

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

10 Maine Road, Plattsburgh, NY 12903

www.lcvcommunity.com

June 2014

This newsletter contains the following;

- ***LCV Contact information***
- ***The yearly report for July 2013 to June 2014***
- ***Highlights of the LCV Rules and Regulations***
- ***Income and Expense budget for July 2014 to June 2015***
- ***Work Request Form***
- ***Current Homeowner Contact Information Form to be sent to our Bookkeeper/Property Manager***
- ***Homeowners fee coupons for your monthly payments***

In this report you can read the accomplishments the Lake Country Village Board has made and continues to make in order to keep your monthly Homeowner's fee as low as possible. The fee for next year will be \$205 per month. We ask that you conserve water as this helps in keeping our water/sewer bills as low as possible.

We encourage you to visit www.lcvcommunity.com for the latest minutes and HOA documents. Our web site also lists three prospectuses for each phase of LCV, the LCV Declaration, Resolutions that have been adopted, rules, regulations, current notices and events. The HOA publishes a calendar of meetings which are usually held the third Tuesday of each month. Our annual meeting is held the second Tuesday in May.

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 www.lcvcommunity.com regarding automatic withdrawals from your bank. For homeowners without computer access you can request information from our Property Manager, Adam Whitbeck of Coldwell Banker, Whitbeck Associates, Inc.

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. 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. Also HOA rules and regulations require you to provide the names of all renters that live in your unit on the contact information sheet and provide a copy of the lease agreement to the LCV HOA Property Manager.

We are planning our yearly LCV yard sale on July 11, 12, and 13. The HOA will have no sale table this year.

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

2014 – 2015 PAYMENT COUPONS

The coupons can be found and printed from the Lake Country Village's web site. One is attached on the last page of the yearly newsletter.

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, at 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 2013 – JUNE 2014

Board Members for this year were:

Dan Shusda – President Sue Phillips – Vice President Joe Roberts – Treasurer
Gerry Eagan – Secretary Members at Large; Maureen Carlo, Henry Ward and Wayne Cashman
who passed away this year.

HIGHLIGHTS FOR THE YEAR

- The HOA fees are staying the same at \$205 per month for fiscal year July 2014 to June 2015.
- Gary Favro was asked to be the LCVHOA lawyer for the year and he accepted.
- 5 roofs were replaced last summer (2013) by Thomas Construction. This makes 75 roofs new or completely replaced and 21 left to do. Materials were purchased this year to replace 5 more roofs. Thomas Construction was again awarded the contract and they have replaced one roof in 2014 already.
- Harts Landscaping was awarded the landscaping contract for 2013 and was again awarded the contract for 2014. 2013 cost was \$127,623.60. 2014 cost is \$127,623.51.
- The board is working with Hart's Landscaping to close the 2014-2015 snow removal contract. They have agreed to the same price with the exception of applying sand to the driveways and cul-de-sacs after severe ice storms.
- Homeowners were again informed that a person needs to own their residence in LCV for 2 years before they can consider renting the unit. The board passed a resolution in October, 2013 amending some of the wording for renting a unit. Owners desiring to rent need to read the rental resolution on the LCV website.
- Our Bookkeeper, Anne Sanford, has been doing a great job this past year keeping the board up to date with fees in arrears reports, water bill reports, and paying all of our bills with our Treasurer, Joe Roberts. She makes sure all the invoices are correct and complete before payment is made. She worked with the board to pass a Resolution regarding late fee payments.
- Another Resolution was passed in October, 2013 regarding oversized commercial vehicles being parked on HOA property. More detail is provided on these Resolutions in the Rules and Regulations section of this newsletter. The complete Resolutions can be found on our LCV website.
- Our new Property Manager, Adam Whitbeck of Coldwell Banker Whitbeck Associates, jumped right in to help us out this year. He provided monthly reports to the board, made rounds of the HOA property and buildings twice a month, processed Work Orders from homeowners, handled complaints, and worked with the board with various contractor work that needed to be performed this past year. He also delivered water Usage Overage Letters to homeowners within buildings that used 5,000 gallons or more than the HOA's budgeted amount and delivered a number of Welcome Packets to new LCV Homeowners. We have been pleased with his work and Adam will continue as Property Manager for another year at the same contract price.
- Legal – Our lawyer, Gary Favro, continued on as the Boards representative. He helped us with three resolutions, several letters to homeowners or other persons, completed eleven contracts and helped us with several legal concerns. He also worked to receive a fee resolution of over \$12,000.

