but our property manager and Roto Rooter worked to fix the problem that may have caused the backup. The Board approved a contract with Roto Rooter and the work was performed replacing some broken pipes in one manhole and raising up a slightly sunken manhole cover in another.
- Our new Bookkeeper, Anne Sanford, has been doing a great job this past year keeping the board up to date with fees in arrears reports, water bills reports, and paying all of our bills with our Treasurer, John Burdo. She makes sure that all the invoices are correct and complete before payment is made. We thank her for her service to LCVHOA and its homeowners.
- The city's base water/sewage charge for each building in LCV stayed the same at \$49.69 per month.. The HOA fee still currently covers the city water/sewage charge as part of our LCV expenses.
- In May the HOA Board working with the Treasurer, John Burdo, approved a new budget for the following fiscal year. For July 2013 to June 2014 the total anticipated expenses and receipts is \$787,200. This will raise the HOA fee to \$205.00 per month.
- Our Treasurer, John Burdo, is stepping down from the HOA board so that he can pursue other interests. Our new Treasurer is Joe Roberts. Joe and Henry Ward were elected to the Board to fill vacant positions. The Board also approved Maureen Carlo to serve on the board for another two years.
- The Board also realigned. Dan Shusda will be President, Sue Philips will be Vice-President and Gerry Eagan will continue as Secretary. Henry, Maureen, and Wayne Cashman will continue as members at large.
- Please remember that the board is doing their best to serve the LCV community. Your participation by attending the monthly meetings would be greatly appreciated. Also please consider helping by volunteering to serve on one of the HOA committees. For updated information please look at the bulletin boards in the kiosks and on the LCVHOA website, www.lcvcommunity.com

**In Service to the LCV Unit Owners,
The HOA Board**

HIGHLIGHTS OF LAKE COUNTRY VILLAGE RULES AND REGULATIONS

www.lcvcommunity.com

June 2013

HOA Fees – As a homeowner in Lake Country Village you are required to pay monthly HOA fees. Mail Association fees to: 10 Maine Road, Plattsburgh, NY, 12903 payable to Lake Country Village. It is strongly encouraged that you sign up for auto pay. **Fees are due on the 1st of each month and not later than the 5th.** A late charge of 20% will be applied to your account if not received on time. The Bank service fee will be posted to your account for each returned check. The current monthly fee is \$205.00 . Those wishing to have an Automatic Bank Payment of HOA fees should contact the LCVHOA Bookkeeper.

INSURANCE is required by all homeowners. Your policy should be HO-6. IF you have made any upgrades to appliances, flooring, wall coverings, kitchen/bath cabinets, fixtures, doors/window, disposals, etc. keep a record of those costs and have YOUR insurance policy cover the replacement of those items in the dwelling coverage section.

Basic Townhouse Courtesy - Living in a homeowners association may be a new experience for many Lake Country Village residents. Space is limited and it is crucial that we all respect the needs of our neighbors to make the community a good place to live. Please follow these regulations:

- 1) Keep all electrical cords off the common areas and away from areas where snowplowing or mowing equipment may be used.
- 2) Keep all hoses and yard items off the common areas for ease of mowing. Hoses that are hung should remain inside the homeowner's fence obscuring them from view.
- 3) You must receive permission to plant flowers, plants, etc. you wish to add to the common area; once added you must maintain them.
- 4) You must receive permission from the building committee to alter building appearances such as windows, doors, and indoor structures.
- 5) Remove all seasonal decorations within 30 days after the holiday in question. Decorations on the common area are not allowed without permission from the Property Manager.
- 6) Remove all air conditioner units from windows by October 15th.
- 7) Do not play electronic equipment such as televisions/music so loud that they become an annoyance to your neighbors. Loud noises are strictly prohibited from 10:00pm to 7:00am.
- 8) Be careful of slamming doors and cupboards – sound carries easily in attached units.
- 9) When away for extended periods, please have someone check on your home and notify the Property Manager of a way to contact you and the person watching your home in case of emergency. It is also a good idea to forward your mail as the kiosk mail boxes are quite small.
- 10) Do not begin (or allow a contractor to begin) loud outdoor work or activity until 8:00am. Cease work activity by 8:00pm.

