

# WELCOME TO BRETTON WOODS

## TELEPHONE NUMBERS

|   |                 |
|---|-----------------|
| HOA Office.....                               | 698-4861        |
| Receptionist Desk.....                        | 698-4513        |
| Gatehouse.....                                | 698-8564        |
| Maintenance Emergency (Nights and Weekends).. | 698-3383        |
| Bookkeeping.....                              | 698-4861        |
| Police.....                                   | 852-6400        |
| Fire Departments.....                         | Selden 732-1234 |
|   | Coram 732-5018  |

|   |   |   |
|---|---|---|
| <b>Clubhouse Hours</b>                  | Monday – Saturday .....   | 9 am – 11 pm  |
|   | Sunday .....  | 9 am – 9 pm   |
| <b>Clubhouse CLOSED</b>                 | <b>Christmas Day, New Year’s Day,<br/>Easter Sunday, Thanksgiving Day</b> |   |
| <b>Reception Desk Hours</b>             | Monday – Saturday .....   | 9 am – 11 pm  |
|   | Sunday .....  | 9 am – 9 pm   |
| <b>HOA Office Hours</b>                 | Monday – Friday .....   | 9 am – 5 pm   |
| <b>Gym Hours</b>                        | Open Daily .....  | 7 am – Clubhouse Closing                                  |
| <b>Restaurant &amp; Snack Bar Hours</b> | <b>Posted</b>   |   |
| <b>Pool Hours</b>                       | Monday – Friday .....   | 10 am – 9 pm (Outdoor 8 pm)                               |
|   | Saturday & Sunday .....   | 9 am – 9 pm (Outdoor 8 pm)                                |
| <b>Outdoor Pool</b>                     | Open Memorial Day thru Labor Day<br>(Weather Permitting)                  |   |
| <b>Aerobics Schedule</b>                | Monday – Friday .....   | 9 am – 10 am<br>(pool closed during Water Aerobics Class) |

\*\*\* Speed Limit in Bretton Woods Is 25 Miles Per Hour \*\*\*

## CLUBS AND ACTIVITIES

|   |  |   |
|---|--|---|
| Aquanuts<br>Basketball<br>Billiards<br>Bocce Leagues<br>Bowling Leagues<br>Bridge Club<br>BW Players<br>Camera Club | Democratic Club<br>Discussion Group<br>Golf Club<br>Ladies Golf Club<br>Library Group<br>Mah Jong Club<br>Ping Pong<br>Republican Club | Senior Citizen Club<br>Shuffleboard<br>Singles Club<br>Tennis Club<br>Weekend Movies<br>Volleyball<br>Women’s American ORT<br>39 Plus/Minus |
|---|--|---|

**Bretton Woods consists of nine (9) independent condominiums, and the Bretton Woods Homeowners Association. YOUR CONDO IS RESPONSIBLE FOR BUILDING MAINTENANCE OUTSIDE YOUR UNIT. It is essential that you review your prospectus and understand your rights and responsibilities AND THE RELATIONSHIP BETWEEN YOUR CONDO AND THE HOA.**

**Brettonews is published monthly and mailed to every Brettonwoods residence and absentee homeowner.**

**Dumpsters are provided for household refuse, only. Newspapers, cardboard, plastic, metal, and glass must be placed in specially designated recycling dumpsters.**

**Large household items, carpet, etc., removed by residents, are picked up Monday and Friday. These items should be placed next to a dumpster on Sunday or Thursday evenings only. Dumpsters must be left clear for the refuse pickup truck to operate properly.**

**DO NOT LEAVE ITEMS TOUCHING, IN FRONT OF, OR BEHIND DUMPSTERS**

**++Contractors are not permitted to leave any debris in or around dumpsters.++**

**Abandoned vehicles may not be parked anywhere in the facility and will be towed at the owner’s expense.**

# HOMEOWNERS' ASSOCIATION (HOA) RULES

1. **As used in these rules, an "Adult" is a Resident or Homeowner with a valid Bretton Woods HOA Recreation Pass (Pass) who is at least 14 years old.**
2. New Residents wishing to obtain Passes must complete an application that may be obtained at the Reception Desk. The landlord or renter must pay an administrative charge before passes will be issued to renters.
3. The maximum number of Passes that may be issued to any unit is 8 (four adults and four children). The maximum number of occupants, as well as their relationships, is specified in the prospectus.
4. The replacement cost of an ID card is \$5.00 for 1<sup>st</sup> replacement and will increase \$5.00 for each additional replacement. Bar code vehicle stickers will be replaced at \$5.00 each.
5. Each unit is entitled to one free Guest Pass covering thirty recreational uses per year. This does not include use of the golf course. The pass is valid from June 1st to May 31st of the following year. Additional Guest Passes (15 uses) may be obtained for \$30.00.
6. A Resident must have a Pass in his/her possession and abide by all rules to use the HOA facilities.
7. An Adult living alone may be issued a "One Other" Pass valid for one free guest.
8. An Adult must accompany guests in the Clubhouse. Outside the Clubhouse, if not in the company of an Adult, guests must have a Resident's Pass to use the facilities. Once "punched" the Guest Pass permits the guest(s) to use any recreation facility, except golf, for the entire day.
9. Each resident is limited to a maximum of six (6) guests using the facilities at any one time with the exception of the restaurant.
10. A babysitter or mother's helper must use a Guest Pass when using the facilities.
11. Unless otherwise noted, children under the age of 14 are not permitted to use HOA facilities or be in the Clubhouse unless accompanied by an Adult.
12. Pets are not permitted in any HOA recreation area.
13. Additional fees apply to requests for personal HOA services, i.e. Administrative support, Maintenance, etc.

## CLUBHOUSE

1. There is NO SMOKING in the Clubhouse., balcony, pool deck or within 50 feet of any entrance/ exit doors of the clubhouse
2. Guests must have a current Guest Pass and be accompanied by the Resident.
3. Residents and Guests must register at the Reception Desk and leave their Passes when issued any HOA/Condo equipment or keys. Any equipment damage will be charged to the Resident/Homeowner.
4. Swimming attire, bare feet and stocking feet are not permitted in the Clubhouse. Golf shoes are not permitted on the upper level.
5. Eating is not permitted in the Rotunda except for Club functions and permission is granted.
6. Clubs and/or Private Parties must clean Rainbow Room and not leave room in disarray after a meal or party.
7. The following are not permitted and will result in immediate expulsion from the Clubhouse and/or surrounding area:
  - Damaging any HOA or personal property
  - Any activity that blocks entrance to, egress from, or movement within the facility
  - Any behavior that could result in personal injury or damage to HOA or personal property
  - Foul, abusive and/or excessively loud language
  - Excessively overt displays of affection.
  - Lying on furniture
  - Placing feet on furniture
  - Running, pushing, and other forms of horseplay
  - Raising volume on the TV to a level that is objectionable

## **RAINBOW ROOM**

1. Private Parties are permitted in the Rainbow Room and can be catered by the HOA Restaurant Operator. Further details and request forms are available from the HOA or Restaurant Operator.
2. Private Parties are not permitted on the pool deck

## **BILLIARDS ROOM**

1. Equipment is available at the Reception Desk. Passes will be returned when equipment is returned in good condition.
2. Playing time is limited to one-half hour when others are waiting to use the tables.
3. Covers must be replaced.

## **BOWLING ALLEY**

1. Open bowling is limited to one (1) hour or two games when others are waiting to use the alleys.
2. League schedules require HOA approval.
3. Bowling shoes are required for play.

## **GYM**

1. Children under 14 may not use gym equipment. Children 14 to 15, may use the equipment provided a Release Form, signed by their parent is on file with the HOA and they are authorized by the Administrator.
2. Only gym dress in common use is acceptable. Wet bathing suits are not allowed.
3. Only shoes of proper resilient sole material and commonly appropriate for Spa/Gym use are acceptable. Bare feet or socks alone are not acceptable. **Shoes worn outside must not be worn in the gym.**
4. Use equipment according to posted charts. Only authorized weight lifting/universal pins may be used.
5. Equipment/benches should be wiped down after use.
6. Radios, stereos, tape players, etc. may not be used in such a manner to cause objection.

