

# Farmington Chase Association

## Homeowner's Manual



# FARMINGTON CHASE HOMEOWNER'S MANUAL

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# FARMINGTON CHASE HOMEOWNER'S MANUAL

## INTRODUCTION

This is your Homeowner's Manual. It has been designed to put all the information you need regarding rules, facilities, and organization in one place. We recommend that you read it and use it whenever you have a question on these subjects.

Please note that this manual supplements, but does not replace the Declaration and By-Laws.

You should also make sure you have and review a copy of them.

We have tried to write this manual in an easy-to-read. We have used "you" and "we" instead of residents and the Association whenever possible. However, if it does not totally answer questions you have, please call the managing agent at Imagineers (860-768-3414).

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## NEW RESIDENT CHECKLIST

Welcome to Farmington Chase. We know that this manual is not the most exciting reading in the world, but it is important and we urge you to read it in its entirety. Here is a checklist of the things you should be sure to do:

Have you read the Homeowner's Manual?

Have you received your parking stickers for your cars, and pool passes for the swimming pool, and tennis court key?

Have you provided the management company with the name of your mortgage holder, if you own your home? Under certain circumstances, such as changes to the Declaration, we are required to contact the mortgage holders. Therefore, we need a list of these.

Please make sure you know where your message box is located. It is near your mailbox. Generally on the right hand side and this is where we put the newsletters and other intercommunity mail. Please check it daily.

If you have questions on property improvements such as garage doors, extra gutters, window boxes, storm sliders, etc., get in contact with the Board of Directors. This manual explains how.

*Once again --- Welcome!!*

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## CONTACT LIST – BOARD OF DIRECTORS

Here are the individuals who hold the various positions or chair the various committees referred to in this manual:

### Board of Directors

Revised 9/24/2009

| FARMINGTON CHASE - BOARD OF DIRECTORS 2009 |          |        |  |                |
|--|----------|--------|--|----------------|
|  | Phone    | Unit # | Email  | Position       |
| Paul Mancarella                            | 677-8037 | 141    | <a href="mailto:mancarellap@aol.com">mancarellap@aol.com</a>               | President      |
| Mary Jane Parlow                           | 678-8391 | 83     | <a href="mailto:Parlow83@aol.com">Parlow83@aol.com</a>                     | Vice President |
| Charlene Langston                          | 677-1905 | 132    | <a href="mailto:bugs007@comcast.net">bugs007@comcast.net</a>               | Secretary      |
| Luz Wheeler                                | 679-9360 | 28     | <a href="mailto:cmc4fun@aol.com">cmc4fun@aol.com</a>                       | Treasurer      |
| Karen Gantt                                | 674-1285 | 124    | <a href="mailto:karen.gantt@sbcglobal.net">karen.gantt@sbcglobal.net</a>   | Director       |
| Chip Howley                                | 677-0322 | 34     | <a href="mailto:edmundhowley@sbcglobal.net">edmundhowley@sbcglobal.net</a> | Director       |
| John Machowski                             | 677-7431 | 52     | <a href="mailto:ctbosoxfan@comcast.net">ctbosoxfan@comcast.net</a>         | Director       |
| Charles O'Mara                             | 677-7291 | 92     | <a href="mailto:kco926@sbcglobal.net">kco926@sbcglobal.net</a>             | Director       |
| Kristin Violette                           | 604-6356 | 53     | <a href="mailto:klviolette@comcast.net">klviolette@comcast.net</a>         | Director       |

### Architectural Control Committee Members (ACC)

|                  |          |     |
|------------------|----------|-----|
| Bob Langston     | 677-1905 | 132 |
| Mary Jane Parlow | 678-8391 | 83  |
| Kristin Violette | 604-6356 | 53  |

### Management Company

Imagineers LLC  
635 Farmington Avenue  
Hartford, CT 06105  
Main Phone: 860-247-2318  
Fax: 860-236-3951  
Property Manager: Bill Nardi

### Imagineers Direct line for Farmington Chase – 860-768-3414

Press 1 – for Accounting

Press 2 – for Resale Packages, Statement of Common Charges or Completion of Mortgage Questionnaires

Press 3 – for Administrative Staff for general assistance, or to place a Service Request

Press 4 – to reach the company receptionist during normal business hours or for an after-hours emergency.

### Superintendent

Our superintendent office is located in the Farmington Chase Maintenance Building  
Phone: **860-768-3414** (contact Imagineers, who will get message to the superintendent)

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## USING THE CLUB HOUSE

The Club House is for you, your family and your invited guests' use, as long as you observe the Club House rules, and your Association fees are paid up to date. The Club House should be enjoyed, and we encourage its use for parties, retirement seminars, and other various celebrations. We do ask that it be treated as you would treat your own home.

1. All facilities will be used at your own risk and responsibility.
2. No persons under 21 may use the Club House unless accompanied at all times by the homeowner who contracted for the use of the Club House.
3. You may not enter the Club House with wet feet or wet boots. Leave the wet boots in the lobby area.
4. You are responsible for any damage caused to the Club House or its contents by your family, guests or tenants.

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The Club House may be reserved for a private function by any adult resident\*, subject to the following rules:

### \*Definition of Adult Resident

An individual who resides at Farmington Chase either as owner or tenant and who must be of legal drinking age as defined by Connecticut law. If under legal drinking age, a chaperone is required.

1. Reservations may be made at any time, providing a prior reservation does not exist. A posting of reservations will be maintained. Reservations must be made with the management company. We recommend that the reservation be made at least 10 days in advance.
2. The adult resident must sign the rental agreement form.
3. The reservation applies to the upper two floors and outside deck. No smoking in the building or on the deck. Smokers must use the designated smoking area.  
**The pool cannot be reserved with the Club House.**  
The tennis courts cannot be reserved for a private function.
4. Rental of the Club House for commercial purposes is prohibited unless written permission from the Association's Board of Directors is given.
5. The Club House will not be rented for any event to which admission or a fee is charged.
6. A \$100.00 deposit will be charged subject to these conditions:
  - a) There is a \$75.00 non-refundable rental fee for reservation of the Club House.
  - b) \$100.00 deposit remains in escrow until an inspection for cleanliness and damages is made.
  - c) After the event if there are no rule violations or damages.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

- d) If there are damages or rule violations, we will deduct the cost for damages and fines for rule violations.
7. If, in the judgment of the Association's Board of Directors, the type of function has been materially misrepresented, future use of Club House privileges may be restricted and your deposit forfeited.
8. Food and paper products in the cabinets and/or closets belong to the Association and are not to be used by a private homeowner. All kitchen ware/equipment belongs to the Association and should not be removed from the Club House
9. The deposit and rental fees must be submitted to the Management Company before the key(s) are picked up.
10. If the renter elects to clean the Club House:
  - a) For a daytime function, the renter must do so within two (2) hours after it is over.
  - b) For an evening function, the renter must do so by 11:00 am the following day.

A maintenance and clean up list will be provided and must be completed prior to the return of your deposit.

You are responsible for supplying your own cleaning agents, paper towels, dishwasher detergents, etc.

Depending on the season, turn off the air conditioning or lower the thermostat after the event.
11. It is your responsibility to report any damages directly related to your function.
12. You are responsible for seeing that the conduct of your function is not a disturbance to other residents.
13. All functions shall cease at 11 pm on weeknights and 12 am (midnight) on weekends.
14. The renter must be present during the entire function for which the Club House has been reserved.
15. The Club House cannot normally be reserved when an Association function is being held on the same day.
16. Guest parking is limited to the Club House parking lot.

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## PARKING RULES

1. You are entitled to two parking spaces - one in your garage and one in the open parking areas. Parking spaces in the open parking area are not transferable.
2. Vehicles parked in these spaces must have a Farmington Chase parking sticker if they are owned or regularly used by a resident.
3. Guests may use parking areas in the cluster, if space is available. If your guest does park a vehicle in the open parking area, the guest's vehicle must display a temporary parking tag on the rear view mirror. No more than one guest vehicle per unit may be parked in the cluster.
4. No trucks, commercial vehicles, trailers, boats or motor homes may be parked in the parking area in a cluster. Use the Club House lot for this purpose.
5. If you have more than one vehicle that you need to park outside of your garage you must park it in the Club House lot provided it is operable and registered.
6. Residents who own inoperable or unregistered automobiles may store these cars in the Club House lot until repairs are made or the car is properly registered. The time limit for storage in the Club House lot is two weeks. To store cars in the Club House lot, you must obtain written permission from the management company. Any inoperable or unregistered car stored in the Club House lot will be towed and disposed of at the owner's expense unless the permission has been given. Owners of inoperable or unregistered vehicles parked elsewhere will be fined \$25 per day.
7. Motorcycles must be licensed, be equipped with the most recently approved noise control equipment, and be operated in a manner so as not to disturb other residents.
8. Rules applicable to operating an automobile on a public road apply on all Farmington Chase roads. Speed limits and stop signs must be observed.
9. Vehicles obstructing other residents' garages, blocking other residents' cars, parked in areas marked with tow zone signs, blocking fire hydrants, or obstructing the road so as to severely restrict traffic are subject to immediate towing at owner's expense.
10. Parking in front of garages or in any space other than a marked parking space or garage is prohibited, except for prompt loading and unloading of vehicles.

Vehicles must be parked within the lines of the designated parking space.

Under no circumstances may more than one vehicle be parked in the cluster parking areas. (See 12-B below, for violation penalty.)

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11. Parking along the Crescent (main road) is prohibited. Vehicles violating this rule are subject to immediate towing.
12. If you violate these rules, the normal action of the Board of Directors will be as follows:
  - A. For failure to have a Farmington Chase sticker on your car:

First Notice. You will get a letter asking you to obtain a sticker within ten days.

If you do not obtain a sticker, a \$25 per day fine will be levied.
  - B. For Parking Violations:

|                       |  |
|-----------------------|--|
| <u>First Offense</u>  | You will get a notice describing the problem and asking your cooperation with the rules.   |
| <u>Second Offense</u> | \$25 fine will be imposed  |
| <u>Thereafter</u>     | A fine of \$25 per day until the violation is corrected. Your car may be subject to towing if you do not conform to these rules. |

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## DUMPSTER GUIDELINES

### DUMPSTERS

**DO NOT PUT ANY** of the following items in or outside the regular dumpsters:

- carpeting
- furniture
- appliances
- tires and similar items
- leftover or discarded building materials
- paint cans-- empty or otherwise
- household chemicals
- any hazardous waste products
- any construction materials from renovating a unit

If your vendor or contractor does not remove these items, it is your responsibility to hire a removal service to transport the items to the local dump.

Each violation can cost the Association a minimum of \$50.00.

### RECYCLING

*The following rules apply:*

#### **BOTTLES AND CANS:**

Only bottles and cans may be put in this bin. They may be glass, metal, or plastic. Items with the recycle symbols 1 and 2 go in this section.

#### **This does not include:**

- glass (i.e.: windows, mirrors, etc.)
- metal
- plastic in other forms
- any aluminum
- paper containers such as juice and milk cartons.

**NOTE:** The container used to transport the recyclable materials, such as a paper or plastic bag, should be disposed of separately after being emptied.

#### **CARDBOARD AND NEWSPAPER:**

Only newspaper and cardboard are acceptable. Items which do not belong include:

- magazines
- glossy paper
- milk and juice cartons
- pizza boxes (even if empty)
- wood products

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*Concerning cardboard boxes...*all packing materials should be removed and the boxes flattened.

**NOTE:** Bags or other containers used to transport newspapers, like those for bottles and cans, should be disposed of separately

### **REGULAR TRASH:**

The dumpster is for normal household trash-**not for recyclables or for materials mentioned above.**

Refuse should be bagged and tied, not dumped loosely.

Trash should never be left outside the bin; we wish to discourage insects, vermin, and unpleasant odors.

### **RECYCLING OF YARD DEBRIS:**

No yard clipping, leaf clean-up, plant and bush clippings, or the like should be tossed over the side of the property in the Club House parking lot. Residents should responsibly dispose these items. The town of Farmington has a compost area that may be used by Farmington residents.

The following excerpt is from: [www.farmington-ct.org/TownServices/Highway/](http://www.farmington-ct.org/TownServices/Highway/)

#### **Tunxis Mead Compost Area**

Located at the end of Tunxis Mead Road, residents may bring brush and leaves to the compost area according to the following schedule: Effective Monday, March 20<sup>th</sup>, the Compost Area is open the regular schedule of: Mondays, Wednesdays and Fridays, 7:00 a.m. – 3:00 p.m. and on Saturdays, from 8:00 a.m. – 12:00 noon. Residents may bring brush and leaves to the compost area at no charge by showing their driver's license. Also allowed is **clean lumber ONLY** (no plywood, pressure-treated, stained or painted wood). This material is ground up to make bark mulch. **Stumps and grass clippings are not allowed.** If your brush is under six inches (6") in diameter, the length of the brush does not matter...however, if it is larger than six inches (6") in diameter you will need to stop by the Farmington Highway and Grounds Division office between the hours of: 8 a.m.-4 p.m. to purchase residential tickets @ \$8.50/per ticket, depending on the size of your load determines how many tickets you will need. Also, if your brush is larger than (>) 6" in diameter, it will need to be cut into two-foot (2') lengths before you bring it to the compost area. Residents can pick up leaf compost and bark mulch from the composting area at the end of Tunxis Mead Road. Landscapers and contractors are NOT allowed to pick up this material.

#### **For illegal dumping violations**

Illegal dumping violations will result in a \$25.00 fine. Additionally, the costs incurred to remove the trash from the premises will also be charged to the person(s) responsible for the violation(s).

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## POOL RULES & REGULATIONS - 2009 SEASON

The enjoyment of the pool and surrounding facilities is dependent on a high standard of sanitation and conduct. In addition to the following rules that were adopted in conformity with the requirements of the State Department of Public Health all general Club House Rules shall apply to the use of the swimming pool area, including the adjoining outside deck/patio.

### WEEKDAYS

|   |   |
|---|---|
| May 23 <sup>rd</sup> – June 20 <sup>th</sup><br>10:00 a.m. to 8:00 p.m. | POOL ATTENDANT ON DUTY between 2:00 p.m. – 8:00 p.m.<br>Children 16 years and younger must be accompanied by an adult.  |
| June 20 <sup>th</sup> – late August<br>10:00 a.m. to 8:00 pm.           | POOL ATTENDANT ON DUTY between 12:00 p.m. – 8:00 p.m.<br>Children 16 years and younger must be accompanied by an adult. |

### WEEKENDS

|   |   |
|---|---|
| May 23 <sup>rd</sup> – June 20 <sup>th</sup><br>10:00 a.m. to 8:00 p.m. | POOL ATTENDANT ON DUTY between 10:00 a.m. – 8:00 p.m.<br>Children 16 years and younger must be accompanied by an adult. |
| June 20 <sup>th</sup> – late August                                     | POOL ATTENDANT ON DUTY between 10:00 a.m. – 8:00 p.m.<br>Children 16 years and younger must be accompanied by an adult. |

### EXTENDED HOURS

|   |
|---|
| Weather permitting; the pool will remain open until September 7, 2009. The pool will be open from 10:00 a.m. to 7:00 p.m.   |
| <ul style="list-style-type: none"><li>• NO POOL ATTENDANT ON DUTY</li><li>• SWIM AT YOUR OWN RISK</li><li>• FOR YOUR OWN SAFETY DO NOT SWIM ALONE.</li><li>• CHILDREN 16 YEARS AND YOUNGER MUST BE ACCOMPANIED BY AN ADULT.</li></ul> |

### RULES & REGULATIONS

1. All persons enter the pool area and use the pool at their own risk. The Association is not responsible for any accidents resulting from the use of the pool or surrounding facilities.
2. All persons must bring, and show pool tags in order to be admitted to the pool area. Renters obtain tags from your landlord. Imagineers issues pool tags to residents.
3. All unit owners must sign the daily pool attendance sheet each day they come to the pool.
4. Use of the pool after it has been padlocked for the day is hazardous and will not be tolerated. Residents caught using the pool after hours will be fined \$100.00. Non-residents will be prosecuted.
5. Parents should closely supervise small children at all times. Do not allow them to wander near the edge of the pool.

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6. Toys, including beach balls, water pistols, and metallic objects are not allowed in the pool. Swim accessories may not be used unless approved by the pool attendant for children learning to swim or adults with special needs. These types of accessories must be attached to the individual by a safety strap or secured to the individual in a manner such as water wings. It is imperative to note that the accessories mentioned above will not include swim boards, noodles, floats, tubes, etc.
7. No ball playing, Frisbee, or similar type of games that interfere with the enjoyment and safety of the pool by others will be allowed inside the pool perimeter at any time. This type of playing must be taken outside the pool perimeter. The pool perimeter is the privacy fence surrounding the pool.
8. **Anyone under 16 years of age, without the supervision of an adult over the age of 18, will be asked to leave.** This is for the child's safety and protection.
9. Adequate Lap Time Swim periods begin on the hour daily.
10. For the health reasons, persons with any communicable diseases, colds, coughs, inflamed eyes, infections, or anyone whose physical condition could endanger the health of others, may not use the pool.
11. All swimmers must shower with soap and warm water before entering the pool, per State of Connecticut Health Regulations. Prolonged use of, or playing, the showers and/or bathrooms is prohibited.
12. Any child that wears diapers must wear a "little swimmer" type of diaper with a bathing suit over it to go into the water.
13. All swimmers must wear proper swimming attire. Street clothing, cut-off jeans thongs, or pants are not allowed for swimming purposes.
14. Bicycles, skateboards, scooters, roller-blades, razors, sneakers with wheels, or any similar items are not allowed in the pool area.
15. Pets are not allowed in the pool area, with the exception of service animals for the aid of the hearing, sight, or physically impaired.
16. Throwing foreign matter and debris into the pool or about the pool area is not allowed. Please use the trash containers. Soiled diapers should be disposed of in the parking lot dumpster outside of the pool area.
17. Food consumption is restricted to the deck of the Club House, and the designated picnic table in the grassy area. The picnic tables and chairs are not to be moved by residents.
18. No glass items of any kind are permitted inside the pool area.
19. Radios, cassettes, and CD players are not permitted in the pool area unless headphones are used.
20. Swim accessories may not be used unless approved by the pool attendant for residents learning to swim, or those with special needs; including documented physical therapy needs.
21. **No diving into the pool is permitted. No jumping into the pool is allowed by the steps, or near someone in the water.** Unacceptable poolside behavior includes running,

## FARMINGTON CHASE HOMEOWNER'S MANUAL

spitting, undue splashing, horseplay, fighting, pulling or tossing persons into the water, and obscene language.

### **INFRACTIONS**

22. Infraction of Rules will be documented and will result in:

1<sup>st</sup> infraction – restriction from the pool for one day.

2<sup>nd</sup> infraction – restriction from the pool for one week.

3<sup>rd</sup> infraction – restriction from the pool for the rest of the season. End of pool season infractions may result in restriction of privileges carrying over the next season. The Board of Directors shall make the final decision on a case-by-case situation.

**The pool attendant has the right to discipline people from the pool for actions considered unfit.**

23. Destruction of pool(s), pool equipment, and pool furniture and/or pool signs is not tolerated. A fine of \$25.00, and the cost to replace and/or repair the damages, will be imposed to anyone causing destruction

24. Use of the pool after it has been locked for the day is hazardous and is not tolerated. Residents using the pool after hours will be fined \$100.00. Non-residents will be prosecuted.

### **GUESTS**

25. Guests at the pool **must be accompanied by the resident (over the age of 18) they are visiting at all times while they are utilizing the pool.** If the pool is crowded, however, you may be requested, at the discretion of the pool attendant, to have your guests leave. Residents are responsible for their guests at all times. Guests are not to swim unless there is a paid pool attendant present and on duty.

26. A maximum of four (4) guests per unit is allowed, however; only two (2) guests 16 years and younger are allowed. At no time can a resident sign in more than two (2) persons 16 years and younger, unless they are parent or legal guardian of those being signed in.

27. Smoking is not allowed in the pool area. A bench located outside the pool entry gate is provided with an ashtray for smokers.

28. Smokers children and guests must refrain from using the pool during the smokers smoke break.

29. **The pool attendant has final authority**

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## USE OF THE TENNIS COURT

1. The courts will be limited to the use of Residents and guests, and for the playing of tennis only.
2. Tennis courts are for tennis playing only. No other use of the courts for any other purpose is permitted. No bicycling, roller-blading, skateboards, roller-skating, street hockey or other use will be allowed.
3. Good manners are expected and conduct shall be such to minimize interference with the play of others. Do not chase balls across courts while play is in progress. Pets, food, beverages, breakable containers, trash or debris are not permitted on the courts.
4. The last group to leave will lower the nets and lock the enclosure and turn off the lights.
5. Reservation Privileges
  - a) The Social Committee may reserve the courts at anytime for planned community tennis activities by notifying all homeowners in writing at least two weeks prior to the event and by posting a copy of the notice. After a planned event, and for the remainder of that day, open court time rules apply except that adults may not preempt children.
  - b) Weekdays Residents may reserve the courts between 8 am and 10 pm, except children under the age of 16, who may reserve the courts until 6 pm.
  - c) Saturday, Sunday, and Holidays Residents may reserve the courts between 10 am until 10 pm except children under the age of 16. Children under the age of 16 may reserve the courts from 8 am until 10 am.
6. Open Court Time Any unreserved court time is considered open time. During this time courts are available on a first come, first served basis with the following rules applying:
  - a) Adults may preempt children less than 16 years of age after 6 pm.
  - b) When players are waiting for the use of a court, courts shall be vacated after two sets, or one hour after commencement of play, (whichever comes first).
  - c) When both doubles and singles are waiting for an open court, doubles take preference over singles.
7. Guests who are temporarily residing with a resident will have the same court privileges as a resident.
8. Those with reservations are expected to notify those in play that the court is reserved for stated time and ask them to vacate the court. Failure to show within 15 minutes for time reserved will render the court open. Members of doubles group may not reserve a court for more than two consecutive hours. Singles may reserve the court for only one hour at a time.
9. A \$12 deposit is required to obtain a Tennis Court key. The Superintendent will issue a key after the \$12 deposit is given to Imagineers.

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## COMMON PROPERTY

Common Property is intended for the use and enjoyment of all residents. These rules are intended to help you exercise that opportunity.

1. Common property may not be used for discarding debris, trash or unsightly material.
2. Common property may not be used for storing materials or animals without the permission of the Board. For example, you may not store firewood on common property without the permission of the Board.
3. You may not use common property in such a manner as to interfere with its proper use by other owners or to create a nuisance or disturb other owners or to damage or risk damage to the property.
4. Common property, excluding paved areas, may not be used by bicycles, motor bikes, motorcycles or other vehicles.
5. Roads or parking areas may not be used for play or games. The open areas around the Club House are specifically designed for this and are much safer.

If you violate these rules, the normal action of the Board of Directors will be as follows:

|                       |  |
|-----------------------|--|
| <u>First Offense</u>  | a letter explaining the problem, is sent to you.   |
| <u>Second Offense</u> | \$25.00 fine is levied.  |
| <u>Third Offense</u>  | \$25.00 fine (subject to a hearing before the Board of Directors) and possible suspension of the right to use recreational facilities. |

PLEASE NOTE: if a single incident continues for several days, each day may be considered a separate offense.

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## ESTATE SALES, AUCTIONS, AND TAG SALES

Traditionally Farmington Chase holds an annual community Tag Sale day on the first Saturday in June<sup>1</sup>. That tradition is beneficial to the community in several ways; participants benefit from the community advertising efforts and reputation in the area for holding the community tag sale, while non-participants are subjected to the inconvenience of a tag sale in the neighborhood for only a few hours once a year. The impact to the community when one resident holds an individual Tag Sale, Estate Sale, or Auction is the nuisance of excessive traffic and parking problems in the community. Concerns about the traffic problems for individual sales do not only create a personal inconvenience to residents; it also creates traffic congestion which causes a problem of obstructed access to emergency vehicles in the event of a fire or medical issue. Effective November 18, 2008, **no individual** Estate Sale, Auction, or Tag Sale is permitted in the community. The Annual Tag Sale will be permitted as usual, which best serves the needs and safety of the entire community.

The annual community Tag Sale, held traditionally on the 1<sup>st</sup> Saturday of June<sup>1</sup> is the only event for owners to conduct a Tag Sale, Estate Sale, or Auction.

No individual Tag Sale, no individual Estate Sale, and no individual Auction is permitted at Farmington Chase because it does not serve the mutual benefit of all, as defined in the Farmington Chase Declaration, Article IX, Use, Purposes and Restrictions - Section 4: Subject to Rules and Regulations, page DCR-17, and Bylaws Article XII, Use of Property, Page BL-18.

FARMINGTON CHASE  
DECLARATION OF COVENANTS AND RESTRICTIONS  
ARTICLE IX  
USE, PURPOSES AND RESTRICTIONS

Section 4. Subject to Rules and Regulations. The use of the Properties by all the Owners and all other persons authorized to use the same shall be at all times subject to the Bylaws and such Rules and Regulations as may be prescribed and established governing such use, or which may be hereafter prescribed and established by the Board of Directors.

Page DCR-17

ARTICLE XII  
USE OF PROPERTY

(d) No nuisances shall be allowed in the Properties, nor any use or practice which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the Properties by its residents.

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<sup>1</sup> The date of the Farmington Chase Annual Tag Sale is subject to change.

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## YOUR HOME

We want you to enjoy your home. The rules below basically describe what most of us would consider being a good neighbor.

1. You may not use your home for unlawful, offensive, or noxious activities. Specific examples include: violations of building codes or health laws, unreasonably loud stereos or musical instruments.
2. You may not keep or do anything in your home that will increase our insurance premium or cause the cancellation of the insurance, such as storing gasoline in your home.
3. You should keep the exterior of your home in a neat and orderly fashion.
4. You may store firewood on your lot AWAY from buildings and fences if it is neatly stacked. You may not store firewood AGAINST walls, fences or under decks since this could result in an insect infestation problem.
5. Other than firewood as described above, you may not use outside areas, including areas under decks for storage of materials or animals without permission of the Board.
6. None of the following items may be displayed or used:

For Sale, For Rent, For Lease, or other similar signs or other advertising on any part of the outside of the lot or in any garage or window.

Clotheslines or rods outside your home or in the garage.

7. Garages may be used for storage of motor vehicles, boats, trailers and the neat storage of domestic material. Garage windowsills may not be used for storage. Garages should be kept neat and clean.
8. You may not operate any equipment or electrical device that creates an unusual electrical load without the permission of the Board.
9. No rugs, mops or similar items may be shaken or hung out of any window, door or balcony, nor may any sheets, clothes, blankets or laundry be hung on any fence, wall, or railing or exposed anywhere outside your home.
10. You may change your door lock or add additional locks if you wish, but you should recognize that there may be times when we need emergency access to your home, such as in a fire or if a common pipe bursts. If we cannot get into your home in an emergency, we may have to break a window. You can avoid this by giving us a key. Anytime we use it, we will tell you in writing and give you the reason.
11. No plastic storm window may be used on the exterior of your home.

If you violate these rules, the normal action of the Board of Directors will be as follows:

First Offense            a letter explaining the problem, is sent to you.

Second Offense        \$25.00 fine is levied.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

Third Offense            \$25.00 fine levied. Right to use all recreational facilities suspended for 30 days.

PLEASE NOTE:            If a single incident continues for several days, each day may be considered a separate offense.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## MODIFYING YOUR HOME - Guidelines for Exterior Changes

### **Introduction**

Each of us purchased a home in Farmington Chase because we were attracted to what we saw in this community. The community we found here is due, in part, to the owners who lived here before us and maintained “a community of families, in lovely homes, on beautiful land, in the forests of Farmington, with recreation, order, and enjoyment for all.”<sup>1</sup>

As a Planned Unit Development (rather than a true Condominium), “The purchaser can, within limitations, modify his/her home, dig into his/her dirt, plant, recreate and expand within his lot because he owns a parcel of land... not just an enclosed space within a building.”<sup>1</sup> The originators of Farmington Chase developed a process to provide for these limitations.

In order to maintain “Farmington Chase as a woodland community”<sup>2</sup>, the documents establishing Farmington Chase require any change to homeowner structures or land to be reviewed and approved by the Architectural Control Committee and the Board of Directors<sup>2,3</sup>. Changes to structures or lots may not be made until the changes have been approved.

<sup>1</sup> Introduction to Documents for Establishment and Operation of Farmington Chase, 1974

<sup>2</sup> Declarations of Covenants and Restrictions, 1974

<sup>3</sup> Bylaws, 1974

### **Approval Process**

1. To minimize your expense and efforts, you should seek approval from the Architectural Control Committee and Board of Directors before making any changes.
2. Review the Guidelines below. These Guidelines are designed to help you plan modifications that are likely to be approved. Even if you follow the guidelines, you still must request and receive approval before making any changes.
3. Obtain information about size, color, composition, model number, brochures, etc. of all the materials you want to use.
4. Submit your proposal, as detailed below, by the first day of the month for review by the Board of Directors later in the month. This will allow time for members of the Architectural Control Committee to review your proposal and contact you regarding any clarifications.
5. Submit five copies of a written proposal with the above information to the Architectural Control Committee. You need to submit only one copy of a manufacturer's brochure. Five copies of your proposal are needed so we can distribute them immediately to all members of the committee. If you submit only one copy, your request will be delayed until committee members have a chance to make copies.
6. The Architectural Control Committee will review your proposal and make a recommendation to the Board of Directors at their next meeting.
7. Contact a Board member prior to the Board meeting if you would like to talk at the meeting.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

8. The Board of Directors will make a decision on your proposal and Imagineers will mail their response to you.

### **Guidelines for Unit Owners on Exterior Changes**

#### **Call Before You Dig**

Call 1-800-922-4455 before digging anywhere. If you accidentally damage a utility line, even if it was placed too close to the surface, you can be injured or killed and the utility will bill you for repairs (e.g. \$5000 for a transformer).

#### **Common Property**

All areas owned and maintained by the Farmington Chase Association, Inc. and to which all members have access (roads, parking areas, forests, planted areas outside of Unit Owner Lots, etc.).

#### **Lot Boundaries**

Each Unit Owner owns the property upon which their structures (living space, garage, shed) are built and some area outside of the structures.

The approximate boundaries of Unit Owner Lot outside of the structures are as follows:

**FRONT:** From the exterior wall of the living structure forward to the iron fence (or where it used to be) and bounded by the wood fence(s) between the units.

**REAR:** From the exterior wall of the living structure back 24-25 feet\* (30 feet in some cases) and bounded by the wood fence(s) between the units. \*Consult plot documents to accurately determine this distance.

**SIDE:** (End units only) From the exterior wall of the living structure and out approximately 10 ½ feet, back to the rear boundary as above and forward to the front boundary as above.

#### **NOTE:**

- The measurements given above are approximate. Contact the management company (Imagineers) to access your plot plan which is kept in the Club House.
- The space next to the garages is Common Property, not part of the Unit Owner Lot.

#### **Plantings within a Lot**

Unit owners may plant within their lot without seeking approval “provided natural, growing materials, which are not diseased, neglected, not impinge on other Lots or the Common Properties, are used in such landscaping” (Bylaws, Section 10, 1974). Please note that this applies only to the plants themselves. It does not apply to pots, planters, landscaping materials, or any other non-plant item.

#### **Common Property Adjacent to Garage and Front Sidewalk**

**PLANTS:** May plant natural, growing materials, which are not diseased, neglected, and do not impinge on other Lots or other Common Property without first seeking approval from the Architectural Control Committee and the Board of Directors (BD 7/9/02). Note: This is the only Common Property where residents may plant without prior approval.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### **Fabricated Objects** (stones, plant pots, edging, etc.):

Earth tone colored objects may be used without first seeking approval from the Architectural Control Committee and the Board of Directors. Objects in other colors must be approved before placing in this area.

### **Courtyard** (in front of your unit)

Need approval for "Any fabricated item extending above the surface of the earth and permanently attached to a structure or the earth" (Bylaws, Section 10, 1974).

Need approval for any fabricated item that is taller than the party fence (BD 7/9/02).

### **Backyard**

**RIGHT OF WAY:** Must maintain a five foot wide passable area connecting to your neighbors' five foot wide passable area (BD 4/23/02)

### **Back Patio**

May use brick or interlocking concrete pavers, slate, or flagstone – colors for all should be terra cotta, slate gray, or brown – must use appropriate base (BD 7/9/02).

### **Deck**

Rails and balusters painted same color as siding (BD 7/9/02).

Visible joists, beams, girders, and posts painted same color as siding (BD 7/9/02).

Lattice, painted the same color as siding, may be placed below deck around margins (BD 7/9/02).

When the Association contracts for painting, all of the above items at every unit will be painted to match the siding (BD 7/9/02).

Floorboards may be painted or stained in earth tones (BD 7/9/02) or may be painted same color as siding (BD 3/25/03 *REVISION*).

NOTE: (BD xx/xx/xx) refers to the date that the Board of Directors approved the guideline.

### **Paved Drive**

This is Common Property. Items may not be placed on the paved areas in front of or around garages.

### **Wood Piles**

Maximum size is 4' H x 4' W x 8' L. Neatly stacked, no covering. No closer than 16' away from buildings to prevent termite infestations of buildings (BD 7/9/02).

### **Windows**

You may use the window brand of your preference as long as it meets the requirements for style, color, size, etc.

TYPE: Sliding window only, no grilles, same size as original (BD 4/23/02)

COLOR: dark brown/bronze (BD 4/23/02)      SIZE: same size as original (BD 4/23/02)

### **Front Doors**

TYPE: Six panel (top two panels may be plain glass), 36-inch width (BD 3/14/01).

COLOR: Burgundy, dark green or dark brown.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### Front Door Sidelights

Plain glass only (BD 3/6/01)

### Front Porch Light

May keep the original fixture or replace it with the fixture approved by the Board of Directors (BD 10/23/01).

### Storm Doors

TYPE: Full view (preferred) (BD 3/14/01) OR glass/screen above/rectangular panel below (no scallop edge). Cross buck style (triangular panels below) is not approved (BD 3/27/01).

COLOR: same as for front door (above) (BD 3/14/01).

GLASS: plain or bevel edge, no etching or designs on glass, no leaded glass (BD 3/14/01).

### Sliding Doors

You may use the window brand of your preference as long as it meets the requirements for style, color, size, etc.

TYPE: Sliding door only, same size as original (BD 7/9/02). Door may have mullions (aka grilles) with Board approval (7/23/02).

COLOR: dark brown/bronze (BD 4/23/02)

### Garage Doors

TYPE: 16-panel wood or aluminum.

COLOR: same as the siding color of the garage.

GLASS: no windows permitted.

### Side Garage Doors

It is advisable to replace the side garage door with a steel door.

TYPE: Flush (not raised panels)

COLOR: same as the siding color of the garage.

GLASS: no windows permitted.

### The Following Do Not Need Prior Approval of the Architectural Control Committee or the Board of Directors

#### Hanging Decorations/Plants

May use shepherd hook within boundary of Lot.

#### Holiday Decorations within Your Lot

Keep items within boundary of Lot. Remove decorations within a reasonable period of time.

#### U.S. Flag

Please be respectful and display the flag according to the U.S. Code as developed by the U.S. Congress.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## SELLING YOUR HOME

When you sell your home, you should note the following:

1. You may not sell a portion of your home. It must be sold as a single entity.
2. You may not sell your home for other than residential purposes.

Connecticut state law requires that the seller of a unit in a common interest community such as Farmington Chase provide the buyer with a resale certificate. This certificate includes copies of the declaration, bylaws, rules and regulations as well as other data of interest to a prospective purchaser. The selling unit owner obtains this certificate from the community association by sending a written request to the association's managing agent along with the payment of a fee for furnishing this documentation. The managing agent must furnish these materials within ten days of the agent receipt of the request and payment.

The seller then gives the material to the prospective buyer, who then has five days excluding Saturdays, Sunday, and legal holidays to review them. During this review period, the prospective buyer may cancel the contract for purchase. If conveyance occurs during the five day period then the contract for purchase cannot be cancelled. After the five day review period passes, the purchase contract is binding.

Later in the process, when your buyer has obtained a mortgage and a closing date is set, you will need to obtain additional documents from the managing agent including statements of common charges, insurance certificate, etc. To obtain these, you call the managing agent's office.

The Association will furnish the new residents with a mailbox, pool passes, and parking stickers.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## RENTING YOUR HOME

As with any private home, you are free to rent your home. However, as the owner you retain certain responsibilities as outlined below:

1. You may not rent a portion of your home, (or rent your home for less than six months). Nor may you take in boarders.
2. You retain responsibility for insuring that rules and regulations of the Association are observed. If your tenants violate rules and these results in a fine, you are responsible for payment of that fine. You may in turn try to collect it from your tenants, but that is your responsibility.
3. You must provide the Association with the following within 30 days after the effective date of the lease:
  - The names of your tenants.
  - The term of the rental.
  - A copy of the lease.
  - A check for \$20 made payable to the Farmington Chase Association. This amount is payable only once as long as you retain the same tenant.
  - Your new mailing address.
4. Your check is used to defray the cost of providing the following to the tenants:
  - A copy of this manual.
  - Pool passes.
  - Parking stickers.
5. If your tenant's pets cause problems, you will be held responsible, subject to the violation procedures outlined in the Section dealing with PETS, Page 20.
6. If you violate these rules, the normal action of the Board will be as follows:
  - First a letter asking you to comply within 30 days.
  - Then a fine of \$25.00 per day.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## PETS

Well-behaved pets are welcome in our community. By observing the following rules your right to have a pet can be protected without disturbing the rights of all residents to a quiet, clean community.

1. Dogs, cats, and small caged animals kept indoors are permitted. Permission to keep other than small household pets requires the approval of the Board of Directors.
2. You may not make a business of breeding your pets.
3. You are responsible for the behavior of your pets at all times. You must pick up after your pet.
  - a. Pursuant to the Section 22-363 of the Connecticut General Statutes, no person shall keep a dog (or dogs) which are a nuisance by reason of vicious disposition or excessive barking or other disturbance. The provisions of this statute shall apply to all pets, cats, as well as dogs, residing at Farmington Chase.
  - b. Pursuant to Section 22-364 of the Connecticut General Statutes, no owner shall allow a dog to roam at large upon the land of another and not under the control of the owner.
4. If your pet is found in violation of any of the provisions of Section 3 above, the Association will proceed in the following manner:
  - a. Upon the first offense within the owner will be sent a letter advising him of the violation. No fine will be imposed for the first offense.
  - b. For a repetition of the same offense within a 12 month period, a \$25.00 fine will be imposed.
  - c. For subsequent repetitions of the same offense within a 12 month period, a \$25.00 fine will be imposed.
  - d. When the total fines for any pet has reached the sum of \$100, the owner will be required to appear at a meeting of the Board of Directors to show because why the pet should not be disposed of.
  - e. The owner has the right to appeal any written complaint to the Board of Directors.
  - f. Any fines levied pursuant to the provisions of these rules shall be collectable in the same manner as other fines assessed by the Association. All monies collected by the levy of fines pursuant to these rules shall be paid to the Association for its unrestricted use.
5. If a pet causes personal or property damage, the owner shall be responsible for the damage in addition to any fine.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### Sections of the Connecticut General Statutes

Note: may need to check current Conn. General Statutes to guarantee that the info below is the same as when this document was written in 1995

Section 22-363        Nuisances. No person shall own or harbor a dog or dogs which are or are a nuisance by reason of vicious disposition or excessive barking or other disturbance, is or by such barking or other disturbance, is or are a source of annoyance to any sick person residing in the immediate vicinity. Violation of any provision of this section shall be an infraction for the first offence and such person shall be fined not more than one hundred dollars or imprisoned not more than thirty days or both for each subsequent offense and the court or judge may make such order concerning the restraint or disposal of such dog or dogs as may be deemed necessary.

Section 22-364        Dogs roaming at large. No owner or keeper of any dog shall allow such dog to roam at large upon the land of another and not under control of the owner or keeper or the agent of the owner or keeper, nor allow such dog to roam at large on any portion of any public highway and not attended or under the control of such owner or keeper of his agent, provided nothing in this section shall be construed to limit or prohibit the use of hunting dogs during the open hunting or training season. The unauthorized presence of any dog or on any portion of a public highway when such dog is not attended by or under the control of such owner or keeper, such be prima facie evidence of a violation of the provisions of this section. Violation of any provision of this section shall be an infraction.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## MAINTENANCE POLICY

### INTRODUCTION

This is the maintenance policy for Farmington Chase. It outlines in general terms what the responsibilities of the Association and the homeowners are. Throughout this section “we” refers to the Association and “you” refers to the homeowner.

### GENERAL PHILOSOPHY

Farmington Chase is a planned unit development of individually owned homes. Farmington Chase is not a condominium. We provide certain specified services to all homeowners. Services required by only some homeowners may be performed by the Association, but we have the right to bill you for that service and will do so whenever the amount is substantial enough to make billing practical.

We will try to maintain the quality of the property at a level equal to that existing when the builder completed the project. As resources permit, we will make selective improvements such as the planting of additional shrubs and trees.

### STANDARDS

In this section we will outline the specific standards we will follow in maintaining the properties. This section is divided into three columns. The first column indicates the category. The second column indicates what services we will do. The third column indicates what services we will not do.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### MAINTENANCE SERVICES

| <b>Category</b>          | <b>This is what we will do</b>   | <b>This is what we will not do</b>  |
|--------------------------|--|---|
| <u>Lawn Care</u>         | <p>Cut grass – normally once per week during the growing season. Allow clippings to fall on grass except when the grass is very tall.</p> <p>Blow clippings off the sidewalk.</p> <p>Fertilize twice per year in spring and fall.</p> <p>Apply insect, weed, and fungus control as needed.</p> <p>Re-seed and re-sod common area lawns as needed.</p> <p>Lime as soil tests indicate.</p> <p>Water Club House lawns.</p> | <p>Maintain flower beds planted by homeowners.</p> <p>Replace lawn in individual plots. If owner fails to maintain lawns, the Association will repair at the homeowner's expense.</p> <p>Water lawns in individual plots.</p> |
| <u>Shrub Care</u>        | <p>Trim and prune shrubs, apply fertilizer, insect weed, and fungus control for shrubs on common properties.</p>   | <p>Maintain shrubs in individual lots.</p>  |
| <u>Wood Chip Areas</u>   | <p>Clean and weed if needed for aesthetic reasons.</p>   | <p>Rake leaves.</p>   |
| <u>Wild Areas</u>        | <p>Selectively remove dead trees and underbrush.</p> <p>Correct serious erosion problems. Cut dry grass and weeds which present a fire hazard.</p>   |   |
| <u>Door &amp; Window</u> | <p>Clean exterior of all windows twice per year as budget allows.</p>  |   |
| <u>Building Interior</u> | <p>Repair common plumbing or wiring serving two or more units.</p>   | <p>Make interior repairs to other than common plumbing or wiring.</p>   |

## FARMINGTON CHASE HOMEOWNER'S MANUAL

| <b>Category</b>                            | <b>This is what we will do</b>   | <b>This is what we will not do</b>   |
|--|--|--|
| <u>Lights</u>                              | Maintain road lights.<br>Maintain exterior garage lights.  | Maintain porch lights.   |
| <u>Mailboxes</u> (including message boxes) | Maintain mailboxes. Provide mailboxes for all residents.   |  |
| <u>Facilities</u>                          | Maintain pool, Club House, tennis courts and all common facilities.  |  |
| <u>Trash</u>                               | Trash will be picked up on a regular basis.<br>Maintain trash container area.  |  |
| <u>Trees</u> (Forest and Decorative)       | Remove dead trees on common lawns.<br>Maintain decorative trees on common lawns.<br>Replace dead trees on common property when aesthetically required with the same or different type of tree. | Remove dead trees on individual lots.<br>Maintain trees in individual lots.                                    |
| <u>Sidewalks</u>                           | Repair major cracks and dents as required on sidewalks outside the individual lots.  | Repair sidewalks in the individual lots.<br><br>Repair major cracks or dents or discoloration in any sidewalk. |
| <u>Roofs</u>                               | Replace roofs when needed at homeowner's expense.<br><br>Remove snow and ice dams.<br>Repair roof damage at homeowner's expense.   | Repair damaged loose or missing shingles. Maintain flashings and caps.   |
| <u>Building Exteriors</u> (except roofs)   | Paint exteriors periodically as needed, except front door.<br>Provide paint for front door.  | Provide labor to paint front doors.  |

## FARMINGTON CHASE HOMEOWNER'S MANUAL

| Category            | This is what we will do  | This is what we will not do                         |
|---------------------|--|---|
| <u>Fence, Deck</u>  | We will repair fences bordering on common property at equal cost to the homeowner and the Association. | Repair party fences, except at homeowner's expense. |
| <u>Road Care</u>    | Patch as required.<br>Clean roads annually.<br>Resurface as required.                                  |   |
| <u>Snow Removal</u> | Clean roads, driveways, walks, and parking areas of snow. Apply sand as required.                      | Clean meters, sliding glass doors and decks.        |
| <u>Drainage</u>     | Correct problems which result in lawn damage.  | Correct problems where no damage results.           |

### NOTES

1. We reserve the right to deviate from this policy when maintenance is required due to negligence or abuse.
2. If you wish to use common areas to perform work on your behalf, you should first get our approval through the management company.
3. If you have private planting areas that you no longer wish to maintain, we will resume maintenance of these areas if you first restore it to its original condition (or as close as possible).
4. If we must do work that requires digging up landscaped areas, we will restore it to its original condition (or as close as possible) when we are done.
5. Obtaining Maintenance Service. Please call or write Imagineers at 860-768-3414 to obtain maintenance services. **DO NOT CONTACT** the Superintendent directly. The Superintendent is equipped with a cell phone so the management company can reach him quickly in an emergency. All calls are "logged" and records kept concerning maintenance service at the management company.

To receive information regarding your common charge account, you must contact Imagineers at 860-768-3414 and ask for the Accounting Department.

6. Additional Maintenance Service. If you wish to have additional maintenance service performed at an additional charge, please contact the management company.

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## FARMINGTON CHASE ESTATES MAINTENANCE SERVICES

### INTRODUCTION

This document outlines the specific services that will be provided to Farmington Chase Estates. Note that it is divided into three columns indicating category, what we will do, and what we will not do.

SERVICES - These are the specific services we provide:

| <b>Category</b> | <b>This is what we will do</b>  | <b>This is what we will not do</b>  |
|-----------------|---|---|
| Lawns           | Cut grass normally once per week during the growing season. *<br>Blow clippings off the sidewalks.*<br>Fertilize twice per year in spring and fall.*<br>Apply insect, weed, and fungus control as needed.*<br>Rake leaves periodically in the fall.*<br>Lime as soil tests indicate.* | Maintain individual lawns.<br><br>Water lawns<br><br>Re-seed or re-sod lawns. |
| Snow Removal    | Clear common driveways.   | Clear individual driveways or sidewalks.                                      |
| Trash           | Trash will be removed on a regular schedule   |   |
| Mailboxes       | Maintain mailboxes.   |   |
| Roads           | Patch common driveways annually.  | Resurface common or individual driveways                                      |

\* Front sidewalk to building lot line only.

### NOTES

1. We reserve the right to deviate from this policy when maintenance is required due to negligence or abuse.
2. If you wish to have additional maintenance services performed at an additional charge, you should consult the management company.
3. Maintenance service: forms can be found at the end of this manual. You may also email, call, or write to Imagineers, LLC, 635 Farmington Avenue, Hartford, CT 06105, telephone

## FARMINGTON CHASE HOMEOWNER'S MANUAL

number 860-768-3414, to obtain maintenance service. DO NOT CONTACT the Superintendent directly. The Superintendent is equipped with a cell phone so the management company can reach him quickly in an emergency. The Superintendent must account to Management Company for his time; therefore, all requests for service should be directed to their office. All calls are "logged" and records kept concerning maintenance service.

### **Imagineers**

(Also see page 36 for additional contact information)

Bill Nardi, Property Manager - [bnardi@imagineersllc.com](mailto:bnardi@imagineersllc.com)

Audrey Kozma, Admin. Assistant - [AKozma@imagineersllc.com](mailto:AKozma@imagineersllc.com)

# FARMINGTON CHASE HOMEOWNER'S MANUAL

## THE FARMINGTON CHASE ASSOCIATION

If you own your home, you are a member of the Farmington Chase Association, usually referred to as the Association. The Association owns all the common property and is responsible for the services and operations provided for the residents of Farmington Chase and Farmington Chase Estates. The Declaration and Bylaws are the best source of information about the Association, but here is a summary of the key information.

1. Like most corporations, the Association holds an annual meeting to discuss events and problems during the past year, plans for the next year, and to answer your questions. This meeting normally takes place in the first 45 days of the year on a Sunday.
2. At the Annual Meeting, three members of the Board of Directors will be elected for a term of three years. In total, there are nine members of the Board of Directors.
3. If the Board proposes an improvement or alteration to the property that costs more than \$7,500, you will have the right to cast a vote on that proposal. The majority vote prevails. Keep in mind that this applies to improvements and alterations but not repairs or replacement.
4. You may have members of the Board of Directors removed if you:
  - A. Ask in advance that the item be added to the agenda for the Annual Meeting or get 25 percent of the owners to petition for a special meeting for this purpose and then
  - B. Get a majority vote of the entire membership of the Association, not just those present at the meeting.
5. You may review any of the financial reports of the Association during business hours or other reasonable times.

Like most corporations, the Board of Directors, usually referred to as the Board, is the primary governing body. Its primary functions include:

Determining the budget and the Association fees.

Determining the rules and their enforcement.

Selecting contractors, attorneys, managers and other professionals to services to residence.

Overseeing the services to residents.

Representing the Association in negotiations with governmental bodies, utilities, etc.

## **FARMINGTON CHASE HOMEOWNER'S MANUAL**

The Board normally meets at 7:00 p.m. on the fourth Tuesday of every month in the Club House. Notice of every regular meeting of the Board is published in advance in the Newsletter. You are welcome to attend any meeting of the Board but if you wish to speak at the meeting, notify an office of the Board or the Management Company at least three days in advance.

The Board elects its own officers including a President, Vice President, Secretary and Treasurer.

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### **THE MANAGEMENT COMPANY**

The Management Company is a professional property management corporation selected by the Board. The current Management Company is Imagineers, LLC of Hartford, Connecticut. Imagineers, LLC performs these services:

Oversees the day to day operations of the property.

Hires all personnel.

Pay all bills and maintains the books.

Counsels the Board on budgets, rules investments, maintenance, etc.

Handles all complaints and enforces the rules.

Collects all Association fees.

Maintains a 24-hour emergency line.

Completes income tax records, Social Security records, safety logs, and other legally required forms.

### **THE PROPERTY SUPERINTENDENT**

The Property Superintendent is an employee of the Association. He supervises all other on-site personnel on the property, as well as performing a substantial amount of the property maintenance. He can be reached by calling Imagineers at 860-768-3414, who will get a message to him on his cell phone. His office is located in the Maintenance Building.

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### Reporting Problems and making Service Requests

All service requests and all reports of problems in the community must be submitted to Imagineers in writing via email or by using their mailing address. This allows for accurate documentation of an issue and facilitates follow up on issues. In the event of an emergency Imagineers should be contacted by telephone.

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### Imagineers Mailing Address

Imagineers, LLC  
635 Farmington Avenue  
Hartford, CT 06105

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### E-mailing Imagineers

Audrey Kozma, Administrative Assistant - [AKozma@imagineersllc.com](mailto:AKozma@imagineersllc.com)

Bill Nardi, Property Manager - [bnardi@imagineersllc.com](mailto:bnardi@imagineersllc.com)

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### Contacting Imagineers by Telephone

**Imagineers direct line for Farmington Chase: 860-768-3414**

**Press 1** – for Accounting

**Press 2** – for Resale Packages, Statement of Common Charges or Completion of Mortgage Questionnaires

**Press 3** – for Administrative Staff for general assistance, or to place a Service Request

**Press 4** – to reach the company receptionist during normal business hours or for an after-hours emergency.

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## FARMINGTON CHASE HOMEOWNER'S MANUAL

Visit the Farmington Chase Website

<http://www.farmingtonchase.com>



What you can find on the Farmington Chase Website:

- Message Board
- Photo Galleries
- Amenities – overview of Farmington Chase amenities
- Guidelines to Renting the Club House
- Pool Rules
- FAQ's
- For Sale/For Rent ads for Farmington Chase properties
- Newsletters – current and past Neighborly Chase newsletters
- Meet the Board – list of names and email addresses of current board of directors
- Committees – list of committees/committee members in the community
- Meeting Minutes – current and past minutes from Board of Director meetings
- Links – to the town of Farmington web sites
- Resident's Recipes
- Garbage and Recycling Guidelines
- Service Request form – on-line service request form
- Report a Problem – property management contact information
- Download Documentation
- Contractors – list of suggested contractors used in the community

FARMINGTON CHASE HOMEOWNER'S MANUAL



**HARTFORD OFFICE:**  
635 Farmington Avenue  
Hartford, CT 06105

**Farmington Chase Direct Line**  
**860 – 768 – 3414**

Bill Nardi, Property Manager - [bnardi@imagineersllc.com](mailto:bnardi@imagineersllc.com)  
Audrey Kozma, Admin. Assistant - [AKozma@imagineersllc.com](mailto:AKozma@imagineersllc.com)

|   |
|---|
| <b>Farmington Chase Association</b><br><b>SERVICE REQUEST</b> |
|---|

Date:

Unit Address:

Resident's Name:

Home Phone:

Work Phone:

Owner's Name: (if not resident)

Home Phone:

Work Phone:

|                           |
|---------------------------|
| <b>SERVICE REQUESTED:</b> |
|                           |
|                           |
|                           |
|                           |
|                           |
|                           |
|                           |
|                           |

\_\_\_\_\_  
Owner/Tenant Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## FARMINGTON CHASE HOMEOWNER'S MANUAL

### **Information Form**

The Information Form is kept on file by our property management company, Imagineers. It is used for purposes of keeping accurate contact information on the owners and tenants in the community. It is especially important in the event of an emergency such as a medical emergency or a natural event such as a gas leak or water pipe break to be able to quickly contact owners and/or their designated contact person. Additionally, providing an email address will enroll owners/tenants in the Farmington Chase email community. The newsletter and important community messages are sent via email as needed. Your email address will be kept confidential.

Please fill the form on the following page and send to Audrey Kozma at Imagineers at [AKozma@imagineersllc.com](mailto:AKozma@imagineersllc.com).

FARMINGTON CHASE HOMEOWNER'S MANUAL



INFORMATION UPDATE FORM

Please complete this information sheet & return to:

IMAGINEERS, L.L.C., 635 FARMINGTON AVENUE, HARTFORD, CT 06105

\*\*\*\*\*

Community Name: FARMINGTON CHASE HOMEOWNERS ASSOCIATION, INC.

Unit Address: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Street

City

State

Zip

Email Address: \_\_\_\_\_

Owner Phone No.: \_\_\_\_\_

Home

Work

Cell

Do you reside in your unit? \_\_\_\_\_ If so, please list all occupants of your unit below.

Is your unit rented? \_\_\_\_\_ If so, please list your tenants names and phone numbers below.

Please list all RESIDENTS (tenants OR owners) of unit, including children and their ages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenants Phone No. \_\_\_\_\_

Home

Work

Cell

Person to contact in an emergency? \_\_\_\_\_ (Relationship) \_\_\_\_\_

Emergency Contact's Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

**AUTOMOBILES** (Any that are on the property on a continual basis will need a parking sticker. Please list current parking sticker numbers associated with your vehicle(s)):

Registration (license plate)      Make & Year      Model      Color      Parking Sticker #

\_\_\_\_\_  
\_\_\_\_\_

**TRAILERS, CAMPERS, BOATS, MOTORCYCLES:**

Registration (license plate)      Make & Year      Model      Color      Parking Sticker #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PETS:** Please list below. Include kind of pet and description.

\_\_\_\_\_  
\_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_