

HOA INFORMATION

Access: Vehicle Entry into Pondside

Vehicle Gates

The vehicle gates are under video surveillance. Wait until the gate is fully open prior to proceeding through. Please remind your guests, vendors and taxi drivers to do the same. The repair of the gate is a cost to all unit owners. If you or your guest believe your car was damaged by a gate malfunction, you MUST notify the Property Manager within 24 hours. The manager will arrange to have the gate surveillance tapes examined for the cause.

Vehicle Gate System. To open the vehicle gates, you must use a radio-clicker, access card or the Tele-Entry system.

Radio-Clicker/Access Card System: Access cards are obtained from the Property Manager; cards from prior owners are deactivated once they move from the premises. Two access cards are provided by the HOA to an incoming owner at no charge. Clickers are transferred to an incoming owner by the prior owner. Additional cards or clickers can be purchased from the HOA. A two-button clicker is for units with garages and the PCW garage.

Residents with access cards can simply pass the key card over the black rectangular receiver located on the visitor gate Tele-entry system, or use remote garage openers on resident gate.

Tele-Entry System: New residents must provide their telephone number to the Property Manager. You should verify your number by testing the unit. Please notify the Property Manager of any correction to be added to the Tele-Entry System.

How to use the Vehicle Gate Tele-Entry System

1. Visitors need to enter the 3-digit directory code associated with the unit they wish to visit. An electronic directory using an A-Z scrolling function is available on the gate entry system. The directory number appears to the right of the name.
2. Once the name appears, then hit the "call" button.
3. The Tele-Entry system automatically dials the telephone number associated with the three-digit code. **Visitors must use the gate entry system to call you; a cell-phone will NOT operate the system.**
4. Residents answer the telephone and depress '9' to open the gate for the visitors.
5. For large delivery trucks depressing '5' opens both gates.
6. An audible tone is heard by the resident indicating that the gate is in operation.
7. Residents without call-waiting services cannot be notified when visitors are at the gate while the telephone is in use.

✓ If you regularly use a service other than UPS, FedEx, Poland Springs, *NY Times*, *Wall Street Journal*, *The Journal News*, *Airborne Express*, or *Pennysaver* please notify the property manager so that he/she can arrange for access to Pondside.

Access: Pedestrian Entry into Pondside

Front Gate on Stadium Road is located next to the vehicle exit gate.

To Exit: You must push the square green button located on the large column on your right 15 feet before the exit.

To Enter: Hold your access card near the card reader.

Amenities: Clubhouse

Access: Entry points are located at the front and back of the building. Access cards are required.

Facilities: Clubhouse facilities include a soda machine, kitchen, locker facilities, sauna, showers, stair-masters, treadmills, other exercise machines and free weights. There are no public telephones in the clubhouse.

✓ For medical and fire emergencies, pull the fire alarm. Alarms are located adjacent to both doors that open onto the pool area and adjacent to the door that opens into the Weight Room.

Rules: A complete set of rules is available on the website.

Guests: Guests are allowed; however, residents must be present while their guests are in the Clubhouse. An application should be completed by a unit owner who has a guest who will live at the unit owner's Pondside residence and on whose behalf a unit owner is requesting temporary use of the Clubhouse facilities in the unit owner's absence.

Rental of Clubhouse for a Private Function: This room is used for monthly HOA Board of Directors meetings, committee meetings and condominium sponsored social functions. Additionally, it is available for private use and a security deposit is required. Applications for use of Clubhouse can be obtained through the Property Manager.

Community Bulletin Board: Posting of any notice on the Clubhouse bulletin board requires the permission of the HOA Board of Directors. Forward your request including a copy of the intended posting to the Property Manager.

Amenities: Exercise Circuit

Exercise enthusiasts may notice that in addition to the Pondside Clubhouse exercise room, there is a fitness course (sometimes called "parcourse") on the outer perimeter of Pondside Drive, encircling the community. There are various exercise stations situated along the course in circuit fashion.

Amenities: Swimming Pool

Hours of Operation. Beginning with the extended Memorial Day holiday weekend, the pool is open only weekends from 11:00 a.m. to 7:00 p.m. From the third weekend in June and lasting until the extended Labor Day holiday weekend, the pool is open 7 days a week, from 11:00 a.m. to 7 p.m. Other dates and times may be announced by the HOA.

✓ When the pool is not open, it means the pool water has not been chemically treated.

Access. The pool area may be accessed through the Clubhouse or through the pool gate. Entering through the gate requires an access card.

Facilities. Adult Pool, Infant Wading Pool, Lounges, Tables, Chairs, Table Umbrellas

Rules: A complete set of rules can be found on the website and posted in the clubhouse.