## **PING PONG**

1. No more than four (4) players may play at a time.
2. No more than four (4) spectators are allowed. All rules regarding players apply to spectators.
3. Playing time is limited to one-half (1/2) hour when others are waiting to play.

## **SAUNA**

1. Children under the age of 14 are not permitted to use the sauna.
2. All posted instructions must be followed.

## **LOCKER POLICY**

1. If there are lockers available for rent, a rental form will be provided by the Receptionist. There is a rental fee of \$15 per year. (Residents are limited to one locker.)
2. Each renter must renew his or her rental of each year. Any lockers not re-registered will have the locks removed and the contents secured by the HOA.
3. Several lockers are reserved for daily use. "Day Lockers" are available for no charge. They have a brass tag on them indicating "DAILY USE ONLY." They will be inspected every morning to insure they are not being used overnight. If a lock is found on one of these lockers, it will be removed and the contents, if any, will be secured by the HOA.
4. The HOA is not responsible for any contents left in the locker.

## **BASKETBALL**

1. Residents and Guests must register at the Reception Desk and leave their Passes.
2. Equipment is available at the Reception Desk. Passes will be returned when equipment is returned in good condition. If not returned, the Resident will be billed for a replacement.
3. Playing time is limited to one-half hour when others are waiting to use the court.
3. Proper attire is to be worn on the court at all times. Tee shirts, tank tops or other suitable clothing is to be worn. **NO BARE CHESTS.**
4. Benches are to be used for players and guests watching the game. Do not remove chairs from the pool deck.
5. All players are responsible to keep the court and area around the court clean.
6. No foul or abusive language is permitted on the court.

## **GOLF COURSE**

1. Golf Club Membership **IS NOT** required to use the golf course
2. Scorecards containing rules of play and the layout of the course may be obtained in the pro shop, from a Ranger, or in the box at the first tee.
3. Passes must be carried at all times and shown to the Ranger on duty and when requested by the Golf Superintendent or other Resident.
4. A Resident who does not play golf must accompany his/her guest to the first tee. The Ranger will pair the guest with a resident(s).
5. Guests, up to a maximum of three, **must play with a Resident.** Players, not to exceed four, must start at the first tee. If there are two Residents in one unit, they may have three guests each. However, one Resident must play with each group.
6. Fees are required for guests. The Ranger will collect the appropriate fee or ticket.
7. Each player must have at least five clubs and a golf carrier or golf bag. Bags and/or carts are not permitted on Greens, Aprons, Tee Boxes, or between Traps and Greens.
8. Golf shoes with soft spikes or sneakers are required on the course. Shirts with collars must be worn at all times. No cut-offs, athletic shorts, tank tops, undershirts, work uniforms, halter-tops, mini-skirts, or bathing suits are permitted.
9. Activities other than golf are prohibited on the golf course. Practice is not allowed on the golf course and spectators are **not** permitted to walk with golfers.
10. No alcoholic beverages are permitted on the golf course.
11. Tees must be used when teeing off.
12. All divots must be replaced.
13. Sand traps must be raked.
14. Slow players must permit faster players to play through if the hole ahead is open.
15. Proper etiquette and dress code will be enforced at all times.

## **TENNIS**

1. Tennis shoes must be worn on the courts.
2. Shirts must be worn at all times on the courts.
3. Only players are permitted on the courts.
4. Singles are limited to one (1) hour and doubles to 90 minutes when others are waiting to play.
5. Benches, chairs, or other impediments are not permitted on the tennis courts.
6. An adult, who will be responsible for the child's behavior, must accompany **children under the age of 12.**
7. Courts to be brushed and lines to be swept after match is complete
8. Guests, up to a maximum of three, must play with a Resident.

## **SWIMMING POOLS**

1. All posted rules must be observed.
2. Lifeguards are responsible for all individuals in or around the pool area and may eject or discipline any person who violates the pool rules or whose conduct is objectionable.
3. Except as noted in 4 and 5, an Adult or a guest, at least 16 years old, must supervise a resident under the age of 14 in the pools. A guest at least 16 years old may only supervise a resident under the age of 14, if specifically requested by the child's parent(s) or legal guardian, in writing and approved by the Administrator.
4. Residents 10 through 13 may be permitted in the pools without an Adult provided they are certified annually by the head lifeguard, a Release Form, signed by their parent(s) or legal guardian(s), is on file with the HOA and they are authorized by the Administrator.
5. Guests 10 through 15 may be permitted in the pools without an Adult provided they are certified annually by the head lifeguard, a Release Form, signed by their parent(s), is on file with the HOA and they are authorized by the Administrator.
- 6. Clothing, other than swimsuits, is not permitted in the pools.**
7. Bathers who are not "potty trained" or incontinent are not permitted in indoor or outdoor pools unless they are wearing swim diapers
8. Street shoes are not permitted in the enclosed areas around the outdoor pools, or on the indoor pool deck.
9. Bottles, glassware, or other breakable items are not permitted on the indoor or outdoor (interior) pool decks.
10. Food is prohibited in the indoor pool and enclosed outdoor pool areas.
11. Bicycles and/or skateboards are not permitted on any pool deck.
12. Ball playing, running, jumping, pushing, and other forms of horseplay are not permitted anywhere in or around the pool areas.
13. Pools may not be used when a lifeguard is not on duty.
14. Persons with infections, skin eruptions, fever, cough, cuts, bandages, or non-waterproof casts are prohibited from using the pools.
15. Diaper changing or nursing is not allowed on pool decks. Changing stations are provided in the locker rooms.
16. Radios, stereos, tape players, etc. may not be played in such a manner as to cause objection.
17. All debris and garbage must be placed in appropriate disposal units prior to leaving the pool area.
18. No barbeques or cooking devices permitted on pool deck, to include but not limited to, electric, sterno, etc.
19. No Private Parties permitted on pool deck
20. NO SMOKING permitted on pool deck

## **INDOOR POOL**

1. Scuba equipment is not permitted.
2. Jumping or diving from the side of the pool is prohibited.

## **JACUZZI**

1. Children under the age of 14 are not permitted in the Jacuzzi.

## **OUTDOOR POOL**

1. Recreation/Guest Passes will be checked and wristbands issued.
2. Scuba equipment, balls or other accessories are not permitted.
3. Ball playing, running, jumping, pushing, and other forms of horseplay are not permitted anywhere in or around the pool areas.
4. Only one person is permitted on the diving board at a time and divers may not bounce more than once.
5. Jumping or diving from the shallow end of the pool is prohibited.
6. Those wishing to bring their own lounges to the outdoor pool area may do so with the understanding that such items cannot be stored.

7. All debris and garbage must be placed in appropriate disposal units prior to leaving the pool area.

## **KIDDIE POOL**

1. Passes will be checked and wristbands issued.

## **Tot Lots**

There are four Tot Lots provided for the entertainment of your children and/ or young guests.

They are located: (1) Parking Plaza 6, Skyline Drive, (2) Parking Plaza 10, Skyline Drive, (handicap accessible), (3) Parking Plaza 45, Birchwood Road, (4) Parking Plaza 29A, Woodland Court. All Tot Lots contain various types of play equipment i.e. swings, slides etc. It is requested that the "player" be accompanied by an adult.

## **FRONT GATE ACCESS**

1. Access is provided through the Resident's Gate (bar code strip or ID card), or the Visitor's Gate (proper identification required for residents and guests).
2. One ID card is issued free of charge to each resident in a unit. One bar code strip is issued for each vehicle registered to each unit. Lost or damaged ID cards will be replaced for \$5.00 each for first replacement and increase \$5.00 for each additional replacement. Bar code vehicle stickers will be replaced for \$5.00 each.

## **BRETTON WOODS HOA FACILITIES**

### **Standards of Conduct**

All residents and guests assume an obligation to behave in a manner consistent with the intent of the Bretton Woods governing documents. The HOA retains the right to maintain security and to exclude those who are disruptive to the enjoyment of other residents and guests. Please see your Condo and the HOA prospectuses, and "Welcome to Bretton Woods" for more details.

### **Security**

All persons using the HOA's Common Facilities are urged to properly secure their personal belongings. When using lockers, make sure the LOCKERS ARE ALWAYS LOCKED WHEN UNATTENDED. It is also advisable to avoid leaving money and personal valuables inside lockers. The HOA is not responsible for any damaged, lost or stolen personal belongings. Do not leave personal property unattended anywhere on HOA Property.

### **Injury and Accident Reporting**

All injuries sustained in recreational activities should be reported to the HOA immediately, preferably using an HOA Incident Report. Please be aware that the Bretton Woods HOA assumes no responsibility for injuries sustained in any activities on HOA Property.

### **Legal Information**

Notice to users of Bretton Woods HOA facilities:

Be advised that you use the HOA's facilities and equipment at your own risk. The Bretton Woods HOA is not responsible for negligent use or behavior.

The Bretton Woods HOA is not responsible for injuries to spectators as a result of any recreation activity on HOA property or negligence.

# HOA Fees

## ADMINISTRATION – HOA Office Support

- Entrance Fee **\$1000**
- Seller's Fee **\$ 500**
  - ✓ \$300 refunded when RECEIPT OF DOCUMENTS and, Recreation and Gate Passes are returned
  - ✓ Exit fine if Seller's Realtor violates HOA Rules
- Refinancing/Reverse Mortgage Fee **\$150**
- Rental (per lease) **\$250**
  - \*Paid by unit owner, non- refundable
- Rental (one time, refundable) **\$250**
  - \*Paid by unit renter

## MAINTENANCE

- **Minimum charge:** One (1) hour; **\$40**
  - **Subsequent** time: \$40 per man hour
- **Surcharge for “immediate” response to emergencies during regular business hours: **\$25\*****
- **Minimum charge for after hours' emergencies: **\$135****
  - Subsequent time (after 2 hours): **\$60.00 per man hour**
- Flat fee labor rates (assuming no complications) available for the following non-emergency services:

**(SEE FOLLOWING PAGE)**

**\*\*\*Other services available, call for information and price quotes\*\*\***

\* Emergencies, though legitimate, are disruptive and require the maintenance team to interrupt current jobs in progress and reschedule others.

## GOLF BOOKS: 5/10 TICKETS

- **\$60/\$120**

To our residents,

In an effort to be in compliance with the advice and related liability limits of our insurance policy, there are required changes to the work that the HOA staff is authorized to perform for individual homeowners.

The following work **remains** permissible under our insurance/liability provisions.

**Bathroom:** Toilet Bowls, filter valves, tank handles, flapper assembly, Vanity, medicine cabinets, faucets, stems & seats, shower cartridges, shower heads, drain pipes under the sink, supply hoses, tub drains, trip levers, grout floors, grout tubs & showers, floor molding, grab bars, shower doors, towel bars, and angle stops.

**Kitchen:** Supply hose, angle stops, faucets, stems & seats, and ice makers.

**General:** Interior doors, closet door repairs, replacing closet doors, sheet rock repairs, floor molding, front doors, storm doors, door bells, door bell transformers, door knobs, curtain rods, pictures, window saddles, dryer vent cleaning, air filters, and sliding doors.

**Exterior:** Replacing hose bibs- which is usually a Condo generated task.

In general, the HOA staff will **no longer** be authorized to perform electrical work such as: any wiring or appliance repair and/or installation, gas line or gas operated appliance installation and/or repair, major plumbing work related to significant home improvements and/or repairs.

Keep in mind that the HOA staff is still authorized to respond to emergencies requiring immediate response and a “safety shut down.” This situation is disappointing to our staff and the HOA Board. However, in order to maintain the required coverage, these changes are unfortunately necessary.