LAKE COUNTRY VILLAGE HOMEOWNERS ASSOCIATION

YEARLY REPORT FOR JULY 2013 – JUNE 2014

(Continued)

- Maureen Carlo continued as a board member and maintainer of our LCV web site. She made some necessary security and other updates to the web site this year and we thank her for her service.
- The city's base water/sewage charge for each building in LCV is still \$51.09 per month this year. The board decided to keep the homeowners' fee for water/sewer the same for the coming year.
- Sewer Problem – We had another Sewer problem this year. The board approved Roto Rooter to repair the piping in one of the manholes in the driveway off Maine Road.
- Property Insurance – The cost of the HOA property and liability insurance remained the same this year and will be same for 2014 to 2015, the third year of our 3 year contract.
- The Board entered into another maintenance contract with Roto-Rooter to clean and inspect the Baltimore sewage pumps on a quarterly basis. They have performed inspections, cleaned the pumps and provided reports to the HOA Board. They continue to store our repaired backup pump.
- In the summer of 2013 Adirondack Seal Coating completed 85% of the crack filling and seal coating of our driveways. We anticipate hiring them again in 2014 to complete the rest of the work.
- In the summer of 2013 Maurice Gilbert Co. replaced sunken sidewalks to 16 homes. We anticipate working on more concrete repairs in 2014 as funds become available.
- In the summer of 2013 the board approved a contract for Asphalt repair to several driveways. This was completed prior to any seal coating. Our Property Manager, Adam, worked with the contractors on these jobs, inspected them and provided completed invoice reports to our bookkeeper.
- Throughout the year the board needed to contract to have several diseased, dead or leaning trees to be removed. As a result we needed to increase the line item for this in the new budget.
- The board contracted to have a fence repaired along the eastern side of LCV property.
- In May 2014 the HOA Board working with the Treasurer, Joe Roberts, approved a new budget for the following fiscal year. For July 2014 to June 2015 the total anticipated expenses and receipts is \$787,200. This is in keeping with the previous HOA fee of \$205.00 per month.
- In May 2014 the Board secretary cast a vote for and elected Dan Shusda, Sue Phillips, and Henry Ward to two year terms on the LCV HOA Board. Maureen Carlo, Joe Roberts and Gerry Eagan continue on in their second year of their two year term. We have one board seat open. If interested you should contact Carol Shuttleworth for a LCV HOA Board Application.
- The Board stayed aligned with Dan Shusda as President, Sue Philips as Vice-President and Gerry Eagan as Secretary, Joe Roberts as Treasurer and Henry Ward and Maureen Carlo 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 2014

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 work day 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. If there are Late Payments a resolution was approved by the board in October 2013 and made effective Nov. 1, 2013 amending the collection of fees resolution dated November 26, 2009. Homeowners who have overdrafts, insufficient funds or returned checks will be charged \$50 by the HOA. This will be added to the Homeowners account plus, if not take care of by the 5th, a late fee of \$41 will be incurred.

INSURANCE is required by all homeowners. LCV has insurance which covers the 96 buildings and property of LCV and liability. Doors, windows, garage doors and backyard fences are still the responsibility of the unit townhouse/villa owners. Your policy should be a 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.

HIGHLIGHTS OF LAKE COUNTRY VILLAGE RULES AND REGULATIONS page 2

HOMEOWNERS THAT LEAVE FOR WINTER. Be sure to report to the Property Manager the length of time that you will be away, provide 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.

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 and provide tenants information and identification of all motor vehicles (make, model, year and license plate number). Also the unit owner must provide written acknowledgement that they have included in the lease agreement a statement to the tenant(s) 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. In Oct. 2013 a new resolution, Establishing Rules and Regulations for Enforcing Sections 12 & 14 of the LCV Declaration of Covenant, Conditions, Easements and Restrictions regarding the Outside Storage of oversized, Commercial or Unlicensed Vehicles, was approved limiting the size of Commercial Vehicles on HOA property to a maximum of 25 feet in length, 10,000 gross weight in pounds and 9 feet in height. Vehicles over these dimensions can be parked on city streets subject to city law.

HIGHLIGHTS OF LAKE COUNTRY VILLAGE RULES AND REGULATIONS page 3

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.

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. No Pets are allowed on the tennis 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.

HIGHLIGHTS OF LAKE COUNTRY VILLAGE RULES AND REGULATIONS page 4

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

INFORMATION ABOUT INSURANCE

Lake Country Village is a unique planned unit development. Unit owners have a deed to their individual units, the land below, the air above and the additional patio area thus creating a townhouse. The LCV Declaration, however, mandates that the LCV HOA is responsible to insure (Article IX, Sections 1 & 2) and maintain most of the exterior of the building and the common areas (Article VI, Section 1). This structure is more typical of a condominium development. As a result, LCV is a hybrid development with unique issues involving insurance coverage.

LCV maintains hazard insurance coverage on the buildings and general liability coverage on the common areas. Unit owners are required by the Declaration (Article IX, Sections 1 & 2) to maintain liability insurance and to insure their unit improvements and contents. It is important that unit owners secure sufficient insurance coverage to be protected against a total loss to their entire structure (kitchen fire, candle, etc.) causing damage to the building and other units, the HOA insurance policy will pay to rebuild the building, however, the HOA insurance company will have a claim against the unit owner responsible for the loss when the unit owner and HOA have different insurance carriers (a process known as subrogation). Therefore, it is important that unit owners carry general liability insurance coverage in an amount sufficient to replace the entire structure, otherwise, the owner is responsible for more than the amount of insurance. General liability insurance coverage is not expensive. The following amounts are guidelines for coverage suggested by the HOA insurance consultant.

2 unit structure	\$500,000.00 to \$750,000.00
3 unit structure	\$750,000.00 to \$1,000,000.00
4 unit structure	\$1,000,000.00

Most consultants recommend an HO6 policy for unit owners with replacement coverage for the unit, coverage for appliances and unit upgrades, and coverage for content (furnishings/personal property) as needed, and general liability coverage in the range outlined above. It is strongly recommended that all unit owners carefully review their insurance coverage with their insurance agents and consultants for proper coverage as there may be other options. A copy of the HOA declaration sections addressing insurance coverage should be provided to your insurance consultant when reviewing your coverage.

LCV HOA Insurance Coverage:

Carrier: QBE Insurance Corporation
A copy of the policy is available on the LCV HOA website for review.

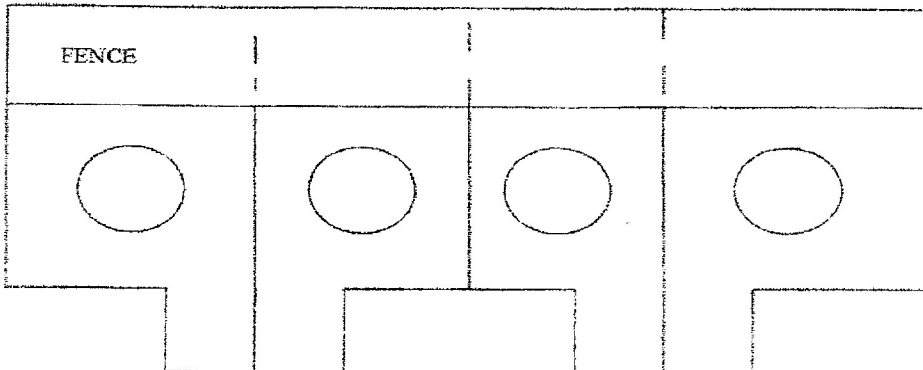
Agent: Brian LaPier 800-965-6264 518-825-0281
NBT-Latremore Insurance Agency
185 Margaret Street
Plattsburgh, New York 12901

Consultant: George R. Busch, II
MANG Insurance Agency

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.
10 Maine Road Plattsburgh, New York 12903
www.lcvcommunity.com
Information and Contact Sheet

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:
