

ANDREWS WAY HOMEOWNERS GUIDE

For a more thorough understanding of BHVA, please visit the Website at:

<https://www.bristolharbourvillage.org>

OVERVIEW

This Andrews Way Homeowner's Guide is designed to help both new and existing residents understand Andrews Way Homeowners Association (AHA) requirements and answer questions regarding Andrews Way and Bristol Harbour Village. We understand that this is an ever-changing environment; if you find anything in this document that needs attention, please contact Ginny Lalka at: glalka.bhva@gmail.com.

GOVERNING HOMEOWNERS ASSOCIATIONS

Andrews Way owners are members of two Homeowner's Associations, the Bristol Harbour Village Association (BHVA) and the Andrews Way Homeowners Association (AHA). These HOAs work together to provide all of the services Andrews Way residents enjoy. As such, Andrews Way residents pay Monthly Assessment fees to both the BHVA and the AHA.

BHVA: BHVA is the "umbrella association" which is governed by a Board of Directors, elected by all eligible homeowners. Regardless of the street or building where your unit is located, you are under the governance of the BHVA. Through their management company, Kenrick Corporation, BHVA owns and is responsible for the beach, elevator, community center, all of the community roads, sport courts, Refuse and Recycling center, playground, picnic area, fire pits at the Community Center and Beach, the loaner watercraft at the Beach, maintenance barn, and a substantial amount of the community's common areas.

The BHVA Website contains a wealth of information, rules, regulations, forms and links for both homeowners and prospective buyers. Website: <https://www.bristolharbourvillage.org>. The homeowner's section is password protected; contact our management company, Kenrick, for the password, which must not be disclosed outside of BHVA Homeowners.

AHA: You are also under the governance of the AHA, which is your street's HOA. AHA is charged with the maintenance and control of all Andrews Way lawns, trees in common areas, sidewalks, driveways and the five overflow parking areas (pods) on Andrews Way, as well as providing AHA HOA services covered by the additional AHA HOA Monthly Assessments. Note that as an Andrews Way resident, some of your property maintenance activities are provided and paid for with your monthly AHA Assessment.

COMMUNICATIONS and CONTACTS

Most communications are delivered via email. Please ensure that your email address is up to date with both associations. Kenrick Corporation is BHVA's Property Manager. For additional information on Kenrick and BHVA, please refer to these websites:

[BHVA Website](#)
[Kenrick Corporation](#)

BHVA Contacts: Please refer to this Website: [BHVA Contacts](#)

Kenrick's BHVA Contacts:

Property Manager – Anita Smith Email: asmith@kenrickfirst.com Phone: (585) 424-1540
Administration – Ashley Christoff Email: achristoff@kenrickfirst.com Phone: (585) 424-1540
Site Superintendent – Ryan Thompson (contact Ashley for an appointment)

For emergencies requiring fire department, ambulance or police, call 911. Call Kenrick at (585) 424-1540 to report service needs. For urgent after-hours service needs, Kenrick's answering service will contact on-site staff as necessary.

Andrews Way Homeowners Association (AHA) Contacts:

Linda McElveen – lindamacmc@gmail.com

Barbara Miles – milestogo67@gmail.com

Tom Corrigan – tcorriga@rochester.rr.com

Cathy Erbland Harris – cceharris@aol.com

Hannah Snyder – hannahbigail@icloud.com

NextDoor:

There are NextDoor websites for both BHVA and Andrews Way. These are used by many in the community to find electricians, plumbers, painters, etc. and to voice their concerns on issues in the community. You can log in to NextDoor and complete the log on info and sign up for the sites. After completing the requested information, click JOIN.

MONTHLY ASSESSMENTS

As mentioned earlier, Andrews Way residents must pay Monthly Assessments to both the AHA and the BHVA. These payments are mandatory for ownership of your property and entitle you to the amenities and services provided by both HOAs. Payment information is as follows:

BHVA Monthly Assessments: BHVA dues are payable on the 1st of each month. There are multiple ways to pay:

- 1) USPS Mail and Personal Check: Make check payable to the BRISTOL HARBOUR VILLAGE ASSOCIATION. Place your check and payment coupon in the envelope provided, affix appropriate postage and mail to PO Box 97396 Las Vegas, NV 89193-7396. Please mail 7-10 days prior to the due date to avoid late fees.
- 2) Automatic Electronic Payment: Once you receive your coupon book, go to www.kenrickfirst.com and click Make Association Payment. You will set up your account here with Alliance Association Bank. This is the best option because you are in control – you choose the payment date, set up one-time payment or recurring payments, and your banking information is secure. Need help with this payment method? Call toll-free (888) 734-4567.
- 3) Manual Monthly Payment from Checking Account or Credit Card: Go to www.kenrickfirst.com and click Make Association Payment followed by the Credit Card Payment option. Transaction fees apply for credit card payments.
- 4) Online Banking: If you choose this method of payment, you must instruct your bank to send the payment to the PO Box number/address found on the coupon portion of the statement. No computer or on-line access? Visit your own bank to set up a bank-to-bank recurring E-check.

We consider Method #4 option to be the most difficult to process. There is a lack of consistency from bank to bank in processing online payments for account holders; therefore, it often causes delays in posting payments, which may lead to late fees assessed to you.

AHA Monthly Assessments: Sardone, Robinson & Associates (585) 232-8550 or csardone@cpasrs.com handle all dues collections for AHA. A coupon booklet or electronic fund transfer information is sent to each resident prior to the first payment due at the beginning of each year. If you choose to pay monthly, please remember that late charges in the amount of \$25 per month are assessed for tardy accounts received after the 15th of the month. Make your check payable to Andrews Homeowners Association. Payments should be sent to:

Christopher M. Sardone, CPA
115 Metro Park
Rochester, NY 14623

WATER AND SEWER

These charges are separate from your association dues; homeowners must pay them directly to the Bristol Water Works Corporation and Bristol Sewerage and Disposal Corporation. Bills are sent to you via US Mail. The sewer bill is the same for each quarter and the water bill varies according to your usage. Their contact info is as follows:

Water – bristolwaterworkscorp.com – (585) 204-6754

Sewer – bristolseweragedisposalcorp.com – (585) 204-0519

ANDREWS HOMEOWNERS ASSOCIATION (AHA) BOARD OF DIRECTORS

An elected board of anywhere from 3 to 5 directors conducts Andrews Way business. It functions under the mandate of the AHA Offering Plan and Declaration. The Offering Plan charges the AHA Board with managing the affairs of the association to include operating and maintaining, preserving and arranging for architectural control of the common areas of Andrews Way and ensuring all residents understand and abide by the rules and regulations of AHA. Members are elected for three-year terms, with one or two terms expiring each year. Elections are held at the annual meeting in July of each year. The Directors elect AHA officers from their body. 2024 Board Members include

Barbara Miles, 19 Andrews Way, milestogo67@gmail.com – term expires in 2025

Cathy Harris, 9 Andrews Way, cceharris@aol.com – term expires in 2026

Hannah Snyder, 13 Andrews Way, hannahbigail@hotmail.com – term expires in 2026

Tom Corrigan, 4 Andrews Way, tcorriga@rochester.rr.com – term expires 2027

Linda McElveen, 27 Andrews Way, Lindamacmc@gmail.com – term expires in 2026

BOARD MEETINGS – AHA and BHVA

All owners are welcome to attend any meeting of the AHA Board. All meetings are held monthly. The time, day and location may fluctuate. Contact the AHA Board for a list of meetings. If other special or emergency meetings are held, you will be notified. Meeting minutes are available upon request.

Most BHVA Board Meetings are closed to the public. Under special circumstances, the Board may invite you to a meeting at their discretion. All BHVA residents will be notified of open BHVA board meetings through BHVA Constant Contact emails and/or other means. All BHVA Board Meeting Minutes, Financial Reports and other information sets are available on the BHVA Homeowners Website (password required): [BHVA Homeowners Website](#).

AHA MAINTENANCE and CHANGES/ADDITIONS TO YOUR HOME GUIDELINES

Interior repairs and renovations to your home do not require approval, providing they are not visible from the outside of the home. AHA strongly encourages residents to demand proof of adequate insurance for all Contractors that you hire, for your own protection.

Exterior painting, repairs, changes or additions to your home, garage, deck or plantings area require written approval from the AHA Board. Before starting any exterior project, please contact an AHA Board Member to avoid any potential problems/expenses well before work commences. After AHA Board approval, owners must then obtain approval from BHVA's Environmental Committee (EC) well before work commences. Forms and information on BHVA's processes are available on the [BHVA Website](#). Reference the BHVA ENVIRONMENTAL COMMITTEE RULES AND REGULATIONS and the BHVA Environmental Committee (EC) Application. BHVA's EC can help you navigate BHVA's Exterior Alteration project process. Contact BHVA's EC Chair, Ginny Lalka at: glalka.bhva@gmail.com to get started.

Exterior Color and Paint Requirements

- Andrews Way strictly controls the exterior color scheme of your home. The Sherwin-Williams "Wood Scapes" Stain product line, Website: [Sherwin Williams Wood Scapes Stains](#), offers the approved colors required for your home on Andrews Way.

For grey houses:

Siding: Gray Birch (SW3013)

Trim and Doors: Kings Canyon (SW3026)

For brown houses:

Siding: Spicewood (SW3021)

Trim and Doors: Smoke Tree (SW3019)

- If you are painting the home yourself, stains, paints, brushes, rollers, etc. can be purchased at significant discounts under the Andrews Way HOA account #102437001 at the Sherwin Williams store in the Parkway Plaza at 77 Eastern Blvd in Canandaigua. Residents receive a 15% discount for supplies and 28% discount for paints. The Canandaigua Sherwin Williams store has all of our required stains on file.
- If you use a painter, send them to Sherwin Williams with the above information to purchase their paint. Painters may get a better discount than offered by AHA; if not, they are welcome to take advantage of AHA's discount.

Exterior Appearance/Architectural Requirements

- Decks, railings, gutters, drip edge and other miscellaneous roof trims shall match your siding colors.
- All replacement windows shall be of the same color and similar in design to existing windows.
- Front doors may contain windows or panels.
- Deck doors may be either sliding or French type.
- Garage door colors shall match siding and may contain windows.

Roofing Requirements

- The required shingle product line for both gray and brown homes is Owens Corning TruDefinition Duration Shingles. The required color is Driftwood. Website: [Owens Corning TruDefinition Shingles](#).

Homeowner's Exterior Responsibilities

- Painting/Staining of the exterior of the home and deck
- Deck, railing, gutter, drip edge and other miscellaneous roof maintenance
- Window maintenance/replacement
- Exterior door maintenance/replacement
- Garage door maintenance/replacement
- Roof maintenance/replacement
- Gardens around the perimeter of your house and any supplemental gardens in common areas that have been planted by current or previous owners (**Important:** New plantings in Common Areas require approval from the AHA Board)
- Watering lawns in dry periods
- Gutter cleaning

AHA HOA Exterior Responsibilities

- Sealing of driveways and parking pods
- Bee spraying
- Maintenance of pathways to front doors
- Lawn care
- Mulching – Please note that any area that is not mulched is considered the homeowner's responsibility
- Spring and Fall cleanups
- Note that in the Spring and Fall, BHVA provides Yard Waste dumpsters near the Community Center parking lot. Off-cycle disposal of Yard Waste is the homeowner's responsibility.
- Tree trimming and removal of dead and dangerous trees in common areas

- Snow removal

VENDOR LIST

Please see APPENDIX A for a list of vendors who have completed projects on Andrews Way. *Please note that his list does not indicate preferred vendors or an endorsement from AHA.* It is recommended that you contact fellow residents for their recommendation. You can also join NextDoor and request info on people's favorite suppliers.

GARBAGE AND RECYCLING

Your BHVA Monthly Assessment includes disposal of Refuse and Recyclables. There is NO curbside pickup on Andrews Way. Residents must dispose of Refuse and Recyclables at the BHVA Refuse and Recycling Center adjacent to the Sport Courts and Community Center. Your BHVA Access Card will permit access to the facility. Refer to the BHVA Website for additional information and complete rules and regulations for refuse and recyclables disposal. *Some of the most important rules are:*

- Garbage is to be bagged, tied and placed in the compactor chute in the Refuse and Recycling Center.
- Recyclables may be bagged if the bag itself is recyclable paper; DO NOT place Recyclables in plastic bags and throw them in the recycle bins.
- DO NOT place garbage in the recycling bins. If garbage is mixed with recyclables, place in the trash compactor chute.
- Empty and break down all cardboard boxes before recycling.
- Consult the Town of [Town of South Bristol Transfer Station](#) or [Casella Geneva/South-Bristol, NY](#) websites (links also available in the BHVA Website Homeowner's section) for acceptable recycling practices and disposal of large amounts of trash, construction or off-cycle yard waste, large items, appliances or electronics.
- The BHVA Recreation Committee provides bins in the Refuse and Recycling Center if you wish to donate your CLEAN and EMPTY "NY State Return for Deposit" bottles and cans. The proceeds collected are used for community recreational activities and charity donations throughout the year.

TOSB TRANSFER STATION

The Town of South Bristol (TOSB) Transfer Station is located at 6098 Middlebrook Road (off Route 64) for residents of South Bristol. Transfer Station Rules (check the Website for the most current information): <https://www.southbristolny.org/transfer-station>

- For use by SOUTH BRISTOL RESIDENTS ONLY.
- All loose trash must be securely bagged and tied.
- Resident User Pass is required for bagged garbage; purchase from the Town Clerk for \$30.
- Each card allows 50 bags.

Transfer Station Hours:

Saturday - 9:00 am - 4 pm

Sunday - 9:00 am - 2:00 pm

Wednesday - 3:00 pm - 7:00 pm (Summer Only June through September)

Please check the Transfer Station website for more information on acceptable/non-acceptable items.

INSURANCE

Exterior Grounds

Andrews Homeowners Association maintains a blanket liability policy on all common areas. Common areas are defined as any land owned by the AHA, excluding the thirty home lots and the roadway. This land is deemed for the common use and enjoyment of the homeowners. Refer to Ontario County's ONCOR Website: [ONCOR Website](#) to see property lines for both your property and common areas owned by the various HOAs including and adjacent to Andrews Way.

Structure

It is the responsibility of the homeowner to secure adequate coverage on their property. You must make sure that your home is fully insured and up to date with ALL RISK REPLACEMENT COST INSURANCE. Payment of the premium and selection of the agent is YOUR responsibility. This is NOT included in your AHA monthly fee. **Owners must name Andrews Homeowners Association as co-insured and submit proof of this by mail or email to Chris Sardone, 115 Metro Park, Rochester, NY 14623. His email is csardone@cpasrs.com**

Contractors

Any Contractors that you hire for Exterior Projects that require BHVA Approval MUST provide written proof that they meet BHVA's minimum insurance requirements. Refer to the BHVA EC Application for these requirements as well as the required Hold Harmless Agreement and Insurance documentation that must be submitted with your Exterior Alteration project application.

EXTERIOR LIGHTING

BHVA maintains the post lights (by the mailboxes) on Andrews Way. Homeowners are responsible for maintaining/replacing light bulbs on all of their home's exterior light fixtures. Exterior light fixtures fall under Architectural Control and require permission from AHA prior to installation or replacement, if a different fixture style or type is to be installed.

SMOKE ALARMS

To schedule a free smoke alarm installation from the American Red Cross, use this Website: [Western NY American Red Cross Home Fire Campaign](#), or call at (585) 241-4400, or by mail: 825 John Street Suite 209, West Henrietta, NY 14586.

PETS

If you are a pet owner, please familiarize yourself with all your responsibilities. Pets are strictly regulated by BHVA rules, and all pets must be registered with the BHVA. All BHVA rules on pets apply to Andrews Way homeowners. All pets must be leashed and under the owner's control when on common areas. Please refer to the BHVA Website for rules and registration forms relating to pets. **NO PETS ARE PERMITTED ON THE BHVA BEACH AT ANY TIME.**

RENTALS – ANDREWS WAY

Rentals are available to owners who registered their homes in BHVA's Rental Program and with the Town of South Bristol by December 31st 2019. No additional Andrews Way homes will be approved for rentals after that date. As currently approved (grandfathered) properties are sold, they will be removed from the rental program.

The Town of South Bristol has implemented a Short Term Rental Law; all owners desiring to short term rent their unit (for less than 31 days) must apply for and attain a TOSB rental permit before beginning to rent. If you rent and don't have a permit you can be fined. If you violate the rental law, you can lose your permit. *BHVA has a strict a rental policy and rules that must be followed as well.* More information on the Town of South Bristol Laws/Code at: [TOSB Town Code](#), refer to Chapter 141 Short-Term Rentals. More information on renting your property within the BHVA can be found on the BHVA Website.

NOISE ORDINANCE

The town of South Bristol has recently enacted a comprehensive Noise Ordinance. If you have noise issues, More information on the Town of South Bristol Laws/Code at: [TOSB Town Code](#), refer to Chapter 113 Noise. Your HOA is not staffed to resolve noise complaints; please contact the Ontario County Sheriff's Office at (585) 394-4560, or for emergencies call 911.

NAPLES OPEN CUPBOARD FOOD PANTRY and CLOSET

Naples Open Cupboard Food Pantry and Closet is working to eliminate hunger, provide clothing, and improve the health and well-being of our community. Website: [Naples Open Cupboard](#). A donation closet is located in the BHVA Community Center. You may donate food and/or clothing (clean and in good condition) to our neighbors in need. If you would like to volunteer at the Cupboard or transport the donations, contact Cathy Colby at (585) 314-2088, or call the Cupboard at (585) 531-0011. Monetary donations can be mailed to Naples Open Cupboard, Inc., PO Box 174, Naples NY 14512.

SPEED LIMITS

Our neighborhood is full of residents who walk the streets ... many with their pets, kids or grandkids ... on a daily basis. PLEASE observe the posted speed limit of 15 MPH throughout the village. BHVA has installed speed bumps to encourage compliance with the speed limit. Any intentional damage to these speed bumps will result in significant fines administered by the Management Company.

APPENDIX A: VENDOR LIST

This is a list of vendors who have completed projects on Andrews Way. ***Please note that this is not a list of preferred vendors, nor an endorsement from AHA, BHVA or any other Homeowner's Association, nor imply that these contractors comply with HOA requirements.*** Any contractor that you select must comply with all applicable HOA Rules, Regulations and Requirements. It is recommended that you contact fellow residents for their experiences and/or trusted contractors. You can also join NextDoor to request and review similar information.

| Service Class | Provider / PoC | Phone |
|------------------------|-----------------------------------|----------------|
| APPLIANCE SERVICE | Joe Appliance Service | (585) 394-1880 |
| APPLIANCES and SERVICE | Reister's Appliances | (585) 393-4850 |
| BATHROOM REMODELING | Bathtub Made New | (585) 310-2284 |
| CHIMNEY SWEEP | Bill Parker | (585) 766-4152 |
| DECK REPAIR | Power Wash | (585) 233-9098 |
| ELECTRICIAN | David Laurenza | (585) 880-6923 |
| GARAGE DOORS | Felluca Overhead Doors | (585) 633-7329 |
| GARAGE DOORS | Martin's Door Service | (315) 789-5423 |
| GUTTERS | Andy | (585) 505-4301 |
| GUTTERS | BK Ward (Ben) | (585) 750-2429 |
| GUTTERS | BK Ward (Main Office) | (585) 229-5043 |
| GUTTERS | C&D Gutters | (585) 624-4621 |
| GUTTERS | Clean & Green | (855) 567-9274 |
| GUTTERS | Jeff | (585) 750-2667 |
| GUTTERS | Lakewood | (607) 351-7733 |
| HANDYMAN/CONTRACTING | All Around Contracting/Josh Pike | (585) 991-2532 |
| HANDYMAN/CONTRACTING | Handyman Solutions | (585) 490-8617 |
| HANDYMAN/CONTRACTING | James Salmon | (508) 496-1705 |
| HANDYMAN/CONTRACTING | Kody Breese | (585) 472-0906 |
| HANDYMAN/CONTRACTING | Loren Battle | (585) 703-5931 |
| HANDYMAN/CONTRACTING | Mark Langan | (585) 455-0351 |
| HANDYMAN/CONTRACTING | Peter Craig | (585) 259-5166 |
| HANDYMAN/CONTRACTING | Sentinel Trades | (315) 690-9558 |
| HVAC | Comstock HVAC | (585) 374-8764 |
| HVAC | Isaac | (585) 394-9000 |
| HVAC | Matt | (585) 704-4755 |
| LANDSCAPING | David Spencer Landscaping | (585) 738-3548 |
| LANDSCAPING | Josh Landscaping | (585) 582-1212 |
| LANDSCAPING | Oakridge Landscaping/Jason | (585) 314-0972 |
| LANDSCAPING | Oakridge Landscaping/Patrick | (585) 698-9245 |
| LANDSCAPING/LAWN CARE | Allen's Landscaping/Joe Callahan | (585) 314-6404 |
| PAINTING | ABC (Brandon) | (585) 623-6096 |
| PAINTING | Dave Love | (585) 330-6210 |
| PAINTING | James Salmon | (508) 496-1705 |
| PAINTING | Joe Christoff | (315) 690-9558 |
| PAINTING | Steve Corry | (315) 694-1313 |
| PEST/INSECT CONTROL | Diamond Pest Elimination/Garfield | (585) 723-6589 |
| PEST/INSECT CONTROL | Star Pest Control | (585) 346-9825 |

| Service Class | Provider / PoC | Phone |
|-----------------|-----------------------------|----------------|
| PLUMBING | Bradford & Sons | (585) 704-7138 |
| PLUMBING | Tyler Dimetri | (585) 554-4130 |
| PLUMBING | Valley Mechanical | (585) 374-6866 |
| ROOF CLEANING | Clean and Green | (855) 567-9274 |
| ROOFS | JJM Roofing (Jim) | (585) 519-3579 |
| ROOFS | JJM Roofing (Josh) | (585) 245-1972 |
| ROOFS | Proctor Enterprises | (585) 526-5238 |
| WINDOW CLEANING | Canandaigua Window Cleaning | (585) 394-0094 |
| WINDOW CLEANING | Chris | (585) 703-6710 |
| WINDOW CLEANING | Clean and Green | (855) 567-9274 |
| WINDOW CLEANING | Coty Ellis | (585) 806-5198 |
| WINDOW CLEANING | Like New | (585) 806-5198 |