

MEMORANDUM

To: Homeowners & Residents
Guard Hill Manor

Date: December 12, 2025

From: Barhite & Holzinger

Re: Seasonal and Important Reminders

As usual, 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 fast approaching, 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. **You are reminded that the speed tracking systems are operational.** (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 removed 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.** Washing machine hoses should be changed every three years.
- ✱ Smoke detectors and CO2 detectors should be replaced **10 years from the date of manufacture.** Check the date on the back of the detector. If the detector is older than 10 years, replace it immediately.
- ✱ **Christmas/Hanukkah decorations may be displayed from Thanksgiving to January 15th** (all other holiday decorations may be displayed for two weeks before and one week after the Holiday). Christmas trees may be placed outside the dumpster sheds for pick up by the Highway Department between January 1st and January 31st. Do not put items out until the day of pickup. 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.
- ✱ 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.

- ✱ 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.
- ✱ Visitor-designated parking is available for **legitimate visitors only**. Residents must use their private garages and driveways for their own vehicles. No parking in front of fire hydrants.
- ✱ **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.
- ✱ 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.
- ✱ If you plan on conducting alterations, particularly any project that will potentially cause penetration of the exterior, siding, or roof, you must sign an agreement as to how any such work will be accomplished. **Owners should read the rules before contacting Management and undertaking any projects. You are urged to familiarize yourself with the rules of the property, as many of the questions received by the Board and Management can be answered there. Then contact Management for the Alteration Agreement form. Once completed, Management can request Board approval.** All private work must be undertaken with appropriate insurance Risk Transfer documentation for which Management will provide instructions.
- ✱ We ask all homeowners to respect their neighbors' privacy and property. We have received reports of walkers including private driveways in their fitness routines and people sorting through other people's recyclables for bottles and cans. There have also been reports of owners allowing their dogs off-leash, only to have them relieve themselves on someone else's property. This is not acceptable. Please be aware that any homeowner caught violating another person's property may be fined.

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.

Please find attached additional information which details the dumpster/trash management rules along with the reminder language to help you keep your drains working properly.

Thank you.



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, BAND-AIDS 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**

PLEASE NOTE: The highway department may be on the property as early as 7:30am on the days indicated.

Recyclables (glass, plastic, and metal) are picked up on **Monday**.

The recycling bin should be placed at the end of your driveway, **no earlier than 5pm on Sunday**. New 15-gallon blue recycling bins are available at Village Hall, 104 Main Street. There is a nominal fee for the bin.

Newspapers, Cardboard, Magazines & Junk mail are picked up on **Tuesday**. 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 Monday**.

Household garbage is picked upon **Thursday**. Construction material, carpet material, water heaters, tires, car batteries 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. To schedule a pick-up call 914-864-0021.

Tires, Car Batteries, Motor Oil can be dropped off at your auto / tire repair facility.