HOMEOWNERS THAT LEAVE FOR WINTER. Be sure to report to the Property Manager the length of time that you will be away, a contact in case of emergency and have someone you trust oversee your home occasionally. Maintain the heat at no less than 60 degrees and keep the furnace and electric ON.

ANIMALS. All animals must be kept on a leash when outside your home. THIS IS THE CITY OF PLATTSBURGH Leash Law. Each resident is allowed a maximum of two pets. NO Rottweilers or PitBulls are allowed. All pet owners who walk their animals on leashes must clean up their excrement immediately. Pets may not be chained or confined on the common area. Pets who exhibit menacing or aggressive behavior to other residents, who damage HOA property or make excessive noise can be removed from Lake Country Village. (See your prospectus for an explanation of the procedure for filing a complaint about a nuisance animal.) Homeowners who do not clean up their pet excrement daily from their patios or common area will be subject to fines and/or reported to the County Health Department.

All GARBAGE must be placed in bags in appropriately identified garbage cans with lids. Garbage must be placed out on pick up day only and must be removed from the curb once garbage has been picked up. All recycling must be placed in appropriate containers; no loose bags allowed. All cardboard must be secured. Grass, brush, branches, etc. must be picked up and placed in the common area on the day of scheduled pick up only. (This is normally Wednesdays but may be picked up on other days as well depending on when our lawn contractor is in your area.) Organic waste must be in paper recyclable bags (which can be purchased at True Value, Aubuchon's, Wal-Mart, etc.) otherwise the Landscaper will not collect them.

Satellite Dishes cannot be installed without clearance from the Property Manager and the Building Committee. Dishes cannot be on the roof, they must be installed on the fascia board only.

PROPERTY RENTALS – No home in LCV can be rented within the first two years following each change of ownership. A Unit Owner desiring to rent their unit must notify LCVHOA of the intent to rent a unit prior to the tenant taking possession of the unit. Provide written notification to our Property Manager. A Unit Owner renting their unit shall inform the Property Manager and the HOA Board of Directors whether or not the lease is written or verbal. Provide tenants information and identification of all motor vehicles (make, model, year and license plate number). Also provide written acknowledgement that the Unit Owner has included in the lease agreement that tenants have been notified that they must abide by all the rules and regulations of Lake Country Village and that failing to abide by these rules and regulations, the LCVHOA may terminate the lease by written notification of not less than ten (10) days to the owner and the tenant as stated in the Declaration of Covenants, Conditions, Easements and Restrictions, Article VII, Section 1, AND the Rental Resolution of the LCV-HOA Establishing Rules and Regulations For Rental Units dated 5 November 2009. The Declaration and Resolution can be found on www.lcvcommunity.com.

WORK on Vehicles/Running Business Out of Homes. No work on any motor vehicles, boats or machines of any kind shall be permitted outdoors on the property, except with written consent of the Board of Directors. Property is for residential use only and no commercial activity, retail or wholesale, can occur within LCV with the exception of setting up a home office internal to an Owners Unit.

Noxious or Offensive Odors. Any activity emitting noxious or offensive odors including smoke, ash, dust, fumes, herbicides, insecticides, etc. is prohibited.

NO Outdoor Drying or airing of any clothing or bedding is permitted on the HOA Property.

Barbecue Grills. Use of barbecue grills should not be done close to building or under overhangs within your fenced in backyard. This may result in fire damage to your home and the home of your neighbors. According to our insurance, grills should be at least 10 feet away from any buildings when in use.

PARKING RULES. Owners must utilize the parking space that exists in front of their garage if possible. If there is no space in front of the garage they are to utilize the common parking areas near their unit on a first come first served basis. Parking is forbidden on any grass covered areas. If this occurs, the owner will be notified and if not removed, the vehicle will be towed at owner's expense.

- 1) Where homes face each other, no parking is allowed in front of building.
- 2) The small space at the end of 'villas' is to be used as a turnaround only.
- 3) Please ask guests to park on the streets to be considerate of your neighbors.
- 4) Street parking in cul-de-sacs is limited to those spots defined by the painted lines in the street. This helps facilitate moving vehicles around to assist contractors in snow plowing.
- 5) All mail kiosks have a 30 minute parking limit.
- 6) No unregistered vehicles are allowed within Lake Country Village.
- 7) No boats, RV's, other recreational equipment or commercial vehicles are allowed to be parked or stored on HOA property without the written permission of the HOA board. For more information, please refer to the HOA Parking Resolution on the LCV website.
- 8) **In addition to the above regulations, all City of Plattsburgh parking regulations apply to the city owned streets.** When the amber lights are flashing at the entrances to the Village, all cars must be removed from city streets from Midnight until 6:00am for snow removal. All cars must be removed from the HOA driveways by 8:00am to allow for plowing of the individual driveways and cul-de-sacs. Failure to comply will result in your having to clear your own driveway.

USE OF BASKETBALL/VOLLEYBALL/TENNIS COURTS.

- 1) Hours of operation are 8:00am until 8:00pm.
- 2) You use all common areas at your own risk. Lake Country Village assumes NO responsibility for injuries received on the courts. Any damage to these courts should be reported to the LCV Property Manager immediately.
- 3) No alcohol is allowed on or near the courts.
- 4) No one is to hang on the rims, nets, or fences.
- 5) No organized leagues are allowed.
- 6) Be considerate and limit your time if others want to use the facilities.
- 7) All children **MUST** be accompanied by an adult at all times.
- 8) Keep the noise level to a minimum.
- 9) Proper language and appropriate behavior must always be used on the courts.

RULES OF THE PLAYGROUNDS. Use at your own risk – NO exceptions!

- 1) The playground is CLOSED from Dusk to Dawn.
- 2) Do NOT use equipment without adult supervision (Adults = 21 years or older)
- 3) Do NOT use equipment when wet or when the ground is frozen.
- 4) No bare feet. Wear proper footwear (Full shoe coverage – no open heel or toe)
- 5) No running, pushing, or shoving on the playground.
- 6) Do NOT use Play equipment improperly.
- 7) You are solely responsible for the use of this equipment and solely at your own risk.
- 8) No Glass containers and no Roller blades.
- 9) PRIVATE PROPERTY for use by Lake Country Village Residents Only.
- 10) Follow the Rules and Play Carefully.

PLUMBING PROBLEMS within LCV Units.

- 1) Upon detection of a plumbing problem that cannot be fixed immediately, the homeowner or the renter must call the LCV Property Manager and leave a message describing the issue(s) prior to calling a plumber. This allows the Property Manager to meet with the plumber to discuss the issue and the proper repair.
- 2) If the problem requires the plumber to fix the problem by making an outside-the-unit repair, the plumber will work with the Property Manager to agree on the work to be completed. The Property Manager reserves the right to call another plumber to fix any plumbing problems located outside the unit on HOA property.
- 3) Depending on what caused the problem, the homeowner may be liable for the entire repair.
- 4) If work is required outside the unit, a work request should be completed immediately by the homeowner or renter and the Property Manager. Both will date and sign the request and agree on the work to be completed to remedy the problem.
- 5) Copies of all invoices will be provided to the LCV Bookkeeper and the HOA Board to determine payment by the HOA, the homeowner or both.
- 6) Failure to comply with this process may result in the homeowner being held responsible for the entire cost of the repair.

FAILURE TO COMPLY PENALTIES POLICY

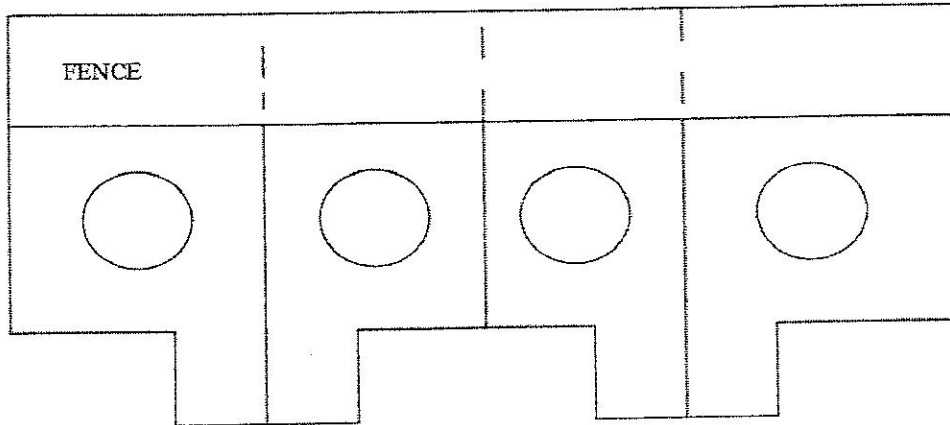
- 1) The Property Manager will give notification in writing when you are in violation of HOA rules. The notification will be specific as to the violation and corrective action.
- 2) When a violation is so egregious, a letter notice will be accompanied by an imposed fine.
- 3) Individuals who have been fined may appeal in writing to the HOA Board of Directors. Fines will continue to accrue during the appeal process, if the violation has not been corrected.
- 4) Failure to remit a payment for the assessed fine will result in that fine being kept on the Homeowner's HOA account as a debt increasing at a rate of 5% per month.
- 5) Failure to pay the fine(s) may result in a Small Claims Case filed against the Homeowner, with a subsequent lien for that amount on their property. Properties being sold cannot be closed until all the HOA fees and fines are paid.

FOR MORE DETAILED INFORMATION OF LCV RULES AND REGS visit www.lcvcommunity.com

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION, INC.
10 Maine Rd., Plattsburgh, NY 12903

WORK REQUEST (LCV _____) LCV # to be issued by office only

BUILDING request:	LANDSCAPING request:	HOMEOWNER requests:
<input type="checkbox"/> Roof Leak	<input type="checkbox"/> Replace shrubs	<input type="checkbox"/> Fix / Replace Door
<input type="checkbox"/> Fascia Repair	<input type="checkbox"/> Removal of tree	<input type="checkbox"/> Fix / Replace Window
<input type="checkbox"/> Siding Issue	<input type="checkbox"/> Replace tree	<input type="checkbox"/> Fix / Replace Fence
<input type="checkbox"/> Fence	<input type="checkbox"/> OTHER	<input type="checkbox"/> Install Satellite
<input type="checkbox"/> OTHER	<input type="checkbox"/>	<input type="checkbox"/> OTHER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Describe Issue:

NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____ DATE: _____

(office use only)

Approved By whom: _____ Date: / /

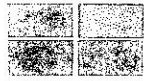
Declined By Whom: _____ Date: / /

You have _____ days from the approval date to complete the work requested. Prior to commencing such request, you must understand that any LCV Common property damaged, altered or affected will be restored by you to its original state before the work was commenced. You take full responsibility and accountability in repairing the area and you understand that if you fail to make the necessary repairs to the area, LCV HOA will make the necessary arrangements and repairs and such cost and expense incurred will be owed and payable by you to the HOA. By signing and accepting this approval, you agree to these terms and may commence your work. It is your responsibility to acquire any permits required, if any, and to abide by local code requirements.

Dated: ____/____/____

HOA

, Owner



Lake Country Village

Homeowners Association, Inc.

Owner _____

Renter _____

Address _____

Telephone: Home _____

Cell Phone _____

E-Mail Address: _____

Emergency Numbers:

Name : _____

Phone : _____

Second Contact Name: _____

Phone: _____

Personalized Information:

Automobile _____ Plate# _____

Automobile _____ Plate# _____

Automobile _____ Plate# _____

Common Charge _____

Use of Electronic Direct Payment? Yes No

Notes:
