



Chadwick Square Park Association

Board Policies current as of 05/29/24

NOTE: Links identified in these policies may have moved. For most current information reference, go to the Chadwick Square Website -- Chadwicksquare.org. Most information can be found on the Governing Documents page or Homeowner and Residents page.



Chadwick Square

C/O Diamond Realty Management ♦ 790 Watervliet Shaker Road ♦ Latham, NY 12110-2207
Office: 518.783.5000 ♦ Fax: 518.785.1476 ♦ Email: service@drm.net
Request services and information online at: www.drm.net

Relating to compliance of home and lot exterior appearance.

WHEREAS, Article III of the Amended and Restated Declaration of Covenants, Conditions and Restrictions (“Declaration”) states the Chadwick Square Park Association, Inc. (“Association”) was formed to own, operate and maintain the Association Property, enforce the Covenants, Conditions and Restrictions set for the in the Declaration and to have such other specific rights, obligations, duties and functions as are set forth in the Declaration, the Certificate of Incorporation and the Bylaws;

WHEREAS, Article X of the Bylaws, Powers and Duties of the Board, states the Board has the power to exercise for the Association all powers, duties and authority vested in or delegated to the Association in law and not reserved to the Owners by other provisions of the Bylaws, the Articles of Incorporation or the Declaration;

WHEREAS, Article XIV of the Declaration, Enforcement and Compliance, provides the right of the Association and obligation of the Board of Directors to enforce and take any such actions necessary to achieve enforcement and compliance with the Declaration and Bylaws;

WHEREAS, the Association recognizes and defines three types of non-compliance or violations:

- (i) structural violation – failure to comply with CSPA Policies related to Declaration, Article VII
- (ii) procedural violation – failure to apply to the Architectural Committee and to secure Board approval for exterior projects that require approval according to the Declarations
- (iii) general violation – activities deemed to be noncompliant with specifically delineated items in the Declarations not otherwise addressed in Board policies or resolutions, including but not limited to the following: 7.01, 7.09, 7.10, 7.11, 7.12, 7.13, 7.16, 7.18, 7.19, 7.20, 7.21, 7.22, 7.23, 7.24, 7.25, 7.26, 8.02, 8.03, 10.01 and 14.02.

WHEREAS, the Board of Directors has established the fine structure for such violations:

Violation	Days to Compliance	Total Fine
First Structural Violation	Corrected per first dated notice	\$0
	Corrected within 30 days of date stipulated in notice	\$100
	Corrected within 60 days of date stipulated in notice	\$300
	Corrected within 90 days of date stipulated in notice	\$500
Subsequent Structural Violation*	Upon occurrence and corrected per notice	\$100
	Corrected within 30 days of date stipulated in notice	\$300
	Corrected within 60 days of date stipulated in notice	\$500
	Corrected within 90 days of date stipulated in notice	\$1,000
First Procedural Violation	N/A	\$300
Subsequent Procedural Violation*	N/A	\$500
First General Violation	Corrected per first dated notice	\$0
	Not corrected per notice	\$25/day
Subsequent General Violation of the same type*	N/A	\$25/day

* by this Owner/Resident or Guest at any property owned in Chadwick Square

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors affirms the above fine schedule for violations and will, within their power, take any such actions necessary to achieve enforcement and compliance with the Declaration and Bylaws, including but not limited to engaging a management company to assist.

Approved:

Date: November 25, 2018

President: Bonnie Brautigam

Secretary: Denis Whalen

Advisory Group Policy

Issued: September 15, 2023

Last Updated: New – September 2023

Contact: [President](#)

Bylaw References: Article XIII, Committees, Section 4, Ad-Hoc Committees

Responsible Parties: [Board of Directors](#)

POLICY STATEMENT

The Board has determined that there is a present and future benefit for the Association to create and then engage a select group of volunteer advisors on a broad range of issues that may impact homeowners. Many organizations in the business, governmental and non-profit sectors have recognized both the opportunities and need to establish an ad-hoc group of senior advisors charged with the task of offering advice on a broad range of matters to supplement the research and analysis conducted by the existing authorized organizations. It is well recognized that by reaching out to a cadre of willing and uniquely experienced personnel, that the review and decision-making effectiveness of an organization can be strengthened. Unfortunately, few organizations have taken advantage of this approach to acquire value-added support. And it appears that those organizations that have made inroads to creating some sort of well-intended and potentially successful advisory group, have not followed through to use the organization effectively to achieve successful results.

The CSPA Board is creating this Policy, which includes details that will give the Advisory Group the best possible chance to deliver results for the Association, specifically to avoid false starts and resultant failures that have occurred in other organizations. And, more important, the Policy is designed to create a unique and energized team that will support the Board and benefit homeowner in unique and important ways that would not be otherwise achieved.

BOARD RESONSIBILITIES

1. To be appointed by the Board, the potential Advisory Group member must be a homeowner in good standing, in accordance with Bylaws, Article V, Board of Directors, Section 2, Eligibility.
2. Appointment to the Advisory Group will be determined and achieved by vote of the Board and based on majority rule.
3. Appointees will generally be persons that have served in the capacity of former Board members and officers, but the Board reserves the authority to appoint homeowners that have not served in this capacity, but have the experience and expertise to address the task at hand.
4. Before asking the Advisory Group to assume a specific task, the Board will exercise due diligence to: a) assure that the current Board and existing Committees would gain a significant benefit by such delegation, b) determine that the currently constituted Advisory Group is staffed to provide the needed assistance, and c) judge that resources are or may be available in the Chadwick Square community outside of the present Advisory Group members and take action to recruit one or more additional Advisory Group members.

5. The Board will, through a motion and vote, request the Advisory Committee to undertake the assignment. The adopted motion, in conjunction with any other written or verbal guidance the Board elects to provide, will be the basis for the Board's charge.
6. The Board will take necessary and appropriate action to conclude the service of the Advisory Committee when it deems such action appropriate.

ADVISORY GROUP RESPONSIBILITIES

1. The Advisory Group will not be a decision-making body. Its responsibility will be to provide recommendations for Board consideration and possible action.

OPERATING PROCEDURES

1. The Advisory Group will function as a stand-alone, matrix type committee, with authority of all members being equal. Therefore, no officers or position titles will be created or used.
2. A consensus type decision process will be used, wherein the Advisory Group will focus its efforts to discuss all issues thoroughly and attempt, through negotiation and compromise, to obtain a unanimous decision concerning its work on behalf of the Board and any information and recommendations provided to the Board.
3. If, after diligent pursuit, a consensus cannot be attained, a decision about information or recommendation going to the Board will be based on majority rule.
4. During the conduct of its responsibilities, the Advisory Group will have reasonable and unobstructed access to Board members and Committee staff, and available records that the Group believes may be useful in the course of its work.
5. The Advisory Group will primarily engage in projects brought to its attention by the Board. However, the Advisory Group will also be authorized to recommend projects that it believes it could undertake that would be advantageous for the Board and homeowners.

Arbor and Trellis

Issued: July 15, 2004

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.01 and 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

An arbor or trellis may be installed or replaced in accordance with the provisions and responsibilities below. When an existing arbor or trellis is in violation of any requirement, the Board will require that corrections be made at the time of any addition, replacement or change.

1. An arbor or trellis may be no higher than seven (7) feet above the ground.
2. Colors, paints or stains must be of neutral earth tone shades.

DEFINITIONS

Arbor – a shaded place formed by leaves and branches of trees and plants that interweave naturally or are trained to grow around a trellis or other structure.

Neutral Earth Tone Color or Shade – a warm, muted color containing some brown

Trellis – Latticework or other structure used to support plants, trees or other vegetation that form an arbor used to support climbing vegetation.

RESPONSIBILITIES

Homeowners

1. Ensure that construction or installation of an arbor or trellis complies with the policy.
2. This project does not require Board approval; no CSPA Application for Exterior Work is required.
3. If it is necessary for the owner or contractor to be on the contiguous property(ies) while working:
 - a. get written permission from the owners of the contiguous home(s)
 - b. confirm that such homeowners/properties are covered by the contractor's liability insurance protection.

