

CAMBRIDGE MANOR COMMUNITY ASSOCIATION, INC.

COMMUNITY HANDBOOK

This handbook supplements the Offering Plan. Refer to the Offering Plan for detailed information regarding the Associations & your unit.

**Revised
2019**

Board approved July 2019

**Cambridge Manor Community Association, Inc.
c/o CYC Realty Management, Inc.
12 Avis Dr. Suite 9
Latham, NY 12110
Phone: 518 785-9461
Fax: 518 785-6666
E-Mail: SERVICE@CYCREALTY.COM**

ALL MEDICAL OR FIRE EMERGENCIES DIAL 911

ADDITIONAL NUMBERS

Glenville Police Department – Non-Emergencies – 518 630-0911

Scotia Police Department – Non-Emergencies – 518 374-3110

Scotia Fire Department – Non-Emergencies – 518 381-6115

Town of Glenville Senior Center – 518 374-0734

Glenville YMCA – 518 399-8118

Glenville Dog Control – 518 384-3444

Welcome to Cambridge Manor Community Association

The condominium lifestyle is designed to be as carefree as possible within an affordable budget. Cambridge Manor Community Association, Inc. is governed by an Offering Plan and managed by an elected Board of Directors. The board consists of a representative from each of the five condominium associations and four directors elected at large. CYC Realty Management, Inc. is the managing agent.

- Cambridge Manor Community Association, Inc. is responsible for maintaining the recreational facilities, roadway, parking lots and grounds.
- The Condominium Associations (Oxford, Stratford, Franklin, Sterling and Wilshire) are responsible for the individual building maintenance and repair. This consists of the exterior of the structure and between the walls of the units.
- Unit owner is responsible for all maintenance and repair of the interior of the units (including cleaning and maintaining the dryer vents) and the maintenance and repair of exterior compressors.
- The unit owner is also responsible for the replacement of light bulbs for the porch and patio lights.
- Anything you operate (services the unit) is owned by you.

All homeowner information must be current at all times with the management company.

The buildings are arranged with all the odd numbered buildings located on the railroad side of Cambridge Manor Drive and all even numbered buildings location on the Washington Avenue side. The building numbers start with buildings 100 and 200 by the clubhouse entrance and ascend accordingly up to buildings 1900 and 2000 at the other end of the community.

COMMITTEES: The Board of Directors establishes committees by resolution. To form a committee, please send an outline of the purpose of the committee to the board. At least one board member must be on the committee. Please call CYC Realty Management, Inc. for the current list of members.

BOARD OF DIRECTORS: Please call CYC Realty Management, Inc. for current list of members. The Board of Directors maintains the common elements, manages

the Associations financial affairs, and institutes rules and regulations. The rules and regulations are provided for your safety and preserve the property.

CONTACTING BOARD OR COMMITTEE MEMBERS: Forward all requests, suggestions, complaints, etc., in writing and signed by the unit owner, addressed to the Board or Committee c/o CYC Realty Management, Inc. All written correspondence is forwarded (or presented at a meeting), to each board or committee member. A copy of all correspondence is kept on file for accurate documentation. All responses from the board or committee are either mailed to the requesting party and/or published in the minutes of the meeting at which a decision was made.

REFUSE/RECYCLING

Residents are encouraged to report violators to Management. Information obtained from garbage not properly placed, will be used to identify violators. Violations of the refuse rules will result in a **MINIMUM** fine of \$50.00. Cooperation from all residents will keep your community looking nice and also safe.

DO NOT

- **Do not** put bags of garbage alongside of the dumpster container or on top of the lids.
- **Do not** put cardboard boxes in the trash container unless they are wet or soiled. They **MUST** be broken down before putting them in the container. If they are not flattened they leave less space for trash.
- All **cardboard** (wavy interior or edge) **not soiled or wet** must be placed in the cardboard container between building 1500 and 1700. Flatten the cardboard boxes before putting in the container.
- **Do not put** any item in the recyclable section that is not recyclable
- **Pizza boxes go in the trash container** because they are not considered cardboard.
- **Clean boxes (gift boxes)** are considered recyclable and are to go in the recyclable container.
- **Plastic, metal and glass** do not need to be separated from each other and must be put in the appropriate container.
- **Newspapers** must be neatly piled and not soiled (i.e., no cat litter and not wet) and can be co-mingled with glass etc.
- **Phone directories** and magazines may be recycled with the newspapers.
- **Paint cans and other hazardous waste** should be recycled through the Village's hazardous waste collection days.
- **GO TO ANOTHER DUMPSTER IN THE COMMUNITY THAT IS NOT FULL**

- If you open the lid and see your dumpster container is full
 - If you are unable to gain access to the dumpster container
- The dumpsters are for residential items only. **DO NOT PUT** construction debris in the dumpster.
- Owners are responsible for removing Christmas trees, tires, electronics (TV's, computers), box springs/mattresses and appliances from Cambridge Manor property. They are **NOT to be put in the dumpster** area.

