

MEMORANDUM

To: Homeowners & Residents
Guard Hill Manor

Date: November 7, 2018

From: Barhite & Holzinger, Inc.

Re: Seasonal and Important Reminders

We write once again to pass along several annual reminders and to provide information about issues, which will be familiar to many - but please read through once to refresh your memory.

- * Winter is almost upon us so it is getting dark earlier and drivers must be extra cautious and mindful of pedestrians. Please drive carefully, observe the stop signs and please adhere to the 15 mph speed limit within the complex; it may seem slow but it makes a big difference for pedestrian safety. **BEWARE: THE NEW SPEED TRACKING SYSTEMS ARE WATCHING!** (If you walk on the roadway, do so only “against” the oncoming traffic. You should carry a light and wear a light-colored jacket after dark).
- * Homeowners should be sure to **shut off the water supply to unprotected outdoor spigots** wherever applicable. As freezing weather arrives, burst pipes from improperly safeguarded outdoor hose bibs can cause tremendous problems. Please be forewarned.
- * Homeowners must carefully manage fireplace logs should they plan on wintertime fires. Firewood should not be piled or stored directly on or under decks for any prolonged period of time since a variety of undesirable pests find such wood piles a great home and some will find a way to become more comfortable and move into yours! Firewood should be kept in minimal supply and carefully stored, and ideally burned up by the end of the season so there can be no lingering pest or insect problems.
- * Be alert to the risk of fire posed by lint build up in the clothes dryers and their exhaust vents. **These should be cleaned regularly.**
- * Residents are reminded that any temporary signage which might be posted to promote a moving or tag sale must be removed promptly after the event and must not be posted on or in a way that obstructs existing Guard Hill signage. Guard Hill signage is not intended for any other purpose and private temporary signs will be removed unless properly posted in accordance with published House Rules on this subject.

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- * In order to alleviate sewer drain backups all residents are requested to review and follow the guidelines provided by Electric Snake, the HOA sewer and drain maintenance company, enclosed herewith.
- * Homeowners are encouraged to perform routine service on all HVAC equipment to enjoy optimal operation. Please note that leaking conditions that are reported to management and, after investigation, turn out to be HVAC related, will result in a back charge to the responsible owner for any investigation costs.
- * Holiday decorations should be stored away for next year by the end of January. Christmas trees may be placed outside the dumpster sheds for pick up by the Highway Department between January 1 and January 31. **For the disposal of any large scale items (furniture, appliances, etc.), you must contact the Highway Department of Mount Kisco and make arrangements for a special pickup.** Their number is 914.666.8193.
- * Visitor-designated parking is available for **legitimate visitors only**. Residents must use their private garages and driveways for their own vehicles.
- * **Ice melt** will once again be available in the dumpster sheds for your use. Please remember **NOT** to use rock salt on concrete steps, as it will cause premature deterioration and cracking.
- * **2017 HOUSE RULE:** All vehicles parked on Guard Hill property must display a current registration and inspection. If a violation of this rule is identified, the owner will receive a notice advising of a 10-day (business days) deadline from the date of notice to correct the violation or fines will be imposed.

Please find enclosed a separate page which details the dumpster/trash management rules along with the reminder language to help you keep your drains working properly.

We also take this opportunity to refer all Homeowners to the updated Guard Hill website (www.guardhillhoa.org) where all property rules, regulations and essential information is readily available. You are encouraged to use this convenient and practical resource.

Thank you.

Recyclables (glass, plastic and metal) are picked up on **Tuesday**. The recycling bin should be placed at the end of your driveway **no earlier than 5pm on Monday**. New 15 Gallon blue recycling bins are available. If you do not have a recycling bin or you need a new one, you may pick one up at the Village Hall Tax Office located at 104 Main Street. There is a nominal fee for the bin.

Newspapers, Cardboard, Magazines & Junk mail are picked up on **Wednesday**. Place the cardboard, newspapers, magazines and junk mail in a paper bag or box. This recycling should be placed on the side of the dumpster shed building **no earlier than 5pm on Tuesday**.

Household garbage is picked up on **Thursday**. Construction material, carpet material, water heaters are **NOT** to be placed in the dumpster. Your contractor will need to remove this debris from the property. Nothing should ever be left on the floor of the dumpster shed.

Bulk Pick-up: BY APPOINTMENT ONLY!

April through September - Mondays Only - There is one cleanup per residential property allowed per year. Items should be placed at the end of your driveway the night before pick up. Items are **NOT** to be placed by the dumpster and must remain within your unit / garage until the night before pick up. To schedule a pick up call 914-864-0021.

Please note: tires, car batteries and electronics can be dropped off at the highway department during the day for proper disposal. **DO NOT** leave these items in the dumpster shed.



ELECTRIC SNAKE

SEWER & DRAIN SERVICE, INC.
P.O. Box 75, Brewster, NY 10509

1-800-479-SNAKE

Brewster 845-279-7315 • Ossining 914-762-5080 • Danbury 203-792-4065

SOME SIMPLE RULES TO FOLLOW

FOR KEEPING YOUR DRAINS WORKING PROPERLY

KITCHEN SINK LINES --- NO GREASE --- WIPE ALL PLATES, COOKWARE & BAKEWARE BEFORE WASHING OR PUTTING IN DISHWASHER

**NO COFFEE GRINDS
NO CIGARETTE BUTTS
NO FISH TANK GRAVEL**

IF YOU HAVE A GARBAGE DISPOSAL DO NOT PUT WHOLE PIECES OF FOOD IN--CUT UP IN SMALL PIECES--NO STRING VEGETABLES SUCH AS CELERY, ASPARAGUS, ETC. ALSO RUN PLENTY OF WATER BEFORE, DURING AND AFTER USE OF DISPOSAL.

**TOILET BOWLS--NO SANITARY WIPES, FEMININE PRODUCTS, BANDAIDS OR GAUZE
NO 2 PLY HEAVY TOILET PAPER ALSO NO COLORED PAPER
NO CIGARETTE BUTTS**

IF YOUR GOLDFISH DIES **DO NOT FLUSH !!!!!
NO SANITIZING TABLETS IN BACK OF TOILET TANKS--THEY MELT PART WAY AND PLUG HOLES IN TOILET
NO DENTAL FLOSS--NO Q-TIPS
NO KITTY LITTER!!!!
NO PAPER TOWELS!!!!!!!!!!!!!!!!!!!!**

WASHER LINES--TRY NOT TO WASH ANYTHING OVERLY FUZZY--WHEN POSSIBLE PUT LINT TRAP ON WASHER LINE

SHOWER & TUB LINES--KEEP COVER ON DRAIN AT ALL TIMES--NO CAPS TO BOTTLES--NO DISPOSAL RAZOR CAPS--NO HAIR BANDS OR CLIPS--NO Q-TIPS

IF ALL THESE SIMPLE RULES ARE FOLLOWED IT WILL HELP TO MAINTAIN THE MAIN LINES AND SINK & TUB LINES CAUSING FEWER BACK UPS