Auxiliary Structures

Issued: unknown

Last Updated: New-August 2022

Contact: [Board President](#)

Declaration References: 7.09

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A limited set of Non-Permanent Structures are permitted on homeowner properties at the rear of their home. These include swings, sand boxes, kiddy pools and one small utility garden tool storage cabinet.

1. Homeowners are not permitted to install any structures on Association property or outside their property line.
2. Fire pits are allowed if gas operated (no wood burning equipment of any kind) and must follow manufacturers guidelines for distance from structures. Residents must also follow any state or local regulations. All safety provisions must be strictly adhered to.
3. Hot tubs are **not** allowed, however, any homeowner with a hot tub installed prior to 7/22/22 may seek a waiver to keep the hot tub. No replacement hot tubs or new hot tubs are allowed.
4. Homeowners may not install any non-permanent structures past or higher than their fence height, with the exception of a swing set which may be higher than the fence.
5. Storage cabinets should be screened from public view to the maximum extent possible. They should be no higher 5' tall.
6. Swings sets:
 - Shall be located in the rear yard so it is screened from public view to the maximum extent possible by permanent structures (such as the house, garage or wood fences) or landscaping.
 - Size: Swing sets must not exceed 20% of the backyard area.
 - Swing sets may be constructed of metal or wood. Tarp roofs, awnings, or covers must be earth tone colors.
7. All auxiliary structures shall be maintained in such a fashion as to not detract from the neighborhood.

DEFINITIONS

Governing documents – the Articles of Incorporation, the Declarations of Covenants, Conditions and Restrictions, and the Amended Bylaws of the Chadwick Square Park Association.

RESPONSIBILITIES

Homeowners

1. Prior to purchasing any of the auxiliary items allowed the homeowner should verify it is of appropriate size and will sit within their property lines.
2. Prior to purchasing a fire pit, homeowner should understand local laws and regulations as well as manufacturer requirements for all safety provisions.

Awning

Issued: May 1995

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08, 7.04

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A single awning may be modified, replaced or installed at the rear exit in accordance with the provisions and responsibilities below. Where an existing awning is in violation of any requirement, the Board will require that corrections be made at the time of any replacement or change.

Design

1. Awnings installed after 1995 must be a retractable design.
2. Cover material must be acrylic fabric or similar with a matte finish.
3. The cover must be a solid, neutral color or match the building exterior.
4. No side curtains are permitted; front valance is limited to a maximum nine (9) inch drop.
5. Removable protective covers must be the same color as the awning.
6. Awnings may project no more than 16 feet from the main wall of the home (not including fireplace housings) when fully extended.
7. The awning may be no more than the width of the deck.
8. Colors, paints or stains of any poles or supports must match the building exterior or be a solid neutral earth tone shade.

Use

1. Awnings may be used only during the period from April 15th through November 15th.
2. During the period from November 16th through April 14th
 - a. post and frame type awnings (installed prior to 1995 at 7 Constitution Drive and 15 York Road) must be removed from the pipe supports.
 - b. Retractable awnings must remain retracted and out of use, with valances removed.

DEFINITIONS

Awning – a roof-like cover extending over or in front of a place (as over the deck or in front of a door or window) as a shelter.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing or replacing an awning according to the [Exterior](#)

[Appearance Projects – Homes](#) policy and procedure.

2. In the [CSPA Application for Exterior Work](#), note any changes from the existing awning.
3. If it is necessary for the owner or contractor to be on the contiguous property(ies) while working:
 - a. get written permission from the owners of the contiguous home(s)
 - b. confirm that such homeowners/properties are covered by the contractor's liability insurance protection.

Common Grounds Maintenance

Issued: July 27, 2018

Last Updated: June 22, 2011

Contact: [Grounds Committee Chair](#)

Declaration References: 8.01 and 8.02

Responsible Parties: [Management Company](#)

POLICY STATEMENT

Association property is maintained and beautified according to standard practice in the landscaping industry and in consideration of the following:

- weather conditions in this geographic area of the Northeastern United States
- environmental factors including but not limited to soil composition, drainage, light exposure, maintenance requirements, and environmental protection
- access/passage, rights of way, easement, and land features
- advisability of provision or obstruction of view
- cost.

The Board reserves the rights to treat, trim, prune, relocate or remove any plant or tree and to remove any item or structure located on Association property at any time, without reimbursement to homeowners for any prior expense.

DEFINITIONS

Association property – common grounds owned and controlled by the Chadwick Square Park Association, Inc. as conferred by deed, legal agreements and certified land surveys.

RESPONSIBILITIES

Management Company

1. Provide, either directly or through contract, for the proper care, maintenance and beautification of Association property in accordance with the management company contract, direction of the Board, and as described here.
2. Develop bid specifications and subsequent contracts according to Board and management company policies and procedures.
3. Seek the input and review of contractor bid specifications (scope of work, materials to be used, and quality of work expected) from the Grounds Committee prior to issuance of request for bids/quotes.
4. Oversee and manage the work of staff.

5. Monitor contractor performance. Recommend payment of contractor invoices based on proper completion of the work.
6. Replace all removed plantings during the most appropriate season and provide care for the stabilization and growth of the new planting.
7. Receive and address written concerns and complaints from homeowners about common grounds care, maintenance and use. Provide periodic reports of the same to the Grounds Committee.

Common Grounds Use

Issued: unknown

Last Updated: July 27, 2018

Contact: [Board President](#)

Declaration References: 4.02, 4.03, 8.01, 8.02.c.

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Every homeowner and such owner's guests, lessees, and invitees have a right of use and enjoyment in and to all Association property (common grounds) in accordance with the provisions and responsibilities below. However:

1. Homeowners enjoy no right of infringement on common grounds.
2. Homeowners may not install or cause any item to be installed on common grounds.
3. The Board reserves the right to remove any item installed on common grounds at any time and to charge a homeowner for any cost resulting from the removal of anything placed on common ground by the homeowner, resident or tenant.
4. Without exception, neither the Board nor the Association assumes any responsibility or liability for any private use of common grounds which is neither provided for by the governing documents nor previously authorized in writing by the Board. Any person using common grounds for any purpose not so authorized shall assume personal liability for all outcomes or circumstances resulting from such use.

DEFINITIONS

Governing documents – the Articles of Incorporation, the Covenants, Conditions and Restrictions, and the Amended Bylaws of the Chadwick Square Park Association.

RESPONSIBILITIES

Homeowners

1. Prior to installing any garden, patio, deck, wall, fence, berm, hedge, plant or any other item on grounds adjacent to a home, ascertain the exact location of private property boundaries relative to common grounds.

2. Report any damage to common grounds as the result of its use to the Management Company for appropriate maintenance or repair.
3. In the event that damage is caused by the willful act or omission of a homeowner, their family members, guests, lessees, licensees or invitees, as the case may be, maintenance or repair will be at the sole cost and expense of such homeowner, and is not regarded as an Association expense.

Complaints

Issued: December 27, 2018

Last Updated: N/A

Contact: [Board Vice President](#)

Responsible Parties: [Homeowner, Management Company](#)

POLICY STATEMENT

All complaints about a neighbor's compliance with restrictions, conditions and covenants must be put in writing to the Management Company.

RESPONSIBILITIES

Complainant

1. Reports the compliance concern(s) to the Management Company in writing at service@drm.net or Sentry Management, 790 Watervliet Shaker Road, Latham, NY 12110-2207. **NOTE:** Verbal complaints will not be addressed.

Management Company

1. Records the concern.
2. Initiates the violation procedure.

Deck

Issued: December 27, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 7.05

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A deck may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. All materials must be of wood or composite materials with the appearance of wood. Staining is permitted (no paints); colors must be of neutral earth tone or wood shades.
2. Decks may project no more than 16 feet from the main rear wall of the home.
3. No part of any deck, except railings or steps, may be higher than either:
 - a. the interior floor level of the house at the point of exit to the deck, or
 - b. eight inches above the highest existing grade below the deck surface.
4. Railings may not exceed 36 inches in height measured from the deck floor.
5. An exsistant deck for which a homeowner seeks replacement pursuant to this policy provided it does not encroach on common property, will be deemed to have been properly approved in accordance with the provisions contained herein and will be “grandfathered” to its original dimensions, notwithstanding its noncompliance with any other portion of this policy.

Note the adoption of this policy corresponds to the immediate rescission of the Deck policy last updated on November 15, 2018.

DEFINITIONS

Deck – an exterior floor surface, extending outward from the rear of a structure as an integral part of that structure, intended to accommodate multipurpose outdoor activities.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing, modifying or replacing the deck according to the

[Exterior Appearance Projects – Homes](#) policy and procedure.

2. In the [CSPA Application for Exterior Work](#), include the contractor's scaled drawings and descriptions showing the exact configuration and dimensions of the deck, its location relative to the building and common property lines, and other details such as steps, railings, built-in seating or other features.

Driveway

Issued: November 21, 2002

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A driveway may be replaced, maintained or resurfaced in accordance with the provisions and responsibilities below. Where an existing driveway is in violation of any requirement, the Board will require that corrections be made at the time of replacement.

1. Materials must be bituminous. This is consistent with construction recommendations for the northeastern United States.
2. The width of the driveway shall not exceed the width of the garage floor.

DEFINITIONS

Bituminous Materials – an asphalt, blacktop or macadam-like substance

RESPONSIBILITIES

Homeowners

1. Ensure that replacement, maintenance or resurfacing of the driveway complies with the policy.
2. This project does not require Board approval; no [CSPA Application for Exterior Work](#) is required.

Electronic Communications – Board

Issued: January 17, 2019

Last Updated: N/A

Contact: [President](#)

Declaration References: Bylaws 7.6 and 12.5

POLICY STATEMENT

The Board of Directors may take actions within their power and authority between meetings by obtaining the approval of the Directors in writing or by electronic message. In addition, the community website or other secure electronic communication portal may be used to take such actions. Similarly, committee members may exchange information and make recommendations to the Board by electronic communication.

DEFINITIONS

Electronic communications – e-mail or text message used to convey or request information that may otherwise be transmitted on paper via the United States Postal Service.

Electronic communication portal – an internet-based website that includes secure transmission of information between authorized parties.

RESPONSIBILITIES

Director

1. Provides contact information to the Secretary upon election or appointment and updates as needed.
2. Carefully reviews and considers communications and responds promptly as requested.

President/Committee Chair or Board Representative

1. Summarizes the topic, motion, discussion and resulting vote at the next regular meeting minutes.

Secretary

1. Includes the summary in the meeting minutes.

Electronic Communications - Community

Issued: February 25, 2014

Last Updated: January 17, 2019

Contact: [President](#)

Declaration References: N/A

POLICY STATEMENT

The Association Board, committees and the Management Company use electronic means to communicate in writing with homeowners and residents whenever possible to save money on paper, postage and handling. In an emergency, automatic voice messages (“robo-calls”) may be used.

Electronic communications may be sent when there is agreement between both parties to do so and that communication will meet the requirement, if any, for written communication. Such communications include but are not limited to annual meeting materials, written notices, monthly Board meeting agendas, minutes and other Association correspondence.

Contact information (e.g., email address, cell phone number) will be used only for Association-related communications and will not be shared with others unless otherwise authorized.

The community website or other secure electronic communication portal may be used to post information for homeowners and residents, including but not limited to Board materials, the Declaration, Bylaws, and policies. It may also be used to facilitate Association business, including but not limited to payment of fees.

DEFINITIONS

Electronic communications – e-mail or text message used to convey or request information that may otherwise be transmitted on paper via the United States Postal Service; pre-recorded voice message delivered through an auto-dial phone system.

Emergency – a circumstance that requires immediate notification of potential risk or danger (e.g., evacuation order, bear sighting).

RESPONSIBILITIES

Homeowner

1. Designates their preferences for use of electronic and/or paper communications by completing and submitting a paper Homeowner Information Update form to the Management Company or making a website profile selection.
2. Updates contact information and communication preferences as needed.
3. Reads all communications from the Association and Management Company.

Exterior Appearance Projects – Association Property

Issued: November 15, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 4.01, Articles VI – VIII

Responsible Parties: [Management Company](#)

POLICY STATEMENT

Association property must be kept in good condition and repair. Alterations, modifications or improvements to Association property must comply with the Declarations and Board policies for exterior projects. Prior to authorizing and/or contracting for Association exterior projects, the Management Company must consult with the Architectural Committee Chair regarding compliance with said Declarations and Board policies.

DEFINITIONS

Association Property/Common Property – see Declaration Section 1.01

RESPONSIBILITIES

Management Company

1. Consults with the Architectural Committee Chair to affirm compliance of proposed exterior projects to the Declarations and policies regarding Association property exterior appearance.
2. Obtains approval of the Board regarding said project.

Architectural Committee Chair

1. Reviews specifications for proposed Association exterior projects and advises the Management Company of any required changes to ensure compliance with the policies and Declarations.

Board

1. Considers the project specifications provided by the Management Company then approves or denies the Association exterior appearance project.
2. Conveys results of its consideration to the Management Company.
3. Establishes policies regarding the exterior appearance of Association Property.

Exterior Appearance Projects - Homes

Issued: December 27, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 6.01, 6.08, 8.01, 8.02

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Homeowners must maintain the exterior of their home in good condition and repair. Alterations, modifications or improvements to the exterior of homes must comply with the Declarations and Board policies for exterior projects. For certain types of alterations, modifications or improvements to a home's exterior, homeowners must submit an application for Board review and approval prior to initiating the project.

Note the adoption of this policy corresponds to the immediate rescission of the Exterior Appearance policy last updated on June 22, 2011.

DEFINITIONS

Home – see Declaration Section 1.01

Lot – see Declaration Section 1.01

RESPONSIBILITIES

Architectural Committee

1. Establishes procedures for the submission and review of applications for home exterior projects consistent with the Declarations and Board policies.
2. Reviews applications from homeowners for exterior projects and recommends approval or disapproval to the Board regarding the compliance of such applications with the policies and Declarations.
3. Recommends policies to the Board for the exterior appearance of homes.

Board

1. Considers Architectural Committee recommendations for the approval or disapproval of home exterior appearance projects.

2. Authorizes the Architectural Committee Chair to convey project approval or disapproval on behalf of the Board.
3. Establishes policies regarding the exterior appearance of homes.

Homeowner

1. Complies with the Declarations, policies and procedures regarding home exterior appearance. See “Compliance with CSPA Policies, Restrictions, Conditions and Covenants” for additional information.

Exterior Lighting

Issued: June 1995

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 6.08, 7.15

Responsible Parties:

[Homeowner, CSPA Board, Architectural Committee, Management Company](#)

POLICY STATEMENT

Post lamps and lighting fixtures attached to the exterior walls may be installed or replaced in accordance with the provisions and responsibilities below.

1. Replacement lamps must be black and of a similar architectural style and appearance as the original.
2. Post lamps may not be moved from the original location, except that the Board may consider approving a relocation that would result in the post being more in line with other post lamps on the street.
3. Spot or flood lamps are prohibited except for limited holiday use that does not encroach upon or in other ways interfere with neighboring homes.

DEFINITIONS

Home – see Declaration 1.01

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing or replacing an exterior lighting fixture according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the CSPA Exterior Change Application, note any changes from the existing location and attach a picture of the current and proposed lamp.

Exterior Modifications to Accommodate Handicapped

Issued: February 18, 2011

Last Updated: RESCINDED

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

RECISSION OF POLICY STATEMENT

This policy is rescinded for the following reasons:

1. Portions of the policy unduly involve the Association in homeowner sales transactions.
2. Portions of the policy are redundant of federal, state and local laws, regulations and codes that all homeowners must follow.

In rescinding the policy, the Association affirms the right of all homeowners to alter or modify their home to accommodate the handicapped, whether they are homeowners, residents or guests, as long as the modifications comply with other Association policies.

NOTE: Notices of rescinded policies are posted on the website for one year.

Fence:

Please see Declarations, Conditions and Restrictions, amended 7/21/2022 - Article VII, Section 7.07 (page 15) for most recent regulations

Issued: March 1995

Last Updated: December 27, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.07

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Fences may be installed, modified and replaced in accordance with the provisions and responsibilities below. Where existing fences are in violation of any requirement, the Board will require that corrections be made at the time of any addition, replacement or change.

Location

1. Homeowners are not permitted to install a fence on Association property or outside their property line.
2. Privacy fences must remain in the same location and be of the same length as original fences installed by the builder.
3. Privacy fences on the outside of end units may not be located more than four feet outside the rear corner of the building regardless of the location of the property line.
4. Rear enclosure fences may be installed parallel to the main rear wall of the building, but not more than 16 feet distant from the main wall and not on Association property.

Dimensions

1. If approved by the Board, privacy fences that were originally less than 16 feet in length may be extended to not more than 16 feet in length.
2. Privacy fences may be no higher than five feet, as measured from the patio or deck surface.
3. Rear enclosure fences may taper from the original height of the fence to a minimum height of four feet within eight feet of each end. The remainder of the rear enclosure fence must be of uniform height and may include a gate of the same height.
4. Existing privacy fences on the outside of end homes may be replaced by five foot high evergreen screens sufficiently dense to provide limited visibility similar to the fence being replaced.
5. An evergreen screen must be maintained to the same length as the fence it replaces, at a height between five and seven feet.

Materials

1. All fences (excluding evergreen privacy screens) must be of wood or composite materials with the appearance of wood.
2. Fences, posts and gates must be a Homestead design with a Plantation top. The

panels may be configured as board-on-board or side-by-side.

3. Staining is permitted (no paints); colors must be of neutral earth tones or weathered wood shades.

DEFINITIONS

Privacy Fence – an upright barrier to mark a boundary, control access and provide privacy from an adjoining home

Rear Enclosure Fence – an upright barrier to mark a boundary and control access to the back of the home from adjoining property

Evergreen Screen – a barrier of trees or shrubs of a variety and type that has leaves throughout the year to mark a boundary, control access and provide privacy

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the fence dimensions and materials used by homeowners within the same building to provide a relatively uniform appearance.
2. Obtain Board approval before installing, modifying or replacing the fence according to the “Exterior Appearance Projects – Homes” policy and procedure.
3. In the [CSPA Application for Exterior Work](#), include the contractor’s scaled drawings and descriptions showing the exact configuration and dimensions of the fence, its location relative to the building and common property lines, and other details relative to the proposed stain, paint or finish, if any. Note any changes from the current fence.
4. Fences must be maintained and kept in good condition by the owner.
5. Dead or seriously damaged sections of evergreen screens must be replaced with like size and type in a timely manner.

Garage Door

Issued: November 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.03

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Garage doors must be painted and/or replaced in accordance with the provisions and responsibilities below. Where an existing garage door is in violation of any requirement, the Board will require that corrections be made at the time of painting and/or replacement.

1. Garage doors must be either wood or metal.
2. Replacement doors must have the same horizontal and vertical panel configuration as the original.
3. Paint colors are determined as follows:
 - a. Garages in Sections 1 and 2 of the neighborhood are to be painted the same color as the original wooden trim of the building
 - b. Garages in Sections 3 and 4 of the neighborhood are to be painted the same color as the building's siding.

DEFINITIONS

Sections 1 and 2 – Addresses including: Quincy Court, Quincy Road, and 22-56 Commonwealth Drive

Sections 3 and 4 – Addresses including: Brightonwood Road, 58-96 Commonwealth Drive, Constitution Court, Constitution Drive, Rusfield Drive, Standish Drive and York Road

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before replacing or painting or replacing the garage door according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the garage door material and details related to the door panels and color. Note any changes from the current garage door.

Homeowner Sale Policy

Issued: April 3, 2023

Last Updated: New-April 2023

Contact: [Treasurer](#)

Declaration References: Section 14.2

Responsible Parties: [Homeowner/Management Company/Treasurer/Welcoming Committee](#)

POLICY STATEMENT

Section 14.2 of the Amended Declarations of July 2022 define owner obligations when contracting for the sale of their home. The relevant section of the Declarations can be found in the governing documents <https://www.chadwicksquare.org/governing-documents>.

It is the homeowner's responsibility to ensure the buyer of their home is fully informed about the Chadwick Square Park Association including assessments, governing documents, and information about the managing agent (As of 1/1/2023, Sentry Management:

Phone: 518-783-5000 ext. 54705 (Kathy Bunce)

Website: capitalsaratoga.sentrymgt.com

General Email: communitycare@sentrymgt.com

Sentry Customer Service Associate (Colleen): service-albany1@sentrymgt.com

RESPONSIBILITIES

Seller's Attorney

1. **Prior to closing**, contact the management company Accounts Receivable for account status and provide the buyer's name.
 - a. Current method: Please visit <https://sentry.welcomelink.com/resale/> to order closing documents by choosing the "register now" option on the left hand side. These documents include Resale/Refinance Certificates, Questionnaires, and Governing Documents. If you have questions regarding the request, please call 518-783-5000.

Management Company Accounts Receivable

2. Review the status of the seller's account for outstanding payment of dues/assessments and maintenance invoices, a list of unresolved violations and related unpaid fines.
3. Send a closing letter to the attorney summarizing the status of the account.
4. Request upcoming dues to make the transition easier for the new owner.
5. Sentry will communicate internally and email information to CSPA email box: chadwicksqbd@gmail.com
6. Homeowner packet will include: letter to the Seller (Letter #1 below) from CSPA Board
7. Homeowner packet will include: letter to the Prospective Buyer (Letter #2 below) from CSPA Board;

Seller's Attorney

8. Send outstanding payment and upcoming dues to management contractor.

New Homeowner or Buyer's Attorney

9. Send a copy of the deed with the new homeowner information to Sentry (service-albany1@sentrymgt.com).

Management Company Accounts Receivable

10. Update the account to append new owner's name.
11. Send a welcome letter to the new owner with a return envelope for the Owner Information page and payment options.
12. Send the CSPA Welcome Letter (Letter #3 below)

Each Month the Board of Directors receives an information packet that includes closings that have happened since the last report. That report and other closing or renter information that is available will be forwarded to the Welcoming Committee.

Welcoming Committee

13. Call to welcome new owner and arrange visit.
14. Send Welcoming letter and Deliver Welcoming Packet

Board President/Secretary (Or another Board member who was in attendance)

15. Should a new homeowner attend a board meeting, it is suggested that a note (email) be sent to welcome.

NOTES: The letters below will be maintained in the CSPA document repository and may be updated from time to time without an update to this policy. They are shared as a current view of a letter that will change based on timing and situation.

House Number

Issued: May 2002

Last Updated: October 25, 2018

Declaration References: 7.17

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Each unit will have a house number displayed in accordance with the provisions and responsibilities below.

1. The house number must be displayed in numerical form on the front of the house and visible from the road.
2. The house number must be of a color and size visible from the road.

Compliance is essential to safety. First responders and visitors must be able to verify the address from the road.

DEFINITIONS

First responder – a person (such as a police officer or an emergency medical technician) who is among those responsible for going immediately to the scene of an accident or emergency to provide assistance

RESPONSIBILITIES

Homeowners

1. Comply with the above policy.

Patio

Issued: May 1995

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.06

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Patios may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. Materials must be of natural stone, brick, stamped concrete or concrete pavers of neutral earth tone shades.
2. No gravel or bituminous materials such as asphalt, blacktop or macadam-like materials will be approved.
3. A patio may be located in the rear yard or incorporate with the entry walkway.
4. A patio must be so designed as not to adversely affect the drainage patterns of the neighborhood.
5. A front entry patio may not exceed 100 square feet in area.
6. No appliances (e.g., outdoor grills) may be left on the front patio overnight.
7. Railings may not exceed 36 inches in height measured from the patio floor.
8. Railings must be of the same materials as the patio or must be colored, painted or stained black or in neutral earth tone shades.

The issuance of this policy corresponds to the rescission of the “Patio” portion of the Deck and Patio policy adopted May 1995 as it was revised on June 22, 2011. Such partial rescission of the Deck and Patio policy is effective on the date of issuance of the present policy.

DEFINITIONS

Patio – a ground level paved area intended to accommodate multipurpose outdoor activities.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing, modifying or replacing the patio according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the contractor’s scaled drawings and descriptions showing the exact configuration and dimensions of the patio, its location

relative to the building and common property lines, and other details such as steps, railings, built-in seating or other features, and proposed materials and colors. Note any changes from the current patio.

Purchasing Policy

Issued: Unknown

Last Updated: June 6, 2023

Contact: [Treasurer](#)

Bylaw References: Article XI Section 1 & Section 2

Responsible Parties: [Board of Directors](#)

POLICY STATEMENT

The Board of Directors must ensure that common properties within the Chadwick Square Park Association (CSPA) are maintained. The Board also oversees the managing agent and employs other independent contractors or employees to achieve their oversight goals. With these responsibilities comes the expenditure of money collected via assessments to homeowners. The purpose of this procurement policy is to ensure that best value – the most advantageous balance of price, quality, and performance —is obtained when purchasing business-related products and services, and to minimize fraud, waste, and abuse in purchasing.

DEFINITIONS:

- **Expenditure and Purchase:** Payment by the Board for services or for the acquisition of tangible items.

Responsive Bidder: A vendor of goods or services submitting a timely proposal in response to any bid request from CSPA, which is deemed to be in proper form and generally responsive in all respects to the various elements of the request.

Responsible Bidder: A responsive bidder determined by the Board, or its agent, to be capable of providing the required goods and/or services in a timely and competent manner and in full satisfaction of provisions of the request for bids on a request for proposal, and all applicable laws and regulations. The basis for such a determination by the Board, or its agent, shall include, but not be limited to, any record of the vendor's past performance of work for CSPA or for others.

Managing Agent: Company currently contracted for the purpose of managing CSPA property and various administrative functions in accordance with governing documents, applicable statutes and legal directives of the President of the CSPA.

PROVISIONS:

1. Purchases or expenditures in the amounts of \$500 or less may be authorized by a duly appointed Committee Chair or Officer of the Board if the expenditure is within the approved budget. All authorizations will be maintained by the Managing Agent.
2. Expenditures in amounts more than \$500 but not more than \$2,000 within the approved budget category will not require bidding but will require written (electronic or paper) approval of the President and Treasurer. Approvals will be maintained by the Managing Agent. Any dispute over approvals between a Committee Chair and the President shall be taken to the Board for consideration.

3. Purchases or expenditures not provided for within the budget category in the annual budget in amounts more than \$500 but less than \$2,000 should be based on three (3) competitive quotes in writing that will require Board approval and shall be made part of the minutes.
4. Purchases or expenditures in amounts more than \$2,000 shall require preparation of a written request for proposals (RFP) or request for bids. At least three (3) written proposals should be obtained. All proposals must be sealed and delivered to the post office box of the Association or to the Managing Agent and must be opened at the same time by at least one member of the Board in addition to the Managing Agent. The work must be awarded by written contract between the Board and the lowest, responsible, responsive bidder.'
5. As a further risk mitigation strategy, all vendors must provide W9, workers comp & liability insurance.
6. Occasions may arise when competition among potential vendors is not possible for a particular procurement. These situations may occur:
 - a. When there is clearly and legitimately only one source capable of supplying the subject matter in a timely fashion;
 - b. when there are special facilities or market conditions that result in only one source;
 - c. in the event of emergencies; and when there is only one source capable of supplying the products in a timely fashion and seeking competitive prices would be impractical.
 - d. When a vendor has consistently provided services of superior quality for reasonable cost, whereby in the opinion of the Board competitive bids could require award to a provider of inferior work or service.

Purchases may be made directly from a sole source vendor without soliciting other bids or quotes. In the event the material, equipment, supplies, or services are available from only one supplier written documentation demonstrating the appropriateness of requesting a sole source procurement must be approved by the Board of Directors.

7. In the event of an emergency, (5c) the President of the Board of Directors and two (2) Board members, shall order such work to be done that will alleviate the emergency without calling for bids or proposals. Any reconstruction or replacement that may be necessary shall be handled as outlined in the policy stated above.

Roof

Issued: Prior to 2004

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.02

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Roofs may be replaced in accordance with the provisions and responsibilities below.

1. No roof lines may be changed from the original construction. By extension, the footprint of any unit or building may not be changed.
2. The Board may adopt changes to the [Architectural Committee Color/Style Requirements](#) chart for any building as may be necessary when roofing manufacturers and materials change and when an existing color is no longer available.
3. In the latter case, the Board and homeowners will work through the Architectural Committee in an attempt to find mutually acceptable colors for replacement shingles. The Board holds the final authority on the choice and approval of the new color.
4. The Board and homeowners recognize that colors fade and the need for replacement may vary from unit to unit, and further acknowledge that replacing the roof on one unit may mean that the roof color and/or the appearance of adjoining units cannot be identical.
5. Where existing roofs are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

This policy maintains the consistent aesthetic appearance of the homes.

DEFINITIONS

Building – see Declaration Section 1.01.g.

Unit – see Declaration Section 1.01.t.

Shingle – a small thin piece of building material often with one end thicker than the other for laying in overlapping rows as a covering for the roof or sides of a building.

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the shingle style (architectural or traditional) used by homeowners within the same building to provide a relatively uniform appearance.
2. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable shingle colors. Only shingles that closely match the colors on this chart will be considered.
3. Obtain Board approval before installing, modifying or replacing the fence according to the “Exterior Appearance Projects – Homes” policy and procedure.
4. In the [CSPA Application for Exterior Work](#), include a sample of the shingle and the manufacturer’s name if the shingle is not identified on the Color/Style Requirements chart. Note any changes to the shingle style and color from the current shingle.
5. Ensure that the contract states that the existing roofing material will be removed to the plywood deck and that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.
6. If it is necessary for the owner or contractor to be on the contiguous property(ies) while working:
 - a. get written permission from the owners of the contiguous home(s)
 - b. ensure such homeowners/properties are covered by the liability insurance protection.

Satellite TV Dish

Issued: November 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Satellite TV dishes may be installed or replaced in accordance with the provisions and responsibilities below. Where an existing satellite TV dish is in violation of any requirement, the Board will require that corrections be made at the time of replacement or discontinued use.

1. Only one satellite TV dish is permitted.
2. The satellite TV dish will not exceed one meter in diameter and will be positioned in the most inconspicuous location possible that does not degrade an acceptable quality signal.

DEFINITIONS

Acceptable quality – of sufficient strength and clarity such that enjoyable TV reception is not impaired

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing or replacing a satellite TV dish according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the intended location and size of the satellite TV dish. Note any changes from the existing satellite TV dish.

Siding

Issued: July 2010

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Siding may be repaired, painted or replaced in accordance with the provisions and responsibilities below. Where existing siding is in violation of any requirement, the Board will require that corrections be made at the time of replacement.

1. The Board may, at its discretion, adopt changes to the [Architectural Committee Color/Style Requirements](#) chart for any building as may be necessary when siding manufacturers and materials change and when an identified color is no longer available. The Board holds the final authority on the choice and approval of all colors.
2. The Board and homeowners acknowledge that colors fade. The need for replacement may vary from unit to unit, and that replacing the siding on one unit may mean that the siding color and/or the appearance of adjoining units cannot be identical.

DEFINITIONS

Building – see Declaration Section 1.01.g.

Unit – see Declaration Section 1.01.t.

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the approved siding color used by homeowners within the same building to provide a relatively uniform appearance.
2. If a new color needs to be chosen (see paragraph 1 above), the homeowners from that building will work with the Board through the Architectural Committee in an attempt to find mutually acceptable colors for replacement siding.
3. See [CSPA Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable siding colors. Only siding that matches the colors on this chart will be considered (color names may vary by manufacturer).

4. Obtain Board approval before repairing or replacing siding according to the [Exterior Appearance Projects – Homes](#) policy and procedure.
5. In the [CSPA Application for Exterior Work](#), include a sample of the siding and the manufacturer's name if the siding is not identified on the [CSPA Architectural Committee Color/Style Requirements](#) chart. Note any changes in style, material or color from the current siding.
6. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.

Skylight

Issued: November 15, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 6.03

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Skylights may be installed or replaced in accordance with the provisions and responsibilities below.

1. A replacement skylight must be of similar appearance and size as the existing skylight.
2. A new skylight must be appropriately sized to the space, similar to other skylights installed throughout the community.
3. Architecturally, any skylight design/style and surface must be parallel to the roof. The casing and trim color must be complementary to the roof shingle color.
4. The Board may, at its discretion, approve a different window if the existing style is no longer available.
5. The window must be clear and transparent glass. Etching, beveling, and coloration of the window surface are not permitted, except that which is incidental to the infusion of clear gas or other clear energy-saving characteristics of the window.
6. Where existing skylights are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

DEFINITIONS

Skylight - an opening in a roof that contains a sheet of glass designed to admit light.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before replacing windows according to the “Exterior Appearance Projects – Homes” policy and procedure.

2. In the [CSPA Application for Exterior Work](#), include manufacturer's specifications, photos or descriptive drawings of each specific skylight. Note any changes from the current skylight(s).
3. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.

Solar Energy Panels

Issued: January 14, 2016

Last Updated: May 24, 2023

Contact: [Architectural Committee Chair](#)

Declaration References: 7.27

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Solar panels may be installed so long as they comply with the NYS Solar Right Act of 2021, and the regulations of the Town of Bethlehem.

An application for replacement or installation must be submitted to the Architectural Committee after it has been approved by the Town. Approved by the Board of Directors should be provided to the contractor prior to obtaining a quote for the work.

DEFINITIONS

Solar Energy Panels – installations on home or property used to transform the sun's energy to produce electricity and heat.

RESPONSIBILITIES

Sports Courts Usage

Issued: unknown Last Updated: May 29, 2024

Contact: Board President

Declaration References: 4.01.c.

Responsible Parties: Homeowner

POLICY STATEMENT

Every homeowner and owner's guests, lessees, and invitees have a right to use all Association property (common grounds). In particular these provisions and responsibilities apply to the Sports Courts:

- 1. Hours of operation 8:00am - 7:00pm**
- 2. Courts are available on a first-come, first-served basis.**
- 3. Limit your playing time to 1 hour if others are waiting to use the courts.**
- 4. A limit of 4 guests per residence are permitted to use the courts and must be accompanied by a resident.**
- 5. To protect the surface of the courts, tennis shoes or sneakers must be worn. Shoes with hard soles or heels should not be worn. No barefoot play.**
- 6. Players must wear shirts.**
- 7. The courts may not be used for professional teaching or other income producing purposes.**
- 8. In consideration of nearby residents and players, avoid shouting, offensive language and loud noise.**
- 9. No glass is allowed in the sports courts area. Only plastic beverage containers should be used.**
- 10. When leaving the courts, take all belongings and waste, including used balls and cans. Return equipment to designated place (portable nets off the tennis court and against the fence).**
- 11. No pets are allowed on the sports courts at any time.**
- 12. Children under the age of 15 must be accompanied by an adult resident and may not be left unattended. No bikes, skateboards, scooters, roller blades, or other equipment that can damage the surface.**
- 13. Please shut the gate behind you.**
- 14. No smoking.**
- 15. Residents and guests use the courts at their own risk. The Association assumes no responsibility for items lost or stolen or for personal injury or**

damage to personal property.

16. The Board reserves the right to levy fines or deny privileges to any resident consistently violating these rules.

Finally, have fun, play nice, be kind . . .or you may be fined!

Revised:

April, 2009 (No. 14 added re: No Pets on the courts)

June 2017 - major change to policy

June 2022

May 29, 2024

Swimming Pool Facility

Issued: Unknown

Last Updated: May 26, 2023

Contact: [Pool Committee Chair](#)

Declaration References:

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

The Swimming Pool is available for all residents and their guests, typically from Memorial Day weekend to Labor Day weekend. The pool is maintained by the management company and it is the responsibility of residents to understand and abide by the rules and regulations to ensure a safe and healthy environment.

Capacity Limits
Large Pool – 63
Small Pool - 6

There are **no lifeguards or pool attendants**. Swim at your own risk. Swimmers are encouraged to **not swim alone**.

Medical Emergencies

Dial 911

Cellphone: located in breezeway between the restrooms; available for emergency use only; limited to outgoing calls.

Pool Address: 51 Commonwealth Drive near York
Road Glenmont, NY 12077

Authorized Access

Radio controlled fobs are used to access and exit the pool area. Each household in good standing is assigned one (1) numbered pool fob, for which homeowners are responsible. It is transferrable to new owners upon the sale of the house. If you **need a pool fob**, contact (there is a fee for new fobs):

Sentry Management 518-783-5000 ext. 54700
or Service Albany1@sentrymgt.com

RESPONSIBILITIES

Homeowners

1. In consideration of others, persons using the pool are asked to act with consideration for those who live nearby, especially in residences that are adjacent to the pool enclosure. Courtesy, good judgment and an attitude of neighborliness will allow everyone to enjoy the facilities.

Access

1. No entry or swimming except between established pool hours.
2. All residents and guests must sign the register upon entering the pool area.
3. Residents must accompany guests unless said guest has been approved as a temporarily authorized adult alternative key fob holder (for example, an adult providing childcare and representing a Chadwick Square resident).
4. No more than four (4) guests per household at one time

Courtesy and Consideration

5. No profanity, loud or abusive language
6. Tidy up the area, clear tables and chairs of all belongings, close and tie umbrellas, and dispose of trash in the breezeway's labeled containers before leaving.

Health and Safety

7. No conduct that endangers the safety of others
8. Exit the pool area during thunder or lightning and for at least 30 minutes before re-entry
9. No glass
10. No animals except certified service animals
11. No running or diving - jumping from a standing position at the edge of the pool is permitted
12. No rafts or large water toys
13. Noodles are permitted; these are not safe flotation devices for non-swimmers
14. No bicycles, scooters, skates, skateboards or playing ball on the deck
15. Children under the age of 15 must be accompanied by an adult resident and may not be left unattended
16. A caregiver must be within an arm's length of a non-swimming child while in the water
17. No nursery items such as playpens; strollers are permitted
18. Children who are not toilet trained must wear waterproof bathing pants that fit snugly around the legs and waist
19. There is no smoking allowed in the pool complex.

Failure to follow the rules or requirements may result in the loss of pool privileges. Report specific rule infringements in writing to Sentry.

Report operating deficiencies or concerns to Sentry by phone at 518-783-5000 x54700.

Use of Facilities

Issued: May 23, 2012

Last Updated: January 17, 2019

Contact: [President](#)

Declaration References: 3.03, 4.03.a

POLICY STATEMENT

The use of Association facilities including but not limited to the tennis/court facility, pool and pool deck are amenities and privileges enjoyed by Homeowners in "Good Standing" with the Chadwick Square Park Association.

If the Owner is "not in Good Standing", neither the Owner nor any other individual residing within said Owner's unit shall be entitled to exercise any right or privilege attendant to an Owner "in Good Standing".

DEFINITIONS

Good Standing – the Homeowner has paid quarterly dues assessments within 30 days from the date of the quarterly dues statement, owes no interest on late payments and has paid all fines levied for uncorrected violations

RESPONSIBILITIES

Homeowner

1. Inform tenants/occupants that the Owner is not in "Good Standing" and that neither tenants nor guests may use the pool, pool deck, tennis facility or any other CSPA facility until such time as fees, assessments and fines have been paid in full.

Utility Meters

Issued: November 1996

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.13

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Exterior utility meters and visible piping may be painted the same color as the siding of the home. In addition to painting, utility meters may be screened in accordance with the provisions and responsibilities below.

1. Shrubbery, greenery or lattice screening may be used.
2. Lattice shall be painted the same color as the siding or trim of the home.

This policy maintains the consistent aesthetic appearance of the homes.

DEFINITIONS

Lattice – a structure consisting of strips of wood or metal crossed and fastened together with square or diamond-shaped spaces left between, used typically as a screen or fence or as a support for climbing plants

RESPONSIBILITIES

Homeowners

1. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding paint colors.
2. If lattice screening is desired, obtain Board approval before installing or replacing it according to the “Exterior Appearance Projects – Homes” policy and procedure.

Walkway

Issued: November 21, 2002

Last Updated: October 25, 2018

Contact: Architectural Committee Chair

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Front and side walkways may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. Materials must be of natural stone, brick, stamped concrete or concrete pavers of neutral earth tone shades.
2. No gravel or bituminous materials such as asphalt, blacktop or macadam-like materials will be approved.
3. The walkway must not be more than four feet in width or encroach on common area.

The Board made this determination as the result of aesthetic concerns voiced by homeowners and construction recommendations for the northeastern United States.

DEFINITIONS

Bituminous Materials – include asphalt, blacktop and macadam-like substances

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before modifying or replacing the walkway according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the contractor’s proposal with dimensions, specifications and material sample to indicate size, color, configuration or construction materials. Note any changes from the current walkway.

Window

Issued: February 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.14

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Windows may be replaced in accordance with the provisions and responsibilities below.

1. A replacement window must be of similar appearance and size as the existing window.
2. Architecturally, flush windows must be replaced with flush windows, and projecting windows must be replaced with projecting windows.
3. Operating characteristics of replacement windows (e.g., double hung or casement) may vary from the original as long as the general architectural style is maintained.
4. The Board may, at its discretion, approve a different window if the existing style is no longer available.
5. Windows must be clear and transparent glass. Etching, beveling, tinting and coloration of the window surface are not permitted, except that which is incidental to the infusion of clear gas or other clear energy-saving characteristics of the window.
6. Grills, shades and other aesthetic features of the window are the choice of the homeowner.
7. Exterior paint, grill and/or trim colors must be consistent with the original construction in each area. Windows in the sections south of the drainage easement must be as close as possible to the original almond color. Windows in the sections more recently constructed homes generally north of the drainage easement must be white in color.
8. Where existing windows are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

This policy maintains the consistent aesthetic appearance of the homes over time.

DEFINITIONS

Window – an opening in a wall that contains a sheet of glass

RESPONSIBILITIES

Homeowners

1. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable trim, grill and paint colors. Only those that match the colors on this chart will be considered (color names may vary by manufacturer).
2. Obtain Board approval before replacing windows according to the “Exterior Appearance Projects – Homes” policy and procedure.
3. In the [CSPA Application for Exterior Work](#), include manufacturer’s specifications, photos or descriptive drawings of each specific window. Note any changes from the current window(s).
4. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.



Chadwick Square Park Association

Additional Board Policies

Chadwick Square Park Association Procedure for Regular Meetings of the Board

Frequency:

1. There will be 11 Regular Meetings per year and the Annual Membership Meeting held each September.
2. The Presiding Officer has the discretion to cancel a Regular Meeting in the absence of a quorum or if there is no business to discuss.

Rules:

1. As stipulated the Chadwick Square Park Association (CSPA) governing documents, Board meetings will follow Roberts Rules of Order Newly Revised (11th edition).
2. There will be no cell phone use during meetings. Cell phones must be place on vibrate mode or turned off during meetings. If the need arises to use the cell phone, exit the meeting room to ensure no disruption of meeting.
3. Board members and speakers will conduct themselves with appropriate decorum:
 - a. Refrain from raised voices and accusations
 - b. Be respectful in tone and comments
 - c. Wait to be recognized by the Presiding Officer by name before speaking.
4. Board members will not have a second opportunity to speak on an issue until every interested Board member has spoken.
5. Board members will be limited to three (3) minutes to speak on an issue.
6. The Presiding Officer will monitor the length of time to apply the standard fairly.
7. Residents and homeowners will address the Board only during Open Forum.
8. Residents and homeowners will follow rules 3-7, above.

Seating:

1. Board members will sit at the Board table.
2. Non-Board member presenters will sit at the front of the audience. They will be invited to the table to present and respond to questions from the Board before returning to their seat in the audience.
3. Homeowners and residents (and their spouses) with disabilities, including but not limited to mobility, sight and hearing issues will be asked to sit at the front of the audience.
4. The remainder of homeowners will be asked to sit in the general audience.

Agenda Setting:

1. The Board will establish and publish the draft Regular Meeting agenda 10 days in advance of the meeting.
2. Every effort will be made to ensure continuity of discussion or reports of action from one meeting to the next.
3. Any resident wishing to have an item included in the Regular Meeting agenda will contact a Board member in advance, and at least one hour prior to the start of the meeting.

4. Board members will advise the Presiding Officer of additional matters or issues to be addressed by the Board prior to or during the Review of the Meeting Agenda. The Presiding Officer holds sole discretion regarding the appropriateness and timeliness of the topic at the present meeting; the item may be deemed inappropriate or be tabled for an upcoming meeting.

Meeting Agendas:

1. At each Regular Meeting, the agenda will be affirmed with a motion to accept.
2. Regular Meeting agendas will generally follow the order below:
 - a. Call to Order
 - b. Comments from the Presiding Officer
 - c. Review of Meeting Decorum and Agenda (handout)
 - d. Review of Draft Meeting Minutes (handout)
 - e. Treasurer's Report (handout)
 - f. Committee Reports (handouts)
 - g. Old Business
 - h. New Business
 - i. Adjournment of Business Meeting
 - j. Open Forum and Adjournment
3. In general, the Board will not vote on a new policy or an amendment to an existing policy during the meeting the policy/policy change was introduced. The Presiding Officer may, at their discretion, call for a vote at the introductory meeting if the need is emergent.

Meeting Minutes:

1. Minutes will be created from the Secretary's notes and meeting handouts.
2. Minutes will reflect the specific language of each motion, summarize Board member discussion, and record the results of the vote. In addition, meeting attendance, call to order and time of adjournment will be noted.
3. The Secretary may record all or portions of Board meetings for the purpose of compiling accurate meeting minutes. Any recording will be destroyed upon the approval of the associated minutes.
4. Generally, draft minutes will be prepared within five (5) business days of the Regular Meeting and distributed to Board Officers for review prior to finalizing.
5. Draft minutes will be posted to the website as soon as possible, and no later than with the posting/distribution of the next meeting agenda.
6. Approved minutes (as amended) will be finalized and posted to the website within five (5) business days following the date of approval.

CHADWICK SQUARE PARK ASSOCIATION, INC
Board Member and Committee Member Ethics Guidelines and
Conflict of Interest Policy

WHEREAS, the Board of Directors (“Board”) of **CHADWICK SQUARE PARK ASSOCIATION, INC.** (“Association”) has the authority and responsibility to make decisions for the benefit of the entire community, and

WHEREAS, the Board wishes to ensure that it, its individual members, and Committee Members (“Board/Committee Member(s)”) maintain a high standard of ethical conduct in the performance of the Association’s business, and to ensure that the Association’s members maintain confidence in and respect for the entire Board,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Association hereby adopts the following Ethics Guidelines and Conflict of Interest Policy, and enforcement procedures that are applicable to all Board/Committee Members:

- 1. Board/Committee Members shall act in the best interests of the Association as a whole.** Board/Committee Members serve for the benefit of the entire community, and shall, at all times, strive to do what is best for the Association as a whole. Board/Committee Members shall not use their positions as such for private gain, for example:
 - No Board/Committee Member shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association;
 - No Board/Committee Member shall seek preferential treatment by the Board, any of its committees, or any contractors or suppliers;
 - No Board/Committee Member shall accept a gift or favor made with the intent of influencing a decision or action on any official matter;
 - No Board/Committee Member shall receive any compensation from the Association for serving on the Board or any Committee;
 - No Board/Committee Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause;
 - No Board/Committee Member shall use his/her position to enhance his/her financial status through the use of certain contractors or suppliers.

The above list of examples is offered for illustration purposes only, and is not intended to be exclusive.

2. **Board/Committee Members shall comply with governing documents and relevant law.** Board/Committee Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, Bylaws, and other governing documents of the Association, and to be familiar with all such documents. Board/Committee Members shall likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining from discriminating against any person on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.
3. **Board/Committee Members shall set high standards for themselves as Association members.** Board/Committee Members shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association's governing documents.
4. **Board/Committee Members shall work within the Association's framework and refrain from unilateral action.** Board/Committee Members shall at all times work within the Association's framework and abide by the system of management established by the Association's governing documents and the Board. No Board/Committee Member shall act unilaterally or contrary to decisions made by the Board at large. Toward that end, no Board/Committee Members shall seek to have a contract implemented that has not been duly approved by the Board, nor promise anything not approved by the Board to any contractor, supplier, or otherwise.
5. **Board/Committee Members shall behave professionally at meetings.** Board/Committee Members shall conduct themselves at all meetings, including Board meetings, annual meetings of the members, and committee meetings, in a professional and businesslike manner. Personal attacks against other Board Members, Committee Members, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.
6. **Board/Committee Members shall maintain confidentiality when appropriate.** Board/Committee Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board/Committee Members shall also maintain the confidentiality of the personal lives of other Board/Committee Members, Association members, residents, and management staff.

CONFLICT OF INTEREST POLICY AND PROCEDURE

Purpose:

The purpose of this policy is to protect the Association's interests when it is entering into a transaction or arrangement that might benefit the private interests of a Board/Committee Member of the Association or might result in a possible excess benefit transaction. This policy applies to any Board/Committee Member, whether they are an officer a Member at large.

Definitions:

Conflicts involving financial interest:

A Conflict of Interest shall be deemed to exist when any Board/Committee Member knowingly has, directly or indirectly, through business, investment, or family:

- a) An ownership, investment, income or other interest in any entity with which the Association has a transaction or arrangement,
- b) A compensation arrangement with Chadwick Square Park Association, Inc., or any entity or individual with which the Association has or is contemplating a transaction or arrangement

Compensation includes direct and indirect remuneration as well as gifts or favors.

Conflicts involving significant relationships:

A Conflict of Interest shall be deemed to exist when any Board/Committee Member has a significant relationship with a non-profit or for-profit entity that has or is negotiating a transaction with the Association. This definition shall include, but not be limited to, sitting on the board of a non-profit, or having a leadership role or other significant role in the operations of a for-profit or non-profit, even if there is no compensation.

Conflicts involving benefit to property:

A Conflict of Interest shall also be deemed to exist when a Board/Committee Member's property will disproportionately benefit from a board or committee decision relative to other members of the association.

A Conflict of Interest shall be deemed *nonexistent* when any Board/Committee Member or their property value will benefit from a board decision in a manner that is consistent relative to other members of the association.

Procedures:

1. **Conflict of Interest Disclosure Form:** All current Board/Committee Members and newly elected or appointed Board/Committee Members will sign a conflict of interest disclosure form prior to voting on any matters put before the board. The form may be found at the end of this document. This form shall be updated by the Board/Committee Members as needed. A new Disclosure Form must be

completed by each Board/Committee Members annually prior to the first meeting of the calendar year.

2. **Duty to Disclose:** In connection with any conflict of interest the interested Board/Committee Member must disclose the existence of the interest to the other members of the Board/Committee prior to or at the beginning of any discussion involving the conflict of interest.
3. **Recusal of Self:** Any Board/Committee Member with a conflict or potential conflict of interest shall abstain from voting on any matter that involves their interest and shall give the other members of the board an opportunity to discuss the matter without the presence of the interested party.
4. **Violations of this policy:**
 - a. If any Director, Committee Member or any other member of the Association has reasonable cause to believe that a Board/Committee Member has failed to disclose a conflict of interest, that individual shall notify the Board either verbally at a meeting of the Board or in writing, outlining the basis for such belief.
 - b. The Board shall give the Board/Committee Member in question an opportunity to explain the alleged failure to disclose.
 - c. The Board may then take any of the following actions as reasonable steps to correct the violation, which shall be determined by majority vote:
 - i. Suspend the Board/Committee Member's voting privileges for specific related matters;
 - ii. Require the Board/Committee Member to leave the room for the duration of consideration of and action on related matters;
 - iii. Reprimand the Board/Committee Members and in egregious cases remove the Board/Committee Member from either the Board or respective Committee;
 - iv. Determine that no conflict of interest exists.
5. **Documentation:** Board minutes will reflect the disclosure of conflicts of interest and potential conflicts of interest as well as any action outlined under section 4 of the Conflict of Interest Policy and Procedure.

**Code of Ethics and Conflict of Interest Disclosure Form
Chadwick Square Park Association, Inc.**

This form is to be completed by all Board/Committee Members of the Chadwick Square Park Association annually and prior to voting on any matter.

Name: _____

Address: _____

Employer: _____

- ☐ I have read the Association's Code of Ethics and Conflict of Interest Policy & Procedure
- ☐ I agree to abide by the Association's Code of Ethics and Conflict of Interest Policy & Procedure
- ☐ I have no conflicts or potential conflicts of interest to disclose at this time
- ☐ I have or a family member has a financial interest in or significant relationship with the following entities that have arrangements with or currently would like to have arrangements with the Association:

Name of the entity:

Relationship to the entity:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signed: _____

Date: _____



DIAMOND REALTY MANAGEMENT

790 Watervliet Shaker Road ♦ Latham ♦ NY 12110 ♦ 518-783-5000 ♦ Fax: 518-785-1476

Request services and information online: www.drm.net ♦ Email: service@drm.net

Overview: Contractors and Bids

Selecting Contractors

The specific steps taken are based on DRM's expertise and experience with similar projects, and in accordance with the Section 13.2 of the Management Contract, which reads:

13.2 Contracts

The Agent shall recommend to the Board of Directors for approval, contracts from responsible contractors for work to be performed, based on prescribed specifications by the Board of Directors and/or special consultants retained by the Board of Directors. Whenever reasonable, at least three (3) bids will be presented, to the extent obtainable.

DRM has worked with many contractors and established a baseline regarding their quality of work and price. DRM also acquires new contractors by word of mouth recommendations from others in the field of expertise. Any bidder or prospective contractor with whom DRM does not have experience is required to submit a list of four current/past clients as references with whom DRM verifies the bidder's quality of work.

Obtaining Bids

In general, DRM will solicit bids for projects if DRM estimates the project is either:

- High cost (in excess of \$2,500)
- Large or complex
- Unique, with which DRM has limited experience.

If bids are needed, DRM:

1. Develops a Request for Proposal (RFP) according to the project specifications and needs.
2. Sends the RFP to local contractors with whom DRM has experience and/or have been recommended by others.
3. Requests bids (and references if necessary) to be returned to DRM within 2-4 weeks, depending on the scope and specifications of the project.
4. Follows up with bidders on/after the required deadline.
5. Submits at least three bids for board consideration whenever possible. Awards the board-approved bid (or re-bids with changes in specifications, as directed by the board)

Project Oversight

DRM then schedules the work with the awarded contractor and oversees its satisfactory completion.