

**GUARD HILL HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS' ANNUAL REPORT 2026**

The Board of Directors is pleased to present this report to the unit owners which summarizes the operation of the property and the Association during the past year.

At the outset, the Board wishes to advise unit owners that the 2026 annual meeting will be held virtually via Zoom. **It is critically important to you and to the Association that your interests be represented at the Annual Meeting. A quorum representing at least 107 members is required to conduct any business, including the election of directors to the Board. Without a quorum, there will be no formal election and no official meeting. Therefore, we ask that you complete, sign, date, and return your proxy/ballot to the Association's accountant, Tony Branca, in the envelope you received. Alternatively, you may fax your proxy to (203) 964-9828 or email it to tony@cpa-payroll.com prior to June 8, 2026. If you cannot scan your proxy, please take a picture of it and email it!**

PROJECTS There are numerous projects that have either been completed or are ongoing across the property.

- Mulch has been applied to all planting beds in common areas and at the units.
- Drainage improvements continue throughout the property with priority given to those areas identified where water may intrude into units.
- Tree work has been completed, with the removal of only those trees that are either dead, dying or presenting a potential safety issue. Additional tree work will continue to be addressed on an as-needed basis.
- Complete upgrade of the pool filtration, pool deck and mechanical equipment. This project spanned nearly two years from plan to completion and entailed extensive electrical, plumbing, and concrete work as required by village building and county Health Department codes. As required in 2026, a new AED (Automated External Defibrillator) will be at the pool during pool hours as required by the Health Department.
- In the summer of 2025, a phased implementation of chimney cap replacement / repair commenced and continues into 2026.

ELECTION of HOA DIRECTORS: As you are aware, the HOA's Board of Directors is comprised of nine (9) unit owners who serve "staggered" terms of three years, thus ensuring continuity in that at least six Board members will continue to serve from the prior term. As a result, three directorships are open for election each year. This year, there are four candidates for the three Director seats currently held by Cary Dollard, Patty Bartlett, and Rosanne Licata. The latter two have submitted their resumes for re-election candidacy along with two additional candidates. Please refer to the annual meeting notice/proxy form mailed to you recently for background of all candidates.

RULES & REGULATIONS: The Association's Rules and Regulations are periodically updated. While many of the rules remain the same, changes and additions are made regularly. Copies of the current Rules and Regulations are available on the Association's website (www.guardhillhoa.org). Unit owners and residents are urged to familiarize themselves with this document, as many of the questions received by the Board and Management are addressed there (as well as in the FAQs section of the website).

As in prior years, three major areas of concern continue to be **parking, speeding**, and the failure to stop completely at **stop signs**.

PARKING:

Visitor parking is for guests only and should not be used for short or long-term storage of owner's or tenant's vehicles. If you do not utilize your garage and driveway for parking, or if you have three or more vehicles, none of these vehicles may be parked in visitor parking spaces at any time anywhere on the property. **Garages should not be used for storage.**

SPEEDING:

In the past year, at the urging of unit owners, the HOA Board of Directors has undertaken a serious approach to enforcing the rules against residents who habitually speed. **Speed limits and stop signs apply to all and must be obeyed.** The electronic speed signs on the property are being monitored regularly. Please note there will be no warning notices for speed violators; fines will be immediately assessed on a monthly basis and added to the monthly statement of charges. Repeat violators will be subject to heavier fines for each violation. Unpaid fines will be subject to late fees and collection enforcement in the same fashion as unpaid monthly charges.

NOTIFICATION REGARDING PROPERTY ISSUES: If owners have an issue regarding maintenance of the **exterior** of their units or the grounds as a whole, it is imperative that you contact Management **via email**. Please send the email to our site manager, Bill Bocchino, (Bill@barhiteandholzinger.com). **Please be sure to include your full name, unit number, phone number and email address.** All too often, Management receives notifications via text messages which do not properly identify the sender or contain insufficient contact information.

The Board is aware that there is a Facebook group page for Guard Hill Manor. Please note that this page was not established or sanctioned by the Board of Directors, and it is neither controlled nor monitored by the Board of Directors or Management. From time to time, it has been brought to the Board's attention that rumors, criticisms and complaints (from unidentified parties) have been posted on the page. For the Board and/or Management to address unit owner concerns, it is critical that unit owners and/or residents contact Management directly so that any issue may be reviewed and addressed in a timely fashion. The Board also encourages and welcomes any unit owner who wishes to volunteer his/her time to serve on the Board of Directors or on a committee (e.g. pool, landscaping, playground, communications, etc.). Board members volunteer their valuable time without compensation. Like you, Board members are unit owners and residents of this community, and they work very hard to keep Guard Hill in a first class condition for the appeal of residents and those who contemplate becoming residents.

Landlords: For those who rent out their units, you must remind your tenants that are responsible to observe the HOA's Rules and Regulations. The Board and Management regularly address rule violations by renters/non-owners; oftentimes, we receive a response that either the unit owner/landlord or the tenant wasn't aware of the HOA's Rules and Regulations. Unit owners renting out their units are advised to provide your tenants with a copy of the HOA's Rules and Regulations and/or direct them to the Guard Hill website. **Owners will be held responsible for violations of the HOA's Rules and Regulations by their tenants and guests, and violations may include fines or other legal action.**

Adherence to the HOA's Rules and Regulations is essential for all residents living on the property, including renters. To ensure that our community remains safe and continues to be a pleasant environment, compliance by all is required. We encourage you to keep your renters fully informed of these policies. Your cooperation is appreciated.

DOG WALKERS: Dog owners and walkers are asked to be courteous when walking dogs on the property. Please avoid infringing on your neighbor's property by walking across front lawns or backyards. Respect people's privacy and the investment many have personally made in landscaping to enhance the front and back gardens. Please remember to clean up after your pet(s).

Dogs must always be on a leash and are not allowed to run free outside of a unit. In addition to violating the rules, an unleashed dog can be intimidating to some, especially at night.

WILDLIFE FEEDING: Bird feeders are limited to one per household. In addition, please do not put out food for wildlife that inhabits the areas surrounding Guard Hill. It is important to control the animal population in and around the property. Please note that, in the past, there have been bear sightings on and around the property along with bears invading bird feeders for food. The NYSDEC has provided recommendations and suggestions to help address these situations. [DEC Reminds New Yorkers to Be 'BearWise' This Spring - NYSDEC](#)

PROPERTY DRAINAGE EFFORTS: An increasing amount of wet weather in recent years, when combined with the HOA's aging infrastructure has continued to place an additional strain on the property's drainage capacity. We continue to work on

this issue, incorporating new drainage filters, catch basins and systems throughout the property, with priority given to the areas of greatest concern. The Board's efforts will be ongoing to ensure optimal long-term drainage performance at Guard Hill.

INTERNAL SEWER LINES: The Board is aware of an increase in problems with back-pitched traps in various units. Owners are reminded that all issues involving the interior of units are the responsibility of the unit owners; unit owners must address these internal issues while working with the HOA's contractors resolving issues in the common areas. Once the HOA completes remediation efforts outside any unit, the HOA's responsibility ends, and it is the unit owner who bears the responsibility and cost of ongoing maintenance agreements with contractors (e.g. Electric Snake, etc.).

We also encourage owners to periodically monitor the lower/basement level of their homes, especially if they aren't used on a regular basis. If this isn't possible, the Board strongly recommends that a responsible party do so. Drain backups can happen when least expected, so early detection is critical to minimize damage and repair costs.

Items that should never be flushed down the toilet / drains:

- **Feminine Products:** Tampons and other feminine hygiene products should not be flushed down the toilet.
- **Baby Wipes/Wet Wipes/Cleaning Pads:** While "adult/baby wipes" are increasingly popular nowadays, they are also increasingly causing clogs and backups in sewage pipes. Although some brands might indicate they are "flushable" on the box – they are not. Please dispose of these wipes in your regular trash.
- **Dental Floss:** Floss is not biodegradable and can cause serious clogs and environmental damage.
- **Cotton Swabs/Balls:** Cotton does not break down. These items will clump together, causing stoppages/blockages at bends in the pipes. **Please dispose of cotton swabs/balls in your regular trash.**
- **Paper Towels/Tissues:** If you use paper towels, please dispose of them in the trash, not the toilet. Tissues and paper towels are not designed to dissolve like toilet paper.
- **Diapers:** Diapers are designed to expand in water, and waste pipes may not tolerate disposal. In the unlikely event that you are able to flush a diaper; it is likely to get caught in the U-bend of the pipe causing a backup/blockage.
- **Cooking Grease/Food:** Grease and/or food leftovers should never be poured down any drain. Oils and grease may be liquid when warm and easily disposed of down a drain. However, when these liquids cool, they congeal and clog pipes.
- **Pills:** Disposal of pills down the toilet do more harm than good by flushing them. They may have toxic effects on groundwater supplies and wildlife. Dispose of them in the trash or bring them to a local pharmacy for safe disposal.

MONTHLY ASSESSMENTS: Monthly charges are due on the 1st of each month; late charges will be applied to payments received by the HOA/Management after the 15th of the month. If you use an automated online bill payment service, be sure the proper payment amount is sent, particularly after there is an increase in monthly charges. Payment instructions and options are available on request from Management.

POOL: The pool is now open on weekends and will open daily as of June 27th (11:00AM - 7:00PM). All unit owners have been sent copies of the pool rules. We remind unit owners that the Westchester County Health Department enforces the health and safety rules controlling use of the pool.

Westchester County and the New York State have significantly changed the governance of "public pools" in 2026. Please note that lack of adherence to these new rules can result in revocation of the HOA's pool permit for the entire season. Therefore, it is critical that there are NO violations.

NO ONE may be in the pool or dangling their feet in the pool in either of the following situations:

- 1) Every hour, when the lifeguard checks the pool to ensure the chemicals are in accordance with the operating guidelines; and
- 2) During the lifeguard's legally-required break time; this will occur between 1:30 PM – 2:30 PM.

A few additional reminders:

- All unit owners are to sign in. It is not the responsibility of the lifeguard to monitor.
- Glass containers or alcoholic beverages are prohibited in the pool area.
- Smoking is not permitted inside the pool fence.
- While the HOA does not supply umbrellas, those who wish to do so may bring small umbrellas to clip onto the arm of the chairs.
- Pool users should pick up and dispose of all trash in and around the pool area.
- Behavior which disturbs or endangers pool users is prohibited in the pool area (which includes the rule prohibiting diving).
- If you have a concern or comment about the lifeguard's performance of his/her duties, please report this directly to Management; do not confront the lifeguard while he/she is on duty.

Pool rules are for the safety and comfort of all. **Lifeguards must be obeyed at all times.** They have a responsibility to all residents and are authorized to bring rule violations to the attention of the Board of Directors. Rule violations may lead to the imposition of restrictions or the revocation of pool privileges to anyone not in compliance with pool rules. **Please note the pool is under video surveillance at all times.**

TENNIS COURT: The tennis court is open for the season. Following past input from the residents on Canterbury Way, pickle ball lines will not be added to the basketball court due to noise concerns. For interested players, pickleball courts are available at Leonard Park.

A few reminders:

- The tennis court is to be used exclusively by residents for playing tennis. No food, alcoholic beverages, smoking, baby carriages, pets, toys, bicycles, skateboards, skates, etc. are allowed on the tennis courts.
- Appropriate smooth-soled tennis shoes must be worn to preserve the court surface. Heavy tread jogging shoes (or bare feet) are prohibited.

BASKETBALL COURT: As with the tennis court, unit owners are reminded that the court is to be used exclusively by residents for playing basketball. Bikes, pets, and skateboards are not allowed, and we ask that children not use the surface for chalk "artwork", as these may damage the surface.

POLICE ALERTS: As always, if you see or hear people in the recreation areas after hours, please contact the police directly to investigate (*Best number: 914-241-1101*). As summer approaches, young people tend to congregate in the recreation areas after dusk. This has been an ongoing problem which, in the past, has resulted in vandalism and litter. Please remember that residents are responsible for their children and guests, and fines will be imposed for improper use of the parking areas. In addition, non-residents can be charged with trespassing.

Private property signs and security cameras have been installed in and around the pool and recreation areas to restrict and monitor activity in these locations, especially when the pool is not open and after sundown.

FEATURE TREES: Homeowners are reminded that they are responsible for the feature tree(s) in front of their homes. If your tree has developed black knot fungus (infesting the plum variety) or has become invasive to underground water/sewer pipes, it should be removed and replaced. A list has been compiled of trees that should be removed, and affected homeowners will be notified when a tree will be removed (at HOA expense). Homeowners are required to replace any tree on their lot at their expense with one of the species recommended by and approved by the Board. The landscaper can help with the replacement, or individuals can choose their own contractor. Suggestions for possible replacements include Dogwood, Japanese Maple, Red Bud, Cleveland Pear, or Sterile Cherry. Owners can have Riverview Landscaping install the tree or use an insured and licensed contractor to install.

TREE CLEAN UP/REMOVAL: The HOA will continue to monitor the status of trees around the property for the safety of the residents and their homes, with guidance from licensed arborists and approvals from the Village of Mt. Kisco. In addition, on occasion, the HOA has been asked to prune or cut down trees on HOA property that create potential danger to adjoining properties.

PONDS: Geese Relief, Inc. continues to control the goose population year-round. The company uses trained Border Collies to herd and scare off the geese; this process is designed to break the habit of the geese becoming comfortable and making a home in a specific area. We are trying to control the goose population, so please **do not feed the geese!**

Carp have been placed in Ponds 2 and 3, the upper-most retention ponds in Guard Hill, to help control algae. You are reminded that **fishing is not permitted** in the ponds; survival of the carp is critical. In addition to the carp, Pond and Lake Connection, an aquatic management company, adds chemicals periodically during the season. These chemicals are safe to the New York City Watershed (into which our ponds drain), as well as to the carp and the dogs used to help chase off the geese.

EXTERMINATION: Guard Hill Manor HOA maintains a service contract with JP McHale for **exterior** exterminating on an “as needed” basis. For the quickest response and service, unit owners should communicate directly with JP McHale; please do not contact Management. Residents should use the following information to contact JP McHale:

- Direct Phone: 914-788-4482
- Email: commercialsupport@nopests.com

In order for JP McHale to provide prompt service, residents must furnish the following information for each request:

- The property name: **Guard Hill Manor HOA, Mt Kisco NY**
- The unit address
- The best telephone number to be called back
- The specific location of where the service is required (email photos as needed)

As noted above, the HOA contract includes **exterior treatments only** (e.g. ants, bees, wasps, etc.). If a unit owner requires interior exterminating services for pests (ants, bees, etc.), the cost for this service will be the responsibility of the unit owner, and you are free to select your own exterminator. Please note, per JP McHale, if you have a problem with ants or other insects located inside the home, treating the exterior of the home may not be the solution.

SMOKE/CARBON MONOXIDE DETECTORS: We remind everyone to install and monitor smoke/carbon monoxide detectors in their homes, for your personal safety and for the safety of your next-door neighbors. As the units are attached, carbon monoxide can easily seep from one unit to the next. Carbon monoxide detectors are relatively inexpensive and easy to install.

Virtually every gas furnace produces carbon monoxide, which is generally carried away from your home through the furnace’s venting. A clean, efficiently burning gas furnace produces very small amounts of carbon monoxide, while a dirty, inefficient one can produce larger amounts. It is strongly recommended that HVAC systems be inspected regularly to ensure they are clean and operating properly, and that smoke and carbon monoxide detectors are inspected and replaced if they are not up to code.

DRYER VENT CLEANING: As you are aware, dryer vents must be inspected and cleaned every three (3) years. This requirement is necessary to comply with the HOA's insurance policy.

FIREPLACE INSPECTION: Wood-burning fireplaces must be inspected and cleaned, if necessary, every five (5) years.

ADDITIONAL HOMEOWNER RESPONSIBILITIES: In response to frequent inquiries from homeowners, the following items are the homeowner’s responsibility to maintain/repair/replace:

- Lights on the front and rear of the unit; if these need to be replaced, owners can do so in kind or like for like with the product they are replacing.
- External outlets and doorbells
- Water spigots
- Windows, entryway doors, garage doors (must be replaced in kind or like for like). For homeowners who have not already done so, to upgrade the garage door of your unit, contact **Morgan Carey at Henry Allen Garage Doors in Briarcliff (914-762-6655)**.
- When making changes to the exterior of the home, prior to the commencement of any work, owners must complete and submit the attached 'GHM Architectural Agreement' document to Management for Board approval. The Certificate of Insurance must be completed as per the example in the Agreement.

REFUSE AND RECYCLING: It is everyone's responsibility to keep Guard Hill clean. Please dispose of all litter appropriately. This is a particular problem in the recreation areas and the two adjacent parking lots.

Please adhere to the rules regarding the disposal of garbage and recycling. **Recycling should not be put out prior to 5:00 p.m. on the day before pickup. Mondays - commingled recyclable items are picked up, unless Monday is a holiday – then it is picked up Tuesday morning. Cardboard / paper is picked up Tuesday, unless Monday is a holiday – then it is picked up Wednesday morning. Recycling schedules do change; please refer to the Village of Mount Kisco's website https://www.mountkisco.ny.gov/departments/highway_department/index.php.**

Styrofoam is NOT recyclable on any day. Its light weight also means it is easily blown around the property when left out for pick up. This is true of plastic bags as well, which should be recycled at locations such as Target, Stop & Shop or CVS.

If you have bulk items for disposal, please contact the Village of Mount Kisco Highway Department at 914- 666-8193 to arrange for a pickup. Items for bulk pickup are not to be placed outside until the night before pickup and are to be placed at the end of your driveway and NOT by the dumpster sheds (unless instructed to do so by the Highway Department).

Village of Mt Kisco: Residents are advised to use the Village website for news and instructions regarding:

- Refuse Collection Schedule Village/Town of Mount Kisco – 2026:
<https://cms6.revize.com/revize/mountkisco/VTMK%20DPW%20Thursday%202025%20v4.pdf>
- Bulk Trash Pick-Up:
https://cms6.revize.com/revize/mountkisco/document_center/BulkTrashPickUpInformation.pdf
- Electronics Recycling Program:
https://cms6.revize.com/revize/mountkisco/document_center/RCRRLIST%202015.pdf
- Sign up for News and Emergency Alerts:
https://www.mountkisco.ny.gov/residents/news_and_emergency_alerts/index.php

WE STRONGLY RECOMMEND THAT ALL RESIDENTS SIGN UP FOR THESE ALERTS

The Board of Directors wishes you all the best of health and time spent with friends and family. Enjoy the summer!

Respectfully submitted,

Board of Directors of Guard Hill Homeowners' Association, Inc.

Robert Wolper, President

Rosanne Licata, Vice President

Steven Klubock, Treasurer

Patty Bartlett, Secretary

Directors: Cary Dollard, Jenny Doncheva, Jennifer Leoce, Abby Reuben, Frank Schnell