AWNINGS/SHADES: A *Structural Change Form* must be completed before a Compliance Certificate will be issued. Only one type and color for awnings/shades are approved. All awnings/shades may only be installed by the Board of Directors' approved contractor.

FINES AND REVOCATION OF PRIVILEGES

Revocation of privileges, fines and any other actions allowed by law are to discourage violations of architectural standards and rules of the community. The minimum fine amount is \$50.00 per violation. Additional fines may be imposed if deemed necessary by the Board. Pool and clubhouse privileges may also be denied. Any unit failing to bring their account current within three months, pay fines within ten (10) days of notification or to bring unit into immediate compliance will trigger legal action, including, but not limited to liens and revocation of recreational privileges. All costs associated with bringing a unit into compliance and collection of any amount due the Association(s) is the responsibility of the unit owner.

ASSOCIATIONS: All owners are members of Cambridge Manor, which consists of the grounds, parking lots, roadways, pool and clubhouse.

Franklin Manor = buildings **800, 1000, 1100 and 1300**

Oxford Manor = buildings **100, 200, 400 and 600**

Sterling Manor = buildings **1500, 1600, 1700 and 1800**

Stratford Manor=buildings **300, 500, 700 and 900**

Wilshire Manor =buildings **1200, 1400, 1900 and 2000**

PARKING

1. Motorcycles can be parked in front of Owner/Resident area with the option to move to overflow area. Please be cognizant of the motorcycle noise.

2. Passenger cars, vans (no large step vans), pickup trucks, motorcycles, POD trailers are allowed. All others will be towed off property at unit owner's expense. **Owner/Resident must notify CYC Management if they are in need of**

a POD. PODs will be approved for a five (5) day period. Any extension beyond that requires additional approval from Management.

3. No parking is allowed on lawns or in the roadways. Only park in roadway for loading, unloading and snow removal (see snow procedures). Park in designated spaces only.

4. Do not park your vehicle over any part of the sidewalk. Vehicles obstructing the sidewalk will be towed at owners' expense. After you park, LOOK to make sure the front end is not over the sidewalk. Vehicles obstructing sidewalks interfere with snow removal and wheelchair access. Do not back into parking spaces that border sidewalks. (Noxious fumes can enter a unit).

5. No unlicensed vehicles on premises: All residents' vehicles are to be registered with the management company prior to the vehicle being brought onto property.

6. Be considerate of your neighbors and park your seldom used vehicles in the excess parking area. If you have a number of guests, please have them park in the excess parking lot to leave space for your neighbors.

7. Clubhouse parking lot is for clubhouse use and temporary snow removal only.

8. Recreation vehicle (boats, campers, etc.) parking is located at the south end of the Manor by the storage shed. RV parking is limited. Contact Management company **before** bringing any RV onto the property. RV's are not allowed on property without **first** being registered, in writing with Management Company. All others will be removed at owner's expense.

Excess parking lot located by bldg. 1400 (not the spaces next to the bldg.)

GENERAL INFORMATION AND GUIDELINES

Please be considerate of other residents, keep excessive noise to a minimum before 8:00 A.M. and after 9:00 P.M. For their safety and that of others, please supervise your children. Children are not allowed to play or ride bikes through the mulch areas, dumpster areas, utility box areas and other hazardous areas. Toys and bikes are not to be left where they can create a hazard to others. Remember that children do not realize how loud they can be or that careless bike riding can be dangerous to themselves or others.

DRAINS: DO NOT put anything down drains except soap & water. Clean all drains periodically. Make sure you follow the directions on the label.

Contact Management Company for slow running or clogged drains.

WATER SHUT OFFS: Individual units are typically by the hot water tank. Locations for the buildings are in the following units: 112-212-301-408-504-6010-704-801-905-1008-1105-1201-1305-1401-1504-1612-17125-1801-1901-2012

FURNACES: Change your filters at least every other month and have your furnace serviced at least every other year. (This varies so check with a reliable

heating company). Your furnace will run more efficiently therefore saving you money.

POOL SMOKING: There is to be no smoking within fenced area around pool. Smokers are to use the entry porch at the front of the clubhouse.

GENERAL RULES

RENTED CONDOS: Owner must submit to the Management Company a copy of the lease one (1) year minimum-no subletting or assignment allowed) and Owner/Tenant Information Record form at least one week *before occupancy*. No month-to-month tenancy or other short-term rental is allowed except to a tenant who has completed a one-year minimum term. You must provide a written extension of the lease to the association. Association must be advised in writing of any changes in tenancy and when any tenant vacates. Owner must advise tenants of all rules/regulation and procedures. Owner is legally responsible for the actions of their tenants. Owner shall not allow non-owners, other than spouses, significant others, parents or children of owners, to reside in or occupy their unit without written approval from the Association. In this instance any owner must comply with all tenant requirements except lease. All information must be kept current with the Management Company. Failure to comply will result in fines and/or revocation of recreation privileges and other possible legal actions against the owner. No dogs are allowed in rented units.

SELLING A UNIT: Any unit sold must comply with the procedures outlined in the Offering Plan, including, but not limited to, providing purchaser's name to the management company and obtaining a resale certificate at least ten (10) days *prior to closing*. Owner must provide purchaser a copy of the Offering Plan and handbook within five (5) days of signing a purchase agreement.

The Buyer must request permission for pets.

BICYCLES: Bicycles may be stored only on the interior of any deck or patio and any non-shared porch from April 1 through November 1.

PLANTING/LAWN ORNAMENTS PERSONAL ITEMS: No individual planting, lawn ornaments or personal items are allowed outside of patios/decks.

HEAT: Due to the possibility of freezing pipes, all units must maintain a temperature of at least 60 degrees between November 1st and March 31st. Damage resulting from failure to comply shall be charged to the owner responsible.

LITTERING: Dispose of various types of papers and cigarettes properly, do not toss on the ground. Dispose of unwanted mail/fliers/advertisements properly.

Cooperation from all residents will keep your community looking nice. A \$100.00 fine for littering will be imposed.

GRILLS: Only electric **grills** are allowed on decks and patios.

CAT LITTER: Nothing from cat litters pans can be put down toilets or drains.

FLAGS: No flags may be displayed, except the United States flag.

HOLIDAY DECORATIONS: All holiday decorations may be displayed up to 15 days before and must be removed within 15 days after the holiday. This rule does not cover seasonal decorations. Seasonal decorations cannot be associated with a particular holiday. E.g.: Flag – Holiday / Snowman – Seasonal

SIGNS: No signs or posters may be displayed from decks, patios or windows. The only exception is fire department emergency locator signs.

DECK/PATIOS:

NOTHING is to be permanently affixed to the building. Flower boxes and the like may be affixed to the decking material only but must be removable. To protect from possible injuries, no flower boxes are allowed on the top or the outside railings of the second- floor units unless they are designed to straddle the top rail and are firmly secured.

There is to be no penetration (nails, screws etc.) into any vinyl deck railings or posts. Owners will be billed for any damage to decks or patio materials. Clotheslines, towels, rugs, mops, blinds/shades (except pre-approved), flags (except US Flag as described above) or wind chimes are not allowed on decks, patio or porch areas.

2nd floor condos received new floor decking in 2019. It was determined that in the future the 1st floor outside concrete floor decks will be pressure washed whenever the siding is being pressure washed. 1st floor Owners, who wish to stain their concrete decks, do so at their own expense. 1st floor Owners must contact the Management Office for information on the *brand* of concrete stain to purchase, the *color* of the concrete stain to be purchased etc. so that all buildings conform. It is recommended that the concrete staining of first floor decks take place after the power washing.

FIREWOOD: Firewood stacked on decks or patios may not exceed railing height. Second floor units are to place wood on something to prevent debris from falling through to the first floor. Wood may be stored on front porch area only if your neighbor agrees. It must be held in a suitable container not touching the building and not exceeding approximately 4' in height. To protect from insect damage, wood is allowed only between Labor and Memorial Days.

Wood Fireplaces that are in use must be inspected annually. A certificate of inspection/cleaning must be provided to the Association. Notice will go out to Owners. Such certificate is to be completed by Owner and returned to Management Office by November 30.

DRYER VENTS: Dryer vents are part of a unit and the owner is responsible to maintain and replace. When replacement or cleaning involves entering the Association's property (within attic/between floors) an owner must use the Association's approved contractor.

PELLET STOVES/INSERTS: No pellet stoves/inserts are allowed as of July 14, 2014. Current owners with Pellet Stoves/Inserts must have the flue cleaned and/or inspected by an insured professional every year. A certificate of inspection/cleaning must be provided to the Association.

APPROVED STORM DOORS: There are 3 approved door styles with accessories (grills). A Compliance Certificate must be issued. A Structural Change Form must be completed before a Compliance Certificate will be issued. Contact Management for all details and form.

STRUCTURAL CHANGES: All changes to the exterior and all structural changes (including interior structural changes) must be approved in writing by the Board of Directors. A Compliance Certificate must be issued. A Structural Change Form must be completed for all changes (exterior and interior) be a Compliance Certificate will be issued. Examples are storm doors, awnings/shades, windows and sliders. Obtain all forms from Management Company.

ABSOLUTELY NO STRUCTURAL CHANGES WITHOUT A CERTIFICATE OF COMPLIANCE BY THE BOARD OF DIRECTORS.

ENTRY DOORS: 1) No holes, except for properly installed peepholes and doorknockers, are allowed. Nothing is allowed that penetrates or damages the door IN ANY MANNER.

2) No unit may be affixed to entry door except the original number. Approved crossbuck storm door may have a brass plate (sold specifically for this door) displaying the door number or the last name of the unit owner and the unit number. Example: Doe – 8 or 8. The number must match (similar type style, size and color) to the entry door number.

3) Nothing may be displayed on any door except two (2) decorative and/or functional items. Peepholes do not count as one of the two items. These items shall be affixed by a non-damaging, non-penetrating method. Acceptable devices are S shaped wreath hangers and suction cups. Examples of Acceptable: One

wreath and one doorknocker. Unacceptable: One wreath, one door knocker and one plaque.

4) Full view storm door with accessory: Only the following is allowed. The grill accessory must be of open weave design (not solid) and an accessor made by the manufacturer specifically for the approved door.

Any item(s) displayed on the outside of any unit that is deemed offensive by a

majority of the Board of Directors shall be removed immediately upon notification.

Failure to remove such item(s) immediately upon notification will result in fines and

any other action the Association may legally undertake.

BIRDFEEDERS: No birdfeeders or feeding of any animals is allowed on the property. This includes decks and patios.

PETS: No pets allowed except for pets owned by the initial purchaser (unit purchased from the builder) without prior written permission from the Board of Directors. Example: If your pet dies, you need permission to obtain another; units resold need permission. **New Owner is to request permission.** Failure to secure permission prior to obtaining an animal will result in a \$100.00 fine and permission may not be granted. Residents entertaining guests with a dog must notify Management prior to their arrival. Residents entertaining guests with a dog staying more than two weeks must receive prior written permission from the Board of Directors. No dogs are allowed in leased units. Owners are responsible for their guest to abide by all rules. Only indoor cats are allowed. Cats are allowed outdoors only under direct supervision. **All pets are required to be on a leash at all times.** No animal may be tied or leashed to any portion of any building or other area outside the unit. To protect people and animals, animal owners are responsible to pick up their animals' feces. The designated defecate/urinate areas for animals are under the Niagara Mohawk power lines that run the length of Washington Avenue, behind dumpsters next to the fence on the railroad side, in the wooded area between building 1700 and 1900, between the tennis court and Niagara Mohawk power station. Animals are not allowed to defecate/urinate in close proximity to any building, including the clubhouse. Animals are not allowed to defecate/urinate along the sidewalks. Do not allow dogs to urinate on shrubbery, mailbox posts, gazebos or buildings. ***Failure to clean up after your animal results in an initial fine of \$50.00, additional offenses are fine \$75.00 and permission to have an animal may be revoked.***

BINDING ARBITRATION

Owners of Cambridge Manor property are responsible for adhering to all current and amended rules of the community. Violations result in a minimum fine of \$50.00 per violation. Fines are payable with 10 days of notice, unless the owner request the right to arbitrate the matter, in writing, within ten (10) days, before the Arbitration Committee. Should the fine not be paid within ten (10) days, or a request to arbitrate is not received within the said ten (10) days, the amount of the fine shall be added to the Owner's Assessments on the first of the month following the termination of the ten (10) day period and shall be a lien upon the owner's unit.

All owners agree to binding arbitration, should the violation and/or fine be disputed. The Arbitration Committee shall consist of a minimum of five (5) homeowners, including two (2) members of the Board of Directors. The Arbitration Committee shall meet within fifteen (15) days after notification of owners request to arbitrate. At such hearing the alleged violating owner may be heard. A decision on the matter shall be made by the Arbitration Committee, by a majority vote, within ten (10) days following said hearing, and shall communicate the result to the alleged violating owner, in writing. If the decision of the Arbitration Committee is to uphold the fine and enforcement, the violating owner shall make payment within ten (10) days. If the decision is in favor of the alleged violator the fine shall be revoked or other solutions as determined by the committee shall be carried out. The decision of the Arbitration Committee shall be final and binding upon all parties.

Failure to pay fine, remedy violation or request arbitration within ten (10) days of notice will result in additional fines or actions as determined by the Board of Directors and all costs to collect said fines or to correct violations are the responsibility of the unit owner. Any costs associated with any legal proceedings due to the actions or inactions of the violating unit is to be borne by the unit owner should the Association prevail.

These rules are permanently posted at the clubhouse along with any updates. Update notices will be posted at each of the two mailbox locations in the community sever (7) days before the effectiveness of the change and remain posted for sever (7) days after, for a total of fourteen (14) