

**LEISURE KNOLL ASSOCIATION, INC.
COMMUNITY HANDBOOK**

REVISED JANUARY 2023

Section 1

COMMUNITY RULES & REGULATIONS

Community rules regarding use of facilities, community governance, and the basic “Do’s and Don’ts” for Leisure Knoll homeowners and residents

Section 2

**ARCHITECTURAL GUIDELINES AND GUIDELINES FOR
EXTERIOR/INTERIOR WORK**

Guidelines for having work performed on your home, including work performed by the homeowner. Includes important information about obtaining work permits. Please consult this section prior to beginning any work on your property

Section 3

GENERAL INFORMATION

General information about services and resources in the community and surrounding areas

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ACCESS TO HOMES

The Administration Office does not have access to any homes here in Leisure Knoll. We do encourage all homeowners to leave a key with a neighbor or family member. When registering, we ask that a next of kin form be filled out with this information.

ADVERTISING AND SOLICITING

No advertising or soliciting shall be conducted in Leisure Knoll. Occupants of units who are agents for outside commercial interests shall not solicit in person or by telephone but shall use the mail. See Article IX - Use of Property, Section 1 - Uses and Structures.

AIR CONDITIONING SYSTEMS

No portable air conditioners installed in a window or mounted through the wall will be approved or permitted. Refer to the Architectural Committee section "Air Conditioning Units".

ANTENNAS

No radio, television or similar towers or lines above the ground shall be erected on any lot or attached to the exterior of the unit. Satellite dish antennas require approval of the Architectural Committee with an eighteen-inch max diameter. Refer to the Architectural Guidelines section "Antennas".

ARCHITECTURAL GUIDELINES

Any changes, replacements, repairs a homeowner wishes to make to the outside of the home must first be submitted to the Architectural Committee for approval. The Architectural Committee meets every 2nd and 4th Tuesday of the month at 1:00 pm in the Board Room located in the Craft Center.

Prior to commencement of work, you must receive approval and a permit issued by the Committee. Applications may be obtained in the Administration Office, on our website, or you may go directly to the meetings. For complete Architectural Rules & Guidelines, see Section 2 – Architectural Guidelines and Guidelines for Exterior Work.

BARBEQUE GRILLS

Portable barbeque grills are permitted. For the enjoyment of the residents, there is a permanent barbeque grill by the pool area. Residents are encouraged to use this but must first submit an application for Use of Facility.

BLOCK CAPTAINS

Any information that is not a paid mailing will be delivered on the first of the month by your Block Captain. ie., Monthly Calendars, Board of Directors Intercoms, etc. When a new homeowner registers at the Administration Office, the Block Captain Chairperson will be informed to ensure that all deliveries will be made to that home. All information is placed in the paper tube box of your mailbox.

BOARD OF DIRECTORS

The business of Leisure Knoll is supervised by a Board of Directors, each of whom is a member of the Association, in residence in the community at least ten (10) months of the year and a resident of New York State. A Board member may not be employed full time in any capacity and may not hold any office, title or position outside the community that may constitute a conflict of interest with their duties as a member of the Board of Directors. The Board also appoints several Committees and employs Administrative and Maintenance personnel to assist in that effort. Board and Committee members serve as uncompensated volunteers for the benefit of the community. The Board of Directors serve without pay and are elected by the residents of the community. The Board of Directors consists of seven (7) members. The Officers are the President, Vice President and Secretary and the term of office is three years. A list of the current Board of Directors is located under General Information found in the back of this manual.

The Board of Directors exercises all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of the Association property. Board meetings are held on the second and fourth Tuesday of each month in the boardroom at the Administration Office. A resident wishing to address a matter with the Board must submit an appointment request in writing to the Secretary of the Board, via the Administration Office, stating the matter to be addressed and the reason for the request.

Upon receipt of a request the Board will confer and choose either respond to the resident in writing, designate a Board member to contact the resident to discuss and gather more information, or add the matter and the resident to the agenda for the next available Board meeting to address the matter with the full Board.

Anonymous or unsigned letters will not be reviewed. Except as provided above, and following designation by the entire Board, individual Board members cannot formally meet with residents, nor can they respond to a request for a meeting with the Board.

The President of the Board may appoint individual directors to serve as a liaison person to committees servicing the association.

See Appendix C for a complete listing of all directors and their responsibilities.

BUS SERVICE

A private bus service is provided to enable our residents to go to the bank, library, and shopping. The bus stops are located throughout the community and designated stops are posted on the bus map included in the General Information section of this manual. The days and areas of service are posted on the In-House TV - Channel 591, on a daily basis and also provided on the monthly calendar.

See Appendix D for a map of all bus stops.

CABLE SERVICE

The carrier for Leisure Knoll Cablevision is Optimum Online Cable. The Basic Value Package is included as part of your maintenance fee. It is your responsibility as a homeowner to notify Cablevision that you are a resident of Leisure Knoll. If you wish to order phone, computer, and TV service as part of the triple play offered by Cablevision, you must arrange it by emailing Cablevision at **Danielle.Robles@AlticeUSA.com**. When you receive your bill from Cablevision, please make sure that you are credited for the basic value package. Any problems with billing are the responsibility of the homeowner. Leisure Knoll offers all residents an in-house channel, located on channel 591. For more information regarding channel 591 refer to the General Information Section of this manual

CLUBS

The Administration Office along with the Board of Directors and a community volunteer coordinate and schedules the social and recreational activities in the community. They ensure all events follow the facilities guidelines regarding the use of recreational facilities and assist new clubs to organize and operate.

COMMITTEES

As provided in Article VIII of the Declaration of Covenants, Restrictions, Easements, Charges and Liens, there shall be the following standing committees:

Architectural Committee

This committee administers the Architectural Control established in the Offering Plan. They alert the Board regarding resident violations, monitor the buildings and grounds and process resident applications for external changes or improvements (including landscaping) relating to the homeowner's property. This committee meets twice a month at the Craft Center to assist residents with the processing form, answering questions, and issuing permits for work to be performed. Any resident wishing to perform exterior maintenance, repair or modification to their home or property must apply for an Architectural Permit. An architectural application, including detailed plans and specifications for any exterior changes is **mandatory**.

Block Captains

The Block Captains are a network of volunteers who distribute the publications, calendars, updated material and information from the Board of Directors on a monthly basis. They also provide personal observations and residents problems and questions that affect the community. Clubs and committees operate within the guidelines of the Board approved charters. Residents are urged to participate in the affairs of the community and should communicate their interest to the Chairpersons listed in the organization chart found in the General Information Section of this handbook.

Budget Committee

This committee meets quarterly to track, review and analyze actual vs. monthly expenses, review accuracy of reserve accounts, review and analyze contracts, obtain and review financial statements from clubs and income generating activities. They also draft an annual budget for the upcoming year to be approved by the Board of Directors.

Election Committee

Oversees the annual election of the Board of Directors held in the Recreation Center. See **Appendix A** for complete information for election procedures and rules.

Welcome Committee

Visits new residents to provide community information and answer any questions they might have.

COMMUNITY FACILITIES

All residents in **good standing** are encouraged to use the facilities in both the Craft Center and Recreation Building. Smoking is prohibited in the Club House and the Crafts Center. All owners and occupants and their guests shall comply with the posted hours of operation of all community buildings and facilities.

CONDUCT / HARASSMENT

When present in the Recreation Center, Craft Center, Administration/Maintenance Office, or other Common Areas, no owner, occupant, or guest shall engage in any form of conduct that annoys, harasses, disrupts or otherwise adversely affects the enjoyment of those facilities and common areas by other owners, tenants or guests. In addition, no owner, occupant, or guest shall engage in any form of conduct that annoys, harasses, disrupts or otherwise adversely interferes with Association employees, staff, and volunteers. Such impermissible conduct includes, but is not limited to, attempting to harass, stalk, abuse, yell at, or annoy any other owners, tenants, guests, and Association employees, staff, or volunteers.

In addition to other remedies that are available to the Association to enforce its rules and regulations, if an individual violates this specific rule and regulation, such individual will be notified in writing of such violation from the Board of Directors, which shall specify the penalty that will be imposed. Penalties can include fines and/or prohibition from entering or using the Recreation Center, Craft Center, and/or Administration/Maintenance Office. Increased penalties can be imposed for multiple infractions of this rule and regulation. If the person receiving the notice wishes to contest the allegation and/or penalty, that person shall, within three (3) days of receipt of the notice, submit to the Board a written request to be heard. A meeting shall then be arranged with at least two (2) members of the Board of Directors who will determine whether there has been a violation, and if so, what penalty is appropriate.

CRAFT CENTER

Card Rooms: Use of the rooms is available by filling out a Use of Facility Form. The lobby area is considered card room 1. Card rooms 2 and 3 are the large open rooms off the hall, separated by a dividing wall. Poker tables are available for your use. Please check your monthly calendar for scheduled card games.

Art Room: Located across the hall from the card rooms and is locked except for club use.

Exercise Room: Use of the exercise room is at the resident's own risk. There are sign-in sheets available. Due to the limited space and equipment, we ask that residents limit their use of the equipment to one-hour sessions. Guests **may not** use the exercise room, which is restricted to residents only.

RECREATION BUILDING

The Recreation Center is available for rent by association residents for private parties with non-resident guests. Use of the kitchen is available. The resident must fill out a Use of Facilities form and submit it for approval. These forms can be obtained at the Administration Office. The calendar must be clear for the date requested and the application must conform to the requirements. The rental fee is \$ 500.00 and a security deposit of \$500.00 is required at the time of booking. Rentals are subject to Board approval. The resident will be held accountable for any damage to community property during the rental period.

Billiard Room: Open to all residents. A key will be given to all new residents for the Billiard Room Closet. This enables residents to access the pool cue sticks and billiard balls. In this closet there is another key which will enable residents to have access to the outdoor activities as well. We ask that upon the sale of your home, you return this key to the Administration Office.

1. After use, tables are to be brushed clean. Pool balls to be put back in case and locked up in closet. Tables to be covered, lights over table to be turned off and cue sticks are to be returned to rack. Last person to leave has to turn off fans and overhead lights.
2. Damaging equipment will not be tolerated, such as slamming cue sticks against the table or other actions.
3. If an incident should occur due to uncontrolled behavior, the resident involved will not be permitted to use the facility.
4. A warning letter will be issued if the rules are not followed, with exception to rule Number 4. **THIS RULE WILL BE STRICTLY ENFORCED.**
5. If after receipt of an imposed warning letter, the abuse of rules continues, a fine will be issued and the recipient will be prohibited from using any of the facilities until the fine is paid.

Bulletin Boards (Rec Center and Craft Center): The Board or any designated volunteer must first approve any item to be posted:

- Posting of religious, school or library announcements, if they are free, may be posted as long as they may be of interest to the community. These postings cannot interfere with activities that may be scheduled within the community,
- Bulletin postings for LKA clubs are to pertain to specific activities for those clubs.
- LKA does not endorse any posted programs.
- Any item that is posted is at the sole discretion of the Board of Directors.
- All postings are to be removed after six weeks unless permission is granted for a longer period.

Kitchen: The kitchen area is for the use of the residents. We ask that you respect other people's property and clean up the area after use.

Library: The library is open to all residents. Feel free to browse through the numerous books available or maybe just sit for some quiet time and check out the reading material. There are also tapes available for your use. We ask that you remember to return borrowed items.

Suggestion Box: Located on the wall in the Recreation Center is a suggestion box. Residents are encouraged to place suggestions or concerns they may have in the box and a response will be given by the Board of Directors in a timely fashion. All correspondence must have a signature so that we know who to send a response to.

Hall Rentals: Occupants of units may have the use of the Recreation Hall and/or associated facilities for private parties or for meetings of groups that have membership requirements, by making arrangements with the administrative office. It should be understood that such use is subject to rules and regulations established by the Directors and may require approval of the Board. Hall rentals are subject to a fee. Please ask the office staff for pricing.

OUTSIDE COMMUNITY FACILITIES

Horseshoes: There is a horseshoe court and equipment available for use by the residents. The key is available in the Billiard Room Closet.

Seasonal Swimming Pool: Residents enjoy use of a heated, saltwater pool equipped with tables, chairs and umbrellas. The pool is maintained by a private pool company and registered with the Town of Brookhaven. A lifeguard is provided during the daytime swim hours. The pool is open from Memorial Day to Labor Day with extended hours during July and August. Check your Director Intercoms and calendars for hours and regulations. Upon registration, all new homeowners will receive resident passes and guest passes. These passes are for the pool only. You must show these passes to enter pool area. All residents **must** accompany guests at pool.

Shuffleboard and Bocce Courts: These courts and equipment are located behind the Craft Center and are available for resident use during the day. Please check Director Intercoms and calendars for specifics on clubs, functions and tournaments throughout the summer months. The key is available in the Billiard Room Closet.

Tennis Courts: Regulation tennis courts are located outside and to the right of the Recreation Center. The courts are open for use by residents only. Please join the Tennis Club. New residents are always welcome.

- Must wear tennis shoes or comparable sneakers
- Return tennis balls when finished
- All guests must be accompanied with a resident
- If using the automatic ball pitcher, you must have two people present. One hitting and one feeding.
- Tennis club members have first use of the court during designated hours.
- Anyone misusing the courts will receive a warning letter and a possible fine if the warning letter is not adhered to.

DRIVEWAY REPLACEMENT

The LKA budget allocates for approximately 24-26 driveway replacements per year.

1. Homeowners are to call the Administration Office to be added to the driveway list.
2. All driveway requests are filed by the date of request.
3. An inspection by the maintenance supervisor is made to determine the condition of the driveway in mid to late summer.
4. In late summer / early fall, the 24-26 homeowners on the approved list for replacement in that year will be notified of the cost of the new driveway. The Association pays for half the cost of the driveway with the homeowner.
5. Checks for payment of the driveway must be issued to Leisure Knoll Association, Inc. and submitted to our Administration Office before the work is started.

Due to increased interest by some residents, the Board of Directors has decided that any homeowner who is not on this year's list, and does not want to wait until the following year, may also have the driveway replaced under the following conditions:

1. The homeowner must use the Leisure Knoll Association contractor.
2. The homeowner must pay the full cost of the new driveway.
3. The check is made payable to Leisure Knoll Association, Inc.
4. The homeowner agrees to no reimbursement for half the cost of the driveway and signs an affidavit indicating this.

Written bids with detailed specifications will be obtained and the most reliable company will be awarded the contract. There will be on-site supervision to make certain that all written specifications are followed. The Association will pay the contractor the full amount only after satisfactory completion of the new driveway.

DRIVING WITHIN THE COMMUNITY

The Association relies on residents to observe the 20 MPH speed limit as a matter of example, courtesy and safety. Residents should remind their guests, household help and others of this speed limit. STOP SIGNS and SPEED BUMPS/HUMPS were placed throughout the community for the safety of the residents. Observing speed limits and STOP SIGNS are an important safety factor. Maintenance and contractor crews operating machinery often cannot hear approaching vehicles, nor can some residents who have impaired hearing. Drive responsibly!

ELECTIONS

Elections for open seats on the Board of Directors are held annually. **See Appendix A for complete election procedures and rules.**

EMERGENCY INFORMATION

In case of an emergency for medical, police or fire, FIRST please call 911, not the Administration Office. There is an optional medical form available for use by residents who live alone or might be alone for a certain period of time or might be unable to communicate if the need arises. This form should be affixed to your refrigerator and available to police in the event of an emergency. This form is located in the back folder of this handbook.

Please remember these are private homes and as such we are unable to enter the home and offer assistance. If possible, try to give a key to a neighbor who you trust to come into your home in an emergency. Please refer to the General Information Section for healthcare facilities in the area.

FINANCIALS

LKA Resident Handbook

All residents receive an LKA Handbook upon registration. This handbook must be returned to the Administration Office when the home is sold. The office updates the book and upon registration of new owners, it is transferred to that property. For a replacement handbook or failure to return once the home is for sale, homeowners will incur a fee of \$100.00.

Declaration of Covenants, Restrictions, Easements, Charge and Liens & By-Laws

Extra copies of the above are available for a fee of \$25.00 at the Administration Office or free on-line at leisureknoll.org.

Delinquency

Any homeowner who is delinquent in Common Charges, assessments or fines will be considered **a member not in good standing** and will be denied the use of facilities and will not be entitled to vote.

Financial Report

An Annual Audited Financial Report of the association must be distributed to all homeowners.

Penalty Fee

A penalty charge of \$25.00 will be made each month when a homeowner fails to pay his /her Common Charges or assessment fees within ten (10) days after the due date.

A charge of \$25.00 will be made for Common Charge and/or other checks returned "insufficient funds", "closed accounts" and so forth.

Pool Passes

There will be a fee of \$30.00 for a set of replacement pool passes (2 homeowner, 4 guests). A fee of \$5.00 will be collected for an individual pool pass.

Property Survey

Surveys are available for a fee of \$25.00.

Registration Fee

A fee of \$350.00 is required at the time of registration.

Repairs

Any landscaping or cosmetic repairs to a home neglected by the homeowner will be repaired by Leisure Knoll Association and the homeowner will be assessed the cost of repair.

Rental Fee

All homeowners who rent their home are required to pay a **\$1,000.00** administrative fee and a **\$300.00** administrative fee every year thereafter. Any change in tenants will result in the owner paying a new \$1,000.00 administrative fee (plus \$300.00/year thereafter).

FORMS

COPIES OF ALL FORMS CAN BE FOUND IN APPENDIX E

Automatic Withdrawal for Monthly Maintenance Payments

Forms to have the monthly maintenance payments taken out automatically are available at the Administration Office.

Birthday & Anniversary Dates

This is optional. Residents can post their birthdays and anniversaries in our bi-monthly Gazebo Newsletter. Forms are available in the Administration Office.

Emergency Information Form

For residents who live alone and wish to leave medical information available on their refrigerator door for first responders in the event of an emergency.

Medical Priority Snow Removal

Prior to the snow season, residents are encouraged to fill out a medical form to ensure that their driveways are cleared for medical reasons such as **scheduled chemotherapy, radiation, and dialysis treatments**. This form is **NOT** to be used for routine doctor appointments.

Next of Kin Cards

All residents are asked to fill out a "Next of Kin" card that is stored in the office in the event of an emergency. A second copy of this card is retained by a volunteer resident in the community, in the event of an emergency when the office is closed. We urge all residents to update this information on a regular basis.

Registration Form

All new homeowners are asked to contact the Administration Office to set up an appointment to register their residency. At that time, a registration form will be completed and kept on file at the Administration Office.

Resident Information Form

All new residents are asked to fill out an information form when registering. If you do not have one on file at the Administration Office, please come down and fill one out.

Winter Address

This is filled out by "Snowbirds" prior to leaving for warmer climates to receive the Gazebo Newsletter and to keep on file at the Administration Office.

GARBAGE REMOVAL

As a private community, LKA contracts a private carting company for trash removal, and accordingly the Town of Brookhaven trash schedule does not apply. The contractor's name and phone number are provided on the monthly calendar. The Leisure Knoll pick-up schedule is published both on the in-house channel and on the monthly calendar.

Trash cans must be placed curbside the night before a scheduled pick-up. All cans must have fully closed lids. Any garbage that does not fit in a trash can with sufficient room to secure the lid, or which the resident wishes to place curbside without a can must be placed in heavy duty contractor or commercial bags (minimum 3 MIL). At no time may any refuse be placed curbside in a kitchen/paper/shopping bag, unless such bag is in a fully closed trash can.

All cans must be removed from the curbside by the end of the trash collection day. No trash cans may be stored outside at any time.

Bulk pickup is available from our contractor on Fridays only. A bulk pickup request should be scheduled with the contractor in advance. Bulk items should not be put at the curb until the day before the scheduled pickup. In the event a bulk item is not picked up by the contractor, for some reason, it must be removed from the curb and stored elsewhere until the next available bulk pick up day.

Violations of these rules will be subject to fines.

One day a week we also have a scheduled recycle day, which is also published in the above reference calendar. We alternate each week between recyclable items and newspapers. All recyclable items, i.e., empty aluminum, tin, steel cans, empty plastic bottles and jugs, (#1, #2 & #5) must be placed in a suitable container with a lid. Recyclable stickers that go onto containers can be obtained at the Administration Office. Clean recyclable newspapers, magazines, catalogs, cardboard, etc. must be securely tied or packaged in paper bags to prevent them from coming apart and being blown away. Newspapers and/or plastic recyclable placed in plastic bags will not be picked up. All containers, and any recyclable items the carrier refuses or fails to pick up, must be removed from the curb by the end of the scheduled pickup day. Please note, glass is no longer accepted with roadside recyclables. You may either dispose of glass with your regular household garbage, or you can drop glass off, free of charge, at one of the Town's satellite locations.

GUESTS

Guests, including children, must be accompanied by their resident host when using recreational facilities. Children are not permitted in the Billiard Room. Guests may stay with residents for up to three months. When guests are using the swimming pool they must also be accompanied by their host and must have pool passes.

HOMEOWNER INQUIRES

Homeowner inquiries or complaints must be reported to the Administration Office located at 710 Whiskey Road. Office hours are Monday through Friday (excluding posted holidays) from 8:30 am to 4:30 pm. Telephone 744-6000 - Fax 744-9791

Verbal requests or complaints to the field maintenance staff will not be honored.

HOMEOWNER RESPONSIBILITIES

In order to preserve the character of Leisure Knoll, as a Planned Adult Community, and Article II of the Declaration of Covenants, occupancy of all units shall be restricted to persons 55 years or older. A child or grandchild residing with a permissible occupant must be the age of 19 years or older. Full-time occupancy shall be limited to three occupants per unit.

Homeowners agree to be bound by the Declaration of Covenants, Restrictions, Easements, Charges and Liens, By-Laws, and Rules and Regulations as outlined in this handbook, including Schedule B - House Rules and Regulations, which shall be strictly enforced.

Owners are responsible for their tenants. In the event a unit is rented, the homeowner must supply Leisure Knoll board of Directors with a copy of the Town of Brookhaven's Rental Permit and a copy of a fully executed Lease Agreement between the homeowner and their tenant. An annual administration fee is required upon registration as well as homeowner/tenant agreement forms.

Owners shall not use their unit or any common area in a manner which would be duly disturbing or a nuisance to others or occupants or in such a manner as would be injurious to the health, safety, and comfort of the Leisure Knoll Community.

No garments, rugs, blankets, or other articles or things shall be hung from windows or balconies or from the facades of any building or displayed in any way on any property.

No rugs or other things shall be dusted, beaten, or cleaned from windows or balconies or against any exterior portion of said buildings.

No furniture, packages or other things of any kind shall be placed or permitted to remain in or on any stairways, walkways, or in any other portion of the common areas, except as expressly authorized by the Board of Directors.

INSURANCE

It is the responsibility of the homeowner to ensure their homes have the proper homeowner insurance. The Association has a blanket policy for all common areas and buildings.

LANDSCAPING

Lawns are mowed weekly, subject to weather conditions, and fertilizers, pre-emergence treatment and fungicides are applied on a seasonal schedule. Twice a year, in the fall and in the spring, the landscapers do a leaf cleanup throughout the community. This includes the 3 to 5 feet area around residents' homes. Tree trimming on common areas is the responsibility of the Association. Residents requiring personal removal or replacement of private trees must contact the Architectural Committee for approval. A list of approved replacement trees is included on page 15 under the section of Architectural Guidelines of this manual. Any planting on common ground is subject to a monetary fine.

Routine lawn maintenance is to be done during the normal growing season and will include mowing or cutting grass as is necessary and weather permitting, weeding, or cultivating of planting beds in the community recreational area only. It shall be the responsibility of the owners to water the lawn in the front, back and side yard areas, including the areas designated as common ground adjacent to their property.

No owner or occupant of a unit shall plant or maintain any trees, shrubs, bushes, plants or otherwise landscape any portion of his lot, other than a foundation planting, or that designated as common area, without the written approval of the Architectural Committee

MAILBOXES

Attractive and serviceable mailboxes are available for a minimal cost supplied by Leisure Knoll. Maintenance will supply numbers when installed. In the event your mailbox is down or destroyed, please contact the Administration Office for a replacement. Handicapped persons wishing delivery of mail up to the house must present post office authorization. Upon approval by the post office and purchase of a house mailbox, the Administration Office will be happy to assist in the installation if required.

MAINTENANCE

The association is responsible for all common ground, facilities, lawns, sidewalks, roads, trees, routine repairs, drainage, recreational facilities, etc. Any work that needs to be taken care of; we ask that you contact the Administration Office. Your request will be put on a work order and taken care of in a timely fashion.

MONTHLY MAINTENANCE

The monthly maintenance fee payable by the Homeowner covers the cost of fulfilling the responsibilities of the Association as outlined in Schedule A of the Rules and Regulations. It covers contracted services, security, streetlights, family cablevision, refuse and recyclable collection, common owned property taxes and insurance, professional expenses, bus service, landscaping, snow removal, administrative and outside maintenance service of the facilities. In addition, monthly deposits are made into the reserve funds to provide for future projects for the community. Upon registration, homeowners will receive a monthly coupon book for maintenance payments. We ask that you mail the coupon along with your payment to the address given in the booklet. Envelopes are included. The Administration Office does not take monthly maintenance payments. Also, for your convenience, homeowners have the option of having the monthly maintenance automatically withdrawn from their account. These forms may be obtained at the Administration Office

NOISE

Owners and occupants of units shall exercise extreme care to avoid making or permitting to be made, loud or objectionable noises, and in using or playing or permitting to be used, or played, musical instruments, radios, phonographs, television sets, amplifiers, and any other instrument or device in such manner as may disturb or tend to disturb owners, tenants, or other occupants of units.

PARKING

Homes: Parking in a home's driveway or garage or on the roadway directly in front of a home is limited to the residents of that home and their guests.

No Parking/Fire Zones: Please observe the No Parking Fire Zone areas and keep the handicapped parking spots available for those who need them.

Road Work: In the event of road work, no vehicles may be parked in the roadway. Notices of any road work that requires vehicles to be removed from the roadway will be posted on the in-house TV channel, community newsletter and flyers will be placed on all vehicles.

Vehicles parked in violation of the above rules are subject to fines and/or towing at the vehicle owner's expense.

Boats and other Prohibited Vehicles: Parking/storing of boats, recreational vehicles, trailers, or vehicles with commercial plates are prohibited in all areas of Leisure Knoll. Violations will be subject to fines, legal action to abate the violation, and/or removal of the offending boat or vehicle at the owner's expense.

Snow Removal and Emergencies: The roads must be free of all vehicles during the snow removal process; you may park your vehicle in the Recreational Center lot during this process.

In the event of an impending storm, a Leisure Knoll administrator will notify the community via a robocall of the time by which vehicles must be removed from the roadways. Vehicles remaining on the roadways after the notified date and time will be subject to fines and/or towing at the owner's expense. In the event a storm strikes without prior notice, or the administrator is unable to notify the community via robocall, all vehicles must be removed from the roadways before the commencement of snow plowing activities. Vehicles remaining in the roadway after the commencement of snow plowing activities will be subject to fines and/or towing at the owner's expense. While the administrator will make every effort to keep residents apprised of impending storms and snowplow operations, each resident remains individually responsible to monitor the weather and remove their vehicle from the roadways at or before the appropriate time.

If for any reason a State of Emergency is declared by the Federal, State or Local government, all vehicles must be immediately removed from the roadways. Failure to comply with removal will subject the vehicle to towing at the owner's expense.

Abandoned/Neglected Vehicles: All vehicles parked on the roadway or in driveways shall have license plates and a current registration displayed. Absence of either, or flat tires, broken windows, or said vehicle remaining in place without moving for seven (7) consecutive days shall be presumptive evidence that such vehicle is "abandoned or neglected." Any "abandoned or neglected" vehicle is subject to being towed at the owner's expense provided notice is placed on the windshield by Leisure Knoll and seventy-two (72) hours have passed since the placement of such notice and the vehicle has not either moved, or a call has been made to the administration office to provide a reasonable excuse for why such vehicle and has received the consent of the Board to extend the time in which the vehicle shall be moved. In the event the vehicle is registered with the Leisure Knoll office and a Leisure Knoll bar code is visible, the office will also provide written notice to the last known address on file and the vehicle will be subject to towing at the owner's expense if the vehicle has not moved or consent has been given by the Board to extend the time to remove the vehicle within four (4) business days of the mailing of such written notice.

PETS

1. Only traditional household pets like dogs, cats, birds, and fish are permitted.
2. No animal shall be kept or bred for commercial purposes.
3. The total number of dogs, cats and their offspring per residence is limited to 1.
4. All pets shall be registered and inoculated as required by local law.
5. No pets are permitted to run at large. All pets must be kept restrained or on a leash at all times when on the grounds. They must be curbed, and the droppings picked up, carefully wrapped, and deposited only in the owner's garbage can. Under no circumstances are pets to be taken into the recreational areas. All pets must be kept off sidewalks, lawns, and common property.
6. All damage created by a pet is the sole responsibility of the pet owner or the property owner if the pet owner is a renter. Damage to Association property will be repaired by the Association and reasonable repair costs billed to the property owner.
7. Pet owners shall clean up after pets properly. If necessary, reasonable cleanup costs plus a \$100.00 fine for each occurrence will be charged to the pet owner or the property owner if the pet owner is a renter.
8. Any pets causing or creating a nuisance, unreasonable disturbance, or noise, will result in the homeowner receiving notification of a violation.

Complaint Procedure. If a pet is being offensive, the offended party should first talk with the pet owner and request correction. If the offense continues, written details along with photos should be submitted to the Administration Office explaining the offense, time, place, pet description, pet owner's name, address, etc.

Fine Provision. Pet owners or the unit owner if the pet owner is a renter are subject to a fine of \$100.00 for each violation of this policy by their pet and an additional \$100.00 per month until remedied.

Right of Appeal. Appeals must be received in writing by the Board of Directors within 30 days of receipt of the initial fine. If the pet in question belongs to a renter, the appeal must be made by the property owner or the property owner's management agent. Once an appeal is received, the Board will schedule a meeting as soon as possible. No further fining will take place pending the outcome of the appeal. The Board's decision on the appeal is final. If the appeal is rejected, fines and other provisions become effective three days following written notification to the property owner.

Collection Provision. All fines, costs, and expenses necessary to enforce this resolution will be levied against the property owner and shall be an assessment against the owner's property and subject to all lien and collection powers of the Association.

RENTING YOUR HOME

Rules for Renting your home in Leisure Knoll:

ALL OWNERS MUST INFORM LKA OF THEIR INTENT TO RENT THEIR HOME.

ALL OWNERS MUST FIRST FILE AN APPLICATION TO RENT THEIR HOME WITH THE TOWN OF BROOKHAVEN. Forms may be obtained from the Department of Buildings at 1 Independence Hill, Farmingville, NY, 631-451-6333. The Town will provide a Temporary (90-day) Rental Permit, which you must provide to LKA at the time you apply to rent your home.

Once the Town replaces the Temporary Permit with an approved Rental Permit, the Owner must provide the approved Permit to LKA along with a copy of the Lease agreement. No tenant may take possession of the rental property until the Permit and Lease have been accepted by LKA.

If Owner does not provide LKA with a valid Town of Brookhaven Rental Permit before the Temporary Rental Permit expires, the Lease shall be void and tenant must vacate. The Lease must include language stating same or the Owner will not be permitted to rent their home.

- Owner to provide proof of application for renewing their Town of Brookhaven Rental Permit at least 90 days prior to its expiration date; Owner must provide LKA with a copy of renewed Rental Permit upon receipt.

There can be no Lease that extends beyond the expiration date of the Rental Permit, or, if the Rental Permit has not yet been issued, fifteen months from the issuance of the Temporary Rental Permit. LKA may approve an extension if there is a valid application in the process for renewing the Town of Brookhaven Rental Permit.

At the expiration of any said Lease, Owner/Landlord will inform the Administration Office in writing as to their intent to re-lease, occupy, sell, or keep home unoccupied. The owner must provide a copy of a renewed Lease to LKA each time that lease is renewed.

The owners are responsible for a non-refundable Administrative Fee of \$1,000.00 payable to Leisure Knoll Association for each new tenant that is taking possession of the rental property. Owners are responsible for an additional administrative fee of \$300.00/year for every year that same tenant resides in the home. Any change in tenants will result in the Owner paying a new \$1000.00 Administrative Fee (plus \$300.00/year thereafter). Please note, any new owner who wishes to rent their property must also pay the initial \$350.00 homeowner registration fee that all new homeowners are required to pay.

Owner must inform the Tenants about the Leisure Knoll rules & regulations (supply them with a copy of the LKA Handbook). Owner must have Tenant sign a form, to be provided by LKA, acknowledge receipt of the LKA Handbook and that they understand they are subject to the rules and regulations contained therein.

All Tenants/Owners must provide, with the Lease, a Resident Information form designating who the Tenant(s) is(are), who else is to be residing at the home, and a list of all motor vehicles (with License Plate Numbers) that will be used by the Tenants. There shall be no more than three (3) tenants, and at least one of the tenants residing at the dwelling must meet the 55-year-old minimum age requirement. Any additional residents must meet the age and occupancy restrictions set forth in the LKA Handbook and Declaration of Covenants, Restrictions, Easements, Charges & Liens, By-Laws, and Rules and Regulations. Each of the residents must supply proof of age.

Leisure Knoll Association will set up an orientation meeting with the tenants to obtain personal information, provide an overview of the rules and regulations of the community and issue gate entry tags.

Any homeowner renting his home may not use any Leisure Knoll Association facilities during the time the home is rented but retains their right to attend any homeowners' meetings and vote in same, unless the homeowner gives their proxy to the tenant, or a third party.

Architectural Committee permits will only be issued to homeowners. Tenants are not permitted to make any exterior changes to the dwelling.

Additional rules for Tenants:

- Tenants must attend an orientation with the Leisure Knoll office staff.
- Tenants are not permitted in the community until the effective date of their lease.
- Tenants will be required to fill out a renter's registration form.
- Tenants and their guests must abide by the same rules, regulations, By-Laws, and restrictions as homeowners.

Tenants must understand problems concerning the dwelling, repairs, and rental issues must be handled exclusively with the landlord.

Failure to comply with any of the above rules and regulations will result in a \$300.00 fine (per violation) charged to the homeowner. Each week's continued violation shall constitute a separate additional violation. In the event an Owner is subject to a fine for failure to pay the rental fee to LKA, the rental fee shall be added to the initial week's fine, but shall not continue to accrue unless, during that same time, there is a change in Tenants.

RESIDENT REGISTRATION

Within ten (10) days of residency, new residents and renters must register with the Association in the Administration Office. New residents and renters will be required to present proof of their date of birth. Failure to comply with this rule will result in a two hundred and fifty dollar (\$250.00) fine. In the event a renter violates this or any rule in the LKA Handbook the owner will incur the fine. The owner will be held responsible for the renter observing the rules of the LKA Handbook.

SEWERS

Sewers are the responsibility of the Homeowners. In the event of sewer service disruption, blockage, overflow, or backup please contact DPW Sanitation Operations & Maintenance for a service person to respond to the situation. They will ascertain the reasons and responsibility for remedying the problem. The 24-hour Emergency Response number is 631-852-4109.

SIGNS

1. No owner of a unit or lot shall post or permit to be posted, a sign of any kind to public view except the following:
 - A. Family name of resident or residents of not more than two hundred forty square inches. No such sign shall be illuminated except by a non-flashing white light emanating from within or on the sign itself and shielded from direct view.
 - B. In the event of a resale, a "For Sale" sign of similar size may be displayed in a front window or door, or on the garage of the unit.
 - C. No Realtor's signs shall be permitted.

TEMPORARY HIRING OF RESIDENTS

Any resident offering his or her time and/or talent for the benefit of the community shall not receive any monetary compensation from the Board of Directors. Clubs and/or committees may hire entertainers from within the community

TREES

No homeowner or occupant shall plant any trees, bushes, shrubs or other plantings, or authorize the same to be done, on any portion of his Lot designed as common area. (See Article IX - Use of Property, Section 13).

UTILITIES

The homeowner is responsible for all utilities except basic family cablevision.

VEHICLE TAGS & CODES

The east gate (Kingston Drive) and the west gate (Sheffield Drive) will close between 11:00 pm and 5:00 am. All vehicles entering and exiting the community during those hours must do so through the west gate (Sheffield Drive) only. All emergency vehicles will be able to enter and exit the community through both gates. During the day – 5:00 am – 11:00 pm – the gates will remain open. Transparent windshield bar code tags will be affixed to your vehicle allowing you entrance into the community. Exiting the community requires no action on your part. Residents will be provided with up to two (2) tags which must be affixed by LKA maintenance. The windshield tag may not be removed; if it is, it becomes ineffective and will not permit entrance to the community. You will also be issued a personal 4-digit code. This will allow you to access through the entry gate (in addition to your vehicle tag), the LKA Rec Center, Craft Center and pool gate. You may also give this 4-digit code to relatives or friends in order that they may enter the gated community between 11:00 pm and 5:00 am.

VIOLATIONS/FINES

All homeowners and tenants shall comply with the Rules and Regulations of Leisure Knoll Association, Inc. Failure to comply therewith shall be grounds for monetary fines.

The Board of Directors may impose fines against homeowners for violations of the By-Laws and the Association's Rules and Regulations.

No owner or occupant or their guests shall interfere with contractors performing work or providing services for the Association within the community or engage in any form of conduct that interrupts, disrupts, or delays the contractor from performing its duties. Such conduct includes, but is not limited to, engaging in conversations with the contractor or its employees, attempting to direct or supervise the work, harassing workers or stalking the work site.

VOTING

General Elections: Residents of Leisure Knoll Association are registered in Election District Brookhaven #198. Voting machines are brought into the Recreation Center for the convenience of our residents. Anyone needing to register may do so in person at the Board of Elections in Yaphank or may mail in a registration form, which is available at various bank branches, the Ridge Post Office, or Longwood Library.

Resident Voting: In accordance with the Bylaws, member owners in "good standing" are entitled to vote on the affairs of the Association and in the election of the Board of Directors. Not more than one vote may be cast with respect to any home. When more than one person or entity holds an interest, the one vote shall be exercised as such persons mutually determine. Absentee ballots are available prior to election.

WORK ORDERS

Please call the Administration Office for routine maintenance work. If the Association is responsible, all requests will be completed in a timely manner.

APPENDIX A
ELECTION PROCEDURES AND RULES

1. Official ballots will be provided at the polling place in the Rec Building on the day of an election.
2. Each member in good standing shall be entitled to one vote per residence. Each eligible unit owner desiring to vote in person can come to the polling place between the hours of 9:00 am and 3:00 pm. Residents must go to sign in desk. Upon proper identification, that member will be given an official ballot to be marked appropriately according to members' preference and deposited in the ballot box.
3. Absentee ballots are to be filled out properly.
 - a. Official ballots must have box checked or crossed next to candidate any other markings will void ballots.
 - b. Ballot must be put into ballot envelope and sealed.
 - c. Ballot envelope must be put into addressed envelope, with **Attn: Election Committee** on it, sealed and must have a return address on envelope.
 - d. Envelope must be mailed or dropped off at Leisure Knoll Office in time for election. **If envelope has no return address, it will be considered null and void and must not be opened.**
4. The annual election shall be conducted by the L.K.A. Election Committee under the supervision of the Board of Directors of the Association. The voting list will be prepared in advance of the annual election and utilized for the purpose of distributing ballots and determining eligibility of candidates.
5. Ballots shall be tabulated by the Election Committee Chairperson with the assistance of the Election Committee. The Chairperson shall have complete control of carrying out procedures that are to be followed.
6. Secretary or appointed Director to be present. They are to assist the Chairperson if required.
7. No loitering will be allowed outside the polling area by association members.
8. No one will be allowed to cast a neighbor's vote.
9. Listing of candidates shall be as follows:
 - a. All incumbents shall be listed first in alphabetical order.
 - b. All other candidates by alphabetical order will be listed.
10. If a recount is required, only the accepted legal ballots will be in the recount, no other ballots will be used if not legal in original count.

All ballots are to be held in case of challenge for 30 days. Once a ballot has been declared invalid it will not be counted in a recount.

APPENDIX A
ELECTION PROCEDURES AND RULES (Cont'd)

11. Ballots that are mailed in or dropped off at the Main Office must be in time to be counted by the Election Committee no later than 1 pm on Election Day.
12. Any changes to Election Procedures and Rules that are requested must be given 90 days prior to Election Day and submitted to the Election Chairperson who will present the request to the Board of Directors. Board of Directors will have to approve 45 days prior to Election Day.
13. A form is needed when the final tally is accepted and must be signed off by Election Committee and witnesses.
14. Candidates may have one representative to witness counting of votes.
15. In case of a tie a new election will be held for the candidates that have tied only.

APPENDIX A (Cont'd)
NOTICE OF ANNUAL ELECTION OF THE
LEISURE KNOLL ASSOCIATION, INC.
TO BE HELD ON TUESDAY, SEPTEMBER __, 20__

TO: All Members of Leisure Knoll Association
FROM: The Board of Directors

Notice is hereby given that the Annual Election of Leisure Knoll Association will be held on Tuesday, September 7, 2010, in the Craft Center, Leisure Knoll, Ridge, N.Y. The polls will be open from 9:00 am to 3:00 pm.

A description of the Directorships open to election, the nomination procedure, and the rules governing the election are set forth below.

All members are urged to read this notice carefully in its entirety.

A. Directorships Open to Election

This year Election will be held for two (2) - three (3) year terms.

Therefore, there are two (2) openings for the Board of Directors.

Sample

**B. Nomination Procedures - Article V
Section 4**

1. Director Martha Stewart in accordance with the prescribed procedure for nomination of an incumbent Director addressed a letter to the Secretary of the Board stating their intention to seek re-election.
2. Oprah Winfrey and David Letterman have filed with the Board of Directors a written petition of nomination bearing the genuine signatures of not less than twenty-five (25) Leisure Knoll Association homeowners.
3. Resumes of the three (3) candidates are attached to this notice.

**C. Rules Governing the Annual Election -
Art. III, Sec. 2, 6-10 of the By-Laws**

The annual election will be conducted in accordance with the following procedures and all members of the Association are urged to familiarize themselves with the following rules, which will be strictly enforced.

1. **OFFICIAL BALLOTS WILL BE PROVIDED AT THE POLLING PLACE IN THE RECREATION BUILDING ON ELECTION DAY, TUESDAY, SEPTEMBER __, 20__.**

Each member in good standing shall be entitled to one vote per residence. Each eligible unit owner desiring to vote in person will come to the polling place between the hours of 9:00 am and 3:00 pm and go to the sign-in desk. Upon proper identification that member will be given an official ballot to be marked appropriately in accordance with that member's preference and then deposited in the ballot box at hand.

2. As stated on the Official Ballot and on the Proxy Form, the voter may cast one (1) vote for each of the two (2) vacancies. Cumulative voting is not permitted and will invalidate the ballot.

3. Article III, Section 8 of the By-Laws of the Association states "A member shall be deemed to be in good standing and entitled to vote at any annual meeting of the Association if, and only if, he shall have fully paid all assessments and fines made or levied against him and his unit by the Directors at least three (3) days prior to the date fixed for such meetings".

No member shall be permitted to vote in the event that he/she is in arrears in connection with any common charges, assessments or fines since the Association has sent out such delinquency notices in due course as the delinquency occurred. It is the responsibility of each member to make certain that he/she is current in his/her common charges. Under no circumstances will any member be permitted to vote at the annual election if the record of the Association indicates that he/she is in arrears in common charges. Members in good standing and entitled to vote shall be permitted one (1) ballot per unit.

4. The annual election shall be conducted by the L.K.A. Election Committee under the supervision of the Board of Directors of the Association. The voting list will be prepared in advance of the annual election and utilized for the purpose of distributing ballots and determining arrearages in common charges.
5. Ballots shall be tabulated by the Secretary of the Association with the assistance of the Election Committee. Each nominee shall be permitted to appoint one representative to be present at the tabulation of the ballots. No candidate shall be permitted to be present during the ballot tabulation.
6. Association members may not linger in the polling place after casting their ballots. The cooperation of every member is requested.

D. Instructions on Use of Proxy

Official Proxy form has been mailed to outside homeowners and Absentee residents.

1. In the event a unit owner is unable to go to the Polling Place in person but wishes to register a vote - he/she may do so by using the attached Proxy Form. If you are going to register a vote in person, an Official Ballot will be provided at the Polling Place on the day of Election.
2. **Instruction for mailing Proxy Form is as follows:**
 - **Insert completed Proxy Form in small envelope marked Ballot and seal it. Do not sign Ballot.**
 - Insert sealed Ballot envelope in the large envelope addressed to Leisure Knoll Association and mail it. You must put your name and return address **only** on the **outer envelope** addressed to Leisure Knoll. This helps to ensure only one Ballot per household. **Absence** of name and return address will **invalidate** your Proxy.

THE RESULTS OF THE ELECTION WILL BE ANNOUNCED AT THE ANNUAL MEETING OF LEISURE KNOLL ASSOCIATION, ON WEDNESDAY, SEPTEMBER __, 20__ AT 7:00 PM.

Enclosures:
List of Candidates
Proxy Form
Resume of Candidates

Secretary
Board of Directors

sample

APPENDIX A – ELECTION PROCEDURES & RULES (cont'd)

LEISURE KNOLL ASSOCIATION, INC.

SEPTEMBER 7, 2010

Sample
List of Candidates

for Director of Leisure Knoll Association, Inc.

Martha Stewart

Oprah Winfrey

David Letterman

Election will be held on Tuesday, September 7, 2010
at the Craft Center from 9:00 am to 3:00 pm

APPENDIX A – ELECTON PROCEDURES AND RULES (cont'd)

LEISURE KNOLL ASSOCIATION, INC.
SEPTEMBER 7, 2010

OFFICIAL PROXY FORM

For Election of Two (2) Directorships

I, as Unit Owner, cast my vote for two (2) Directors of Leisure Knoll Association As follows:

- Martha Stewart
- Oprah Winfrey
- David Letterman

sample

APPENDIX A – ELECTION PROECURES AND RULES (cont'd)

LEISURE KNOLL ASSOCIATION, INC.

MEET THE CANDIDATES NIGHT

Wednesday, September 1, 2010

7:00 PM - 8:30 PM

Sample

Residents will be allowed to bring prepared questions on index cards to Candidates Night. Cards will be collected at the door by members of the Election Committee and read by a moderator.

AGENDA

7:00 - 7:30 PM Each candidate will have up to three (3) minutes to present his platform.

7:30 - 8:00 pm Moderator will read questions from index cards - two (2) minutes response limit. Questions from index cards must be directed to all candidates.

8:00 - 8:30 pm Questions from audience can be directed to any or all candidate(s) - two (2) minute response limit.

CANDIDATES

Martha Stewart
Oprah Winfrey
David Letterman

APPENDIX B

THE APPLICATION OF THE ASSESSED PENALTIES FOR VIOLATIONS OF THE BLUE BOOK OF LEISURE KNOLL

In accordance with Article XI, Section 3, page 11 and Article IV, Section 8, page 18 of the Declarations of Covenants, Restrictions, Easements, Charges and Liens, By-Laws, Rules and Regulations the Board of Directors have approved the following procedures for assessing penalties for each **VIOLATION**, of the Covenants, Restrictions, Easements, Charges & Liens, By-Laws, Rules and Regulations.:

First violation of the Covenants, Restrictions, Easements, Charges & Liens, By-Laws, Rules and Regulations, a letter will be sent by registered or certified mail to the homeowner stating the violation.

Second occurrence of the same violation the homeowner will be assessed a penalty of \$100.00.

Each occurrence of the same violation thereafter the homeowner will be assessed a penalty at the next hundred-dollar amount.

Furthermore, if these violations are not corrected or assessed penalties are not paid within 30 days an additional assessment of \$100.00 will be added monthly to the original penalty until the assessment is paid.

The effect of non-payment of assessed penalties; the personal obligation of unit owner; the lien, remedies of association. If any assessment is not paid on the date when due (being the dates specified in Section 4 hereof), then such assessment shall be deemed delinquent and shall, together with such interest thereon and cost of collection thereof as are hereinafter provided, continue as a lien on the Lot, which shall bind such Lot in the hands of the then unit Owner, his heirs, devisees, personal representatives, successors and assigns.

If the assessment is not paid within thirty days after the delinquency date the Association may bring legal action against the then Unit Owner personally obligated to pay the same or may enforce the lien against the property and in the event of a judgement is obtained such judgement shall include interest on the assessment as above provided and a reasonable attorney's fee to be fixed by the court, together with the costs of the action.

The Architectural Guidelines are an enhancement of Article IX of the Covenants. Violation of the Architectural Guidelines will have a separate procedure for assessing penalties. These procedures supersede all other fine procedures.

The Board of Directors believes this action is necessary in order to ensure that this community retains its high quality of life and its real estate values. Every member should read and understand the Declaration of Covenants, Restrictions, Easements, Charges and Liens, By-Laws, Rules and Regulations, LKA Handbook and the Architectural Guidelines.

Thank you for your cooperation in this matter. Together we can keep this a great community.

APPENDIX B (cont'd)

LEISURE KNOLL ASSOCIATION, INC. VIOLATIONS AND ASSOCIATED FINES

VIOLATION	ASSOCIATED FINE
• Making improvements or changes to a resident home or lot without prior Approval from the Architectural Committee.	\$300.00
• Failure to use approved materials on the exterior of a resident home or deviation from material submitted to the Architectural Committee for approval.	\$300.00
• Violating interior work policy (See Architectural Guidelines for Exterior/Interior Work)	\$300.00
• Violation of Rental Policy	\$300.00
• Failure to register as a new resident	\$250.00
• Unauthorized use of common property	\$100.00
• Non-conforming trees, shrubs and foundations plantings. (See Architectural Guidelines & Guidelines for Exterior/Interior work)	\$100.00
• Keeping unauthorized, unlicensed, or commercial vehicles on a resident lot or on the Association streets or parking lots.	\$100.00
• Harboring or feeding stray, wild, undomesticated animals to the detriment of one's neighbors or failure to keep a pet under supervision thereby allowing soiling and damage to common property, neighbor properties, Association streets and parking lots.	\$100.00 + liable for property damage
• All other violations of the rules not listed above	\$100.00

APPENDIX C

LEISURE KNOLL ASSOCIATION

BOARD OF DIRECTORS AREAS OF RESPONSIBILITIES

2022 / 2023

Name & Position

President

Mary Calamia

Term Expiration 2023

Responsibilities

Personnel

Legal

Tri-Community Meeting

Special Assignment

Drainage

Future Plans

Insurance

Check Signatory

Backup Director:

Nick Scialo

Nick Scialo

Joan Haines

Board of Directors

Susan Ehmer

Board of Directors

Susan Ehmer

Vice President

Nick Scialo

Term Expiration 2025

Snow

Audio/Visual Equipment

Maintenance Personnel

Roads

Outdoor Recreation

LKA Community Clubs

Landscaping

Check Signatory

Dan Gorwitz

Mary Calamia

Mary Calamia

Anthony Macri

Joan Haines

Mary Calamia

Sue Ehmer & Maint.
Supervisor

Treasurer

Joan Haines

Term Expiration 2024

Budget & Finance

Contract Manager

Bus

Social Functions

Cablevision

Mary Calamia, Nick Scialo
Office

Dan Gorwitz

Edith Reinwald

Mary Calamia

**LEISURE KNOLL ASSOCIATION
BOARD OF DIRECTORS
AREAS OF RESPONSIBILITIES
CONTINUED
2022 / 2023**

<u>Director:</u>	<u>Responsibilities</u>	<u>Backup Director:</u>
<u>Secretary</u> Susan Ehmer Term Expiration 2025	Board Minutes Directors' Intercoms Community Newsletter Election Committee Gazebo News/Bulletin Boards Architectural Committee Liaison LKA Handbook Check Signatory	Office Office Office Office Office Anthony Macri Joan Haines
Dan Gorwitz Term Expiration 2024	Pool Buildings / Use of Facilities	Anthony Macri Nick Scialo
Anthony Macri Term Expiration 2025	Woodshop Street Lights Security / Gates Driveway Concrete	Dan Gorwitz Edith Reinwald Dan Gorwitz Nick Scialo Nick Scialo
Edith Reinwald Term Expiration 2023	Garbage	Sue Ehmer

NOTE:
RESIDENTS ARE ENCOURAGED TO CALL THE OFFICE AT 744-6000

APPENDIX D

LEISURE KNOLL BUS SCHEDULE Effective 2022

TUESDAY – PM BUS (EACH WEEK) 4 hrs.
TIME: 12:30 pm
DESTINATION: Yaphank & Middle Island
Walmart Yaphank, King Kullen Shopping Center,
Middle Island
RETURN TO LEISURE KNOLL: 4:30 pm

THURSDAY – AM BUS (EACH WEEK) 3 hrs.
TIME: 10:00 am
DESTINATION: Port Jeff Station
Shop Rite/TJ Max Shopping Center, Meat Farms
RETURN TO LEISURE KNOLL: 1:00 pm

FRIDAY – AM BUS (2ND FRIDAY ONLY) 3 hrs.
TIME: 11:30 am
DESTINATION: Lake Grove (Smith Haven Mall)
RETURN TO LEISURE KNOLL: 3:30 pm
ROTATE EVERY OTHER MONTH TO RIVERHEAD - Tanger Area, Christmas Tree Shop Area,
Costco, Marshalls/Home Goods

SEE LKA MONTHLY CALENDAR FOR FRIDAY SCHEDULE

* All times are subject to change

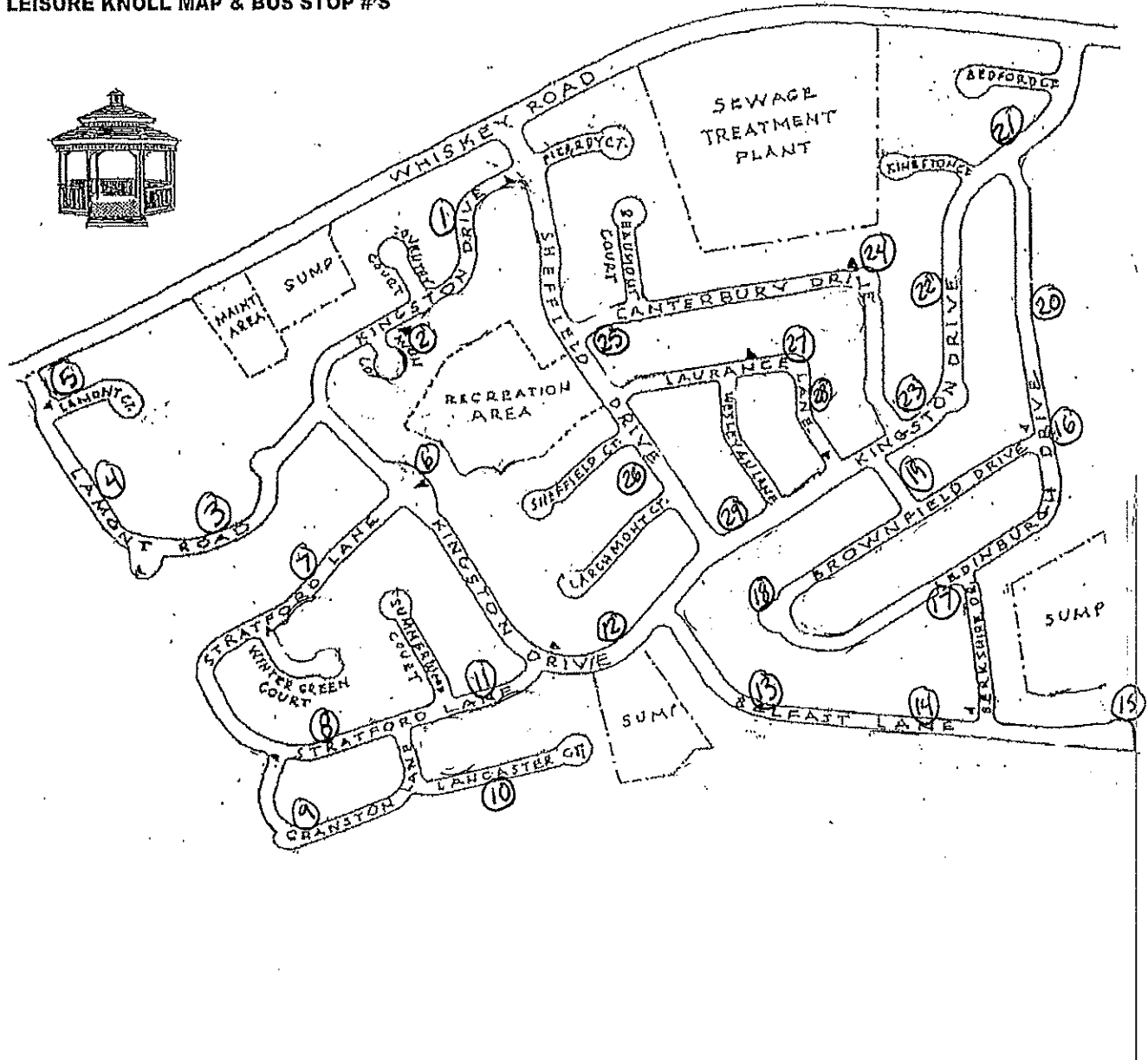
BUS REGULATIONS

- Residents will board bus only at designated stops nearest their home. If you require an aide, they will be allowed to board as well.
- Bus driver must drive to all bus stops on pick-up runs. On return runs, bus driver will stop at passenger's homes, **but only on the return trip.**
- First bus stops will be reversed every other week.
- No reserved seats, no standees.
- **There will be no bus run on Labor Day, Thanksgiving Day, Christmas Day and New Year's Day, Memorial Day, Independence Day. There will be no "Make-up" Bus for any of the above days.**
- If snow occurs and local schools are closed, the bus will not run. **Note: No make-up days for "snow" days.**
- No packages on seats, please

APPENDIX D STREET MAP OF THE COMMUNITY INDICATING BUS STOPS

Below is a street map of Leisure Knoll. All the circles found throughout the map are designated bus stops. Alternating weeks, the bus route begins either at Bus Stop # 1 or Bus Stop # 25 and follows through accordingly. Check your monthly calendar for this information. Please note that you must be at the bus stops at the start time. The bus does not go back into the community to pick up passengers that have missed the bus.

LEISURE KNOLL MAP & BUS STOP #'S



APPENDIX E FORMS

- (1) Resident Information Form
- (2) Registration Form
- (3) Tenant Registration Form
- (4) Tenant/Homeowner Agreement
- (5) Acknowledgement Form
- (6) Phone Directory Information
- (7) Emergency Medical Information
- (8) Application for Exterior Work Permit
- (9) Disclaimer Form (Exterior Work)

CONFIDENTIAL

LEISURE KNOLL ASSOCIATION, INC.

RESIDENT INFORMATION FORM 2022

Location of Premises: House Number _____ Street Name _____

Leisure Knoll's regulations restrict full-time occupancy to three members per household, one of whom must be at least 55 years of age. None may be under the age of 19 years. Temporary resident guests, of any age, shall not exceed three months' duration. Any qualifying resident guest whose stay exceeds three months should be listed on this form. If necessary, please use the other side of the form for comments.

Name of owners: _____

Full name of occupants: _____

Relationship to owner

Relationship to owner

Relationship to owner

Telephone Number _____ E-Mail _____

Is owner retired? _____ Occupation before retirement? _____

Snowbird Information: House is unoccupied from _____ to _____

If medical conditions require immediate snow removal of driveway, a Doctor's certification is required for chemo, dialysis, etc. and days for treatment.

Do you have an up-to-date next-of-kin card on file in the office? Yes _____ No _____

Does anyone residing in this house require any of the following?

Wheelchair _____ Dialysis Machine _____ Oxygen _____

Additional information you may wish us to know in an emergency? _____

Assisted living personnel: Live in Assistant _____ Temporary Assistant _____

Hobby and/or special skills any occupant may have? _____

The information provided herein is true and correct as of this date and I agree to notify Leisure Knoll management promptly of any change in the future.

Signature

Date

LEISURE KNOLL ASSOCIATION, INC.
REGISTRATION FORM
MONTHLY COMMON CHARGE \$325.00 PER MONTH

INFORMATION RECORD:

OWNER'S NAME(S) _____

OCCUPANTS NAME(S) _____

ADDRESS: _____

OF ALL OCCUPANTS: _____

HOME PHONE #: _____ CELL PHONE #: _____ WORK PHONE #: _____

PETS: DOG / CAT AGE OF PET: _____

MOVE IN DATE: _____ REGISTRATION DATE: _____ CLOSING DATE: _____

SELLER'S NAME: _____

I agree to abide by the Leisure Knoll Association Declaration of Covenants Restrictions, Easements, Charges and Liens By-Laws, Rules and Regulation.

SIGNATURE OF OWNER: _____

OFFICE USE ONLY

LICENSE PLATE # (S) _____

MAKE / MODEL OF CAR _____

COLOR OF CAR: _____

COPY OF DRIVERS LICENSE y/n

VEHICLE TAG #: _____

POOL PASSES: (HO) _____ / (G) _____

PERSONAL 4 DIGIT CODE: _____

REGISTRATION FEE: \$350.00 - PAID BY CHECK # _____

RECEIVED BY: _____ DATE: _____

OFFICE USE ONLY

cc: Nancy & Neal Pizzariella
29 Kingston Drive

Arrange Visit from
Welcome Comm.

Yes No

Resident Folder

LEISURE KNOLL ASSOCIATION, INC.
TENANT REGISTRATION FORM

TENANT (RENTER) NAME(S) _____

NUMBER OF OCCUPANTS: _____

ADDRESS: _____

PHONE: (H) _____ (C) _____ (W) _____

PETS: DOG/CAT AGE OF PET: _____

MOVE IN DATE: _____ REGISTRATION DATE: _____

HOMEOWNERS NAME : _____

HOMEOWNERS ADDRESS: _____

HOMEOWNERS PHONE: (H) _____ (C) _____ (W) _____

I agree to abide by the Leisure Knoll Association Declaration of Covenants Restrictions, Easements, Charges and Liens By-Laws , Rules and Regulations.

SIGNATURE OF TENANT: _____

FOR OFFICE USE ONLY

LICENSE PLATE # (S) _____

MAKE / MODEL OF CAR _____

COLOR OF CAR: _____

COPY OF DRIVERS LICENSE y/n

VEHICLE TAG #: _____ PERSONAL 4 DIGIT CODE: _____

POOL PASSES: (HO) _____ / (G) _____

LEASE EXPIRATION DATE: _____

RECEIVED BY: _____ DATE: _____

FOR OFFICE USE ONLY

cc: Nancy & Neal Pizzariella
29 Kingston Drive

Arrange Visit from Welcome Committee
Resident Folder

Yes

No

**LEISURE KNOLL ASSOCIATION, INC.
TENANT/ HOMEOWNER AGREEMENT**

HOMEOWNERS NAME: _____

HOMEOWNERS MAILING ADDRESS: _____

PHONE: (H) _____ (C) _____ (W) _____

TENANTS NAME: _____

TENANTS ADDRESS: _____

PHONE: (H) _____ (C) _____ (W) _____

SIGNATURE OF HOMEOWNER: _____

By signing the above, I the homeowner, understand and agree to the following Leisure Knoll Association Declaration of Covenants, Restrictions, Easements, Charges and Liens By-Laws, Rules and Regulations:

- Homeowner's who rent and/or lease must provide the Leisure Knoll Board of Directors with a copy of the Town of Brookhaven's Rental Permit and a copy of a fully executed Lease Agreement between the homeowner and their tenant and any extension of renewal thereof.
- An annual administration fee of \$1000.00 is required.
- Homeowners shall make certain that the tenant registers with the Administration Office to show proof of age prior to moving in. Failure to do so, the owners shall be assessed a fine.
- The owners are required to maintain liability insurance coverage for the term of the lease for said home.
- Homeowners will insure that the tenant is aware of all the rules and regulations of the Leisure Knoll Association.
- The home owner will be assessed for all fines incurred by their tenant.

FOR OFFICE USE ONLY

RENTAL FEE: \$1000.00 - PAID BY CHECK # _____ Paid by Homeowner

COPY OF TOWN OF BROOKHAVEN PERMIT YES NO

DATE T of B PERMIT WAS ISSUED: _____ DATE T of B EXPIRES: _____

COPY OF LEASE AGREEMENT YES NO

DATE LEASE AGREEMENT WAS ISSUED: _____

LEASE EXPIRATION DATE: _____ EXTENSION DATE: _____

RECEIVED BY: _____ DATE: _____

Leisure Knoll Association, Inc.

We/I have received information regarding:

1. Architectural Control & Regulations
2. Billiard Room Key
3. LKA Handbook
4. Driveway Replacement Policy
5. Garbage Disposal
6. LKA Cablevision Policy & In-House Cable TV Info
7. Leisure Knoll Bus Schedule
8. Pet Policy
9. Phone Directory
10. Pool Passes

I have received a copy of the LKA Handbook which is to be returned to the Admin Office upon sale of the home.

By Signing this form, I (we) acknowledge receipt of above documents and agree to comply with regulations therein.

Owner/Resident Signature

Date

Tenant (Renter) Signature

Date

cc: Resident File

710 Whiskey Road • Ridge, NY 11961 • Tel. (631) 744-6000 • Fax (631) 744-9791

Date Visited _____

By _____
(Initial)

PHONE DIRECTORY INFORMATION SHEET
(Please Print)

Note:

- List names of ALL residents
- You may use either your legal name or your nickname
- Indicate UNLISTED if you do not want your phone number or e-mail address printed in the directory. LKA office must have the phone # on file in the event we need to contact you.

Last Name _____ First Name(s) _____

E-mail address: _____

Address _____ Former Owner _____

Phone Number _____

Previous town of residence _____

I have received a copy of the current PHONE DIRECTORY

Signature

Date

**HEALTH CARE
EMERGENCY MEDICAL INFORMATION**

FOR WHOM: (911) and any Emergency Paramedic Team sent to your home.

WHO SHOULD POST IT: Residents who live alone or might be alone for a certain period or might not be able to communicate when the need arises. ANY resident who has a critical medical history.

WHERE: On the door or side of your refrigerator, but be sure to tell your friends, family and neighbors it is there.

YOUR NAME: _____

SOC. SEC. NO.: _____ RELIGION: _____

YOUR DOCTOR'S NAME & PHONE #: _____

FROM WHICH HOSPITAL DO YOU RECEIVE MEDICAL CARE (if any) _____

LIST YOUR MEDICAL COVERAGE: _____

PLEASE NOTIFY (if necessary): _____

Include Relationship & Phone Number

HEALTH INFORMATION

BLOOD TYPE: _____ CURRENT MEDICATIONS: _____

ALLERGIES TO MEDICATIONS: _____

HAVE YOU BEEN TREATED FOR:

- | | | |
|--|--|---|
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Sinus Trouble |
| <input type="checkbox"/> Abnormal Blood Pressure | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Tuberculosis or lung disease |
| <input type="checkbox"/> Asthma or Hay Fever | <input type="checkbox"/> Jaundice | <input type="checkbox"/> Ulcers |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Any Other |

COMMENTS:

LEISURE KNOLL ASSOCIATION, INC.
APPLICATION FOR EXTERIOR WORK

Date: _____ Permit#: _____ Model: _____

This application will not be accepted for consideration until all parts are completed and requested information is attached. Application must be in triplicate. No work may be started until this application is approved by the Architectural Committee. Violation of this rule will result in a **Three Hundred Dollar (\$300.00)** fine to the homeowner.

Owner's Name _____ Address _____ Phone # _____

Contractor's Name _____ Address _____ Phone # _____

Suffolk License # _____ Liability Insurance Expiration Date _____ Workman's Compensation Expiration Date _____

REQUIREMENTS

1. Application is made for the purpose of _____
_____ (provide sample of paint, roof & vinyl siding)
2. Attached to this application must be the following:
 - A copy of the contractors Certificate of Liability & Workman's Compensation Insurance **listing the homeowner as the certificate holder.**
 - A Copy of the survey and diagram for all exterior and structural changes; include all measurements.
3. Any debris generated by the contractor must be removed by the contractor.
4. Work to be performed between the hours of 8:00 am and 6:00 pm, Monday through Saturday. The application understands and agrees that any change or addition must not interfere with the Association's normal maintenance operations. **No work is to be performed on Sunday or Legal Holidays.** It is the homeowner's responsibility to notify the contractor of this rule. Violations of this rule will result in a **Three Hundred Dollar (\$300.00)** fine.
5. For homeowners doing work themselves or being assisted by family members, etc. in addition to the requirements of Leisure Knoll's By-Laws, they are totally responsible for obtaining all building and other permits and for making certain that all work complies with local building codes and any government agency code having jurisdiction over proposed changes. In addition, they are required to sign a form to hold Leisure Knoll harmless from any damages or injury which may result. This form can be obtained from the Architectural Committee or the Administration Office.
6. In the event the work fails to comply in any respect with this permit, the Association has the right to remedy the defect as it sees fit. If the owner fails to correct such defect within thirty (30) days of official notification, the Association shall correct such defect and all associated costs shall be borne by the owner and applied to his/her account.

Homeowner's Signature: _____

THIS APPLICATION HAS BEEN APPROVED: _____ DISAPPROVED: _____

Architectural Committee: _____ Date: _____

Completion Date: _____

WHEN WORK IS COMPLETED CALL 631-929-5628 -LEAVE A MESSAGE

LEISURE KNOLL ASSOCIATION, INC.

ARCHITECTURAL COMMITTEE

PERMIT # _____

DISCLAIMER

I hereby hold harmless Leisure Knoll Association, Inc. from any damage or injury which may result by reason of my participation in the exterior work done at:

Homeowner's Address

as requested in Paragraph 5 of the Application for Exterior Work submitted by:

Homeowner's Name

Print Name and Address of Worker

Signature of Worker

Signature of Homeowner

Date:

Date:

Relationship to owner: _____