Guests: Guests are allowed; however, residents must be present while their guests are at the pool. An application should be completed by a unit owner who has a guest who will live at the unit owner's Pondsides residence and on whose behalf a unit owner is requesting temporary use of the pool facilities in the unit owner's absence.

Amenities: Tennis Courts

Hours of Operation: The courts are open from April to November. The hours of operation may be extended based upon weather conditions.

Access: Enter through the main gate. Access card is required. (See also Security: Access Cards.)

To Exit: A box labeled "Push to Exit" is located on the lower right side of the exit gate. Depress the button to unlock the gate. A box labeled "Emergency Release" is located on the upper right side of the exit gate. Only depress this button in the event the "Push to Exit" button failed to unlock the gate. Once you open the gate, depress this button a second time to restore power to the locking device. In the event of a power outage, the gate unlocks automatically.

Facilities: 2 regulation all-weather courts

Rules: A complete set of rules can be found on the website.

Guests: Guests are allowed; however, residents must be present while their guests are on the courts. An application should be completed by a unit owner who has a guest who will live at the unit owner's Pondsides residence and on whose behalf a unit owner is requesting temporary use of the pool facilities in the unit owner's absence.

Amenities: Tot Lot

Hours of Operation: open year-round

Access: No access card is required.

Facilities: Fenced area contains stationery play equipment, benches.

Rules: A complete set of rules is available on the website.

Insurance

The HOA, Pondside Club West, Village I, Village II and Village III maintain master policies for casualty and physical damage. Physical damage insurance is “guaranteed replacement cost” based on an “original specification” insuring agreement. This means that the Association’s buildings and other structures as well as the condominiums’ buildings would be replaced as delivered and as described in the original offering plan. PCW: Art. VII / HOA: Art. VII Sect. 2M&N

Each unit owner should review their coverage and potential exposures with their homeowner’s insurance agent and should secure a Condominium Unit Owners Policy (Form HO-6) covering a minimum of:

- "All Risk" Personal Contents
- "All Risk" Improvements and Betterments
- Loss Assessment
- Loss of Use Coverage
- Personal Liability Coverage
- Medical Payments Coverage

Landscaping

Pondside is well known throughout Westchester County for its lush landscape of evergreens, perennials and annuals. It’s one of Pondside’s greatest assets. To maintain this asset--which was initially installed by the developer and improved upon regularly by both the HOA and Condominiums (PCW, VI, VII, VIII)--the HOA and Condominiums contract with a landscaper. The base contract includes mowing, pruning, weeding, seeding, mulching, fertilizing, overall clean up of HOA and condominium common areas and the removal of debris from gutters and downspouts. Items over and above the base contract include plant replacement, maintenance of mature trees, and improvements. This additional service is arranged for on a case-by-case basis by the appropriate board.

While the base maintenance contract requires very little effort on the part of the individual, each owner is directly responsible for some minor items. These items include:

- The maintenance of any plantings an owner or the previous owner(s) of the unit installed.
- The watering of front, side and back yards and any landscaping (trees, shrubs, annuals) contained thereon. Owners are responsible for supplying a hose. Watering should typically start in May and end in September. During drought conditions, owners are responsible for following County-imposed watering restrictions.
- The removal of grass/weeds that may grow through their patio pavers.

- The restoration of landscaping caused by resident or their guest misuse.
- Landscaper access to attach its hoses to a unit's exterior water faucet in order to irrigate parking islands, land between buildings and the land abutting the outer perimeter of the roadways.

Water Reimbursement: The offering plans for Pondside Condominiums stated: "Each unit owner is responsible for the watering of his/her lawn, including front lawns and back/side yards... Each unit owner must allow the use of their outside hose bibs [*i.e.*, *faucets*] for watering of the lawns and plantings in the areas adjoining their unit. The landscape contractor may wish to maintain a hose in the proximity to certain unit owners hose bibs for watering of the common areas. For unit owners with a disproportionately higher water bill, that owner or owners will be compensated by the Pondside Homeowners Association for such water usage."

It is the policy of the Homeowners Association to reimburse *only* those unit owners whose hose bibs were used by the Association's landscape contractor to water Association property areas. Reimbursement is made on a calendar year basis. That is, you may submit an application for the preceding year anytime after you have received the last water bill for a calendar year. To apply for reimbursement, please contact the Property Manager.

Lost & Found Policy

Personal items left behind in the clubhouse, pool area, tennis courts, tot lot, or other HOA property will be discarded.

Outdoor Parking Policies

Rules: A complete set of rules can be found on the website. Rules address such topics as vehicle registration, vehicle-type restrictions, curbside parking and visitor parking.

Pet Policy

Rules. A complete set of HOA rules can be found on the website. Rules address such topics as permission for dog ownership, revocation of permission, dog license, vaccinations (dog and cat), control and sanitation. In addition, Club West has its own pet-dog policy and regulations.

Ponds

Pondside is situated around two nicely landscaped man-made ponds, the "upper" (closest to the main entrance to Pondside, Village I and part of Village III), and "lower" (closest to Club West, Village II, part of Village I), which are aesthetically pleasing enhancements to the community, but do require periodic maintenance. Garbage removal, landscaping improvements and erosion control are performed on a regular basis. The ponds are fed from water that flows from the surrounding communities, and sediment accumulates in the upper pond (the point of entry) over time. Although the HOA has made structural improvements to the upper pond to minimize sediment build-up, the sediment nonetheless has to be dredged and removed every few years in order to maintain an adequate depth of the pond and to ensure consistent water flow. The decorative lighted fountains also serve to facilitate water flow and to aerate. The fountains operate from 10 a.m. to 10 p.m., April through November.

Of course where you have wetlands, you can expect certain types of wildlife (both flora and fauna) to abound. The ponds are treated regularly to control algae formation, and the HOA has legal permits to use certain measures to control the goose population. Although mosquitoes are generally associated with wetlands, Pondside has not had a mosquito problem to date. The “fog horns” you might hear late at night in the summer months are good old-fashioned American bullfrogs and they’re pretty much permanent residents!

Questions about the ponds should be directed to the Property Manager.

Roadways

Pondside’s roads include Pondside Drive and Pondcrest Lane. They are private roads and are maintained by the HOA. Certain areas of the roads have sub-surface drains designed to facilitate drainage and minimize icing during the winter months. Although these “underdrains” are considerably effective, there may be icy areas from time to time. If you observe an area that seems regularly icy in winter or an area where drainage seems to be insufficient, bring it to the attention of the Property Manager.

Parking spaces and driveways are also maintained by the HOA. They are resurfaced when deemed necessary, but if you feel your parking space or driveway needs attention, contact the Property Manager.

The speed limit in Pondside is 15 MPH. The HOA asks that residents and their guests pay particular attention to driving slowly and safely throughout the community. There are dog-walkers, babies in strollers, cyclists, exercisers and children playing in the roadways regularly. If you are aware of someone who habitually speeds or drives carelessly, make a note of the license plate number and report it to the Property Manager.

Security

HOA and the Condominiums (PCW, VI, VII, VIII) provide limited security systems and in conjunction with the Greenburgh Police Department support the Pondside Neighborhood Watch Program.

Security is the responsibility of every homeowner. You should know your Neighborhood Watch block captain. The following guidance is provided to increase your security.

- Always lock your doors even when you leave your unit for short periods
- For PCW residents, always close the garage and pedestrian entrance doors and ensure they are locked
- Always lock your car doors
- Use automatic timers on lights inside your unit and on outdoor lamp posts controlled within a unit
- Have buddies in your community pick up your mail, newspapers and any packages left by your unit while you’re away
- Notify handyman or a neighbor when you plan to be away for an extended period
- Never open the front gate through the Tele-Entry system to someone you don’t know
- For PCW residents, never allow entry into PCW through the lobby’s intercom entry system to someone you don’t know
- Report suspicious behavior. Emergencies- call 911; otherwise use non-emergency number

- ✓ The most effective security results from alert residents who observe suspicious activity or infractions of HOA or Condominium (PCW, VI, VII, or VIII) rules and report them.

HOA Access Cards

To improve security in and around Pondsides, access cards were instituted for entry at all vehicular and pedestrian gates, clubhouse, pool and tennis courts. Every owner receives two cards directly from the HOA at no charge. Access cards from the previous owner are deactivated. Notify the Property Manager to request your two cards. Additional cards may be purchased. Contact the Property Manager to request an application for additional cards.

Snow Removal

The landscaping base contract also includes a snow removal service. The landscaper provides a large snow removal crew to perform this task and typically divides the crew into smaller groups to work on various areas throughout the community. Since not all areas can be worked on at the same time, your patience and cooperation is appreciated. Here's how it works.

Walkways and driveways are hand-shoveled. Roadways and parking areas are plowed. During snow and ice storms, sand and non-corrosive salt will be applied to roads, driveways, parking areas and walkways so pedestrian and vehicular traffic can move freely. A final application of sand and salt will be applied when the storm is over. *Therefore, it's critical that residents follow the HOA curbside parking rules in order to prevent delays in plowing, salting and sanding.*

To mitigate any damage that could be caused to a resident's parked vehicle, the landscaper won't plow an empty parking space unless the adjacent spaces are also clear of vehicles. Once a storm has run its course and the has been snow removed from roads, walkways, driveways and empty parking spaces, the snow removal crew returns to the parking areas and hands-shovels those spaces that couldn't be plowed or hand shoveled due to a parked vehicle. The landscaper also arranges for large snow accumulations to be removed from the property.

Report an icy condition on a walkway, driveway or roadway to the Property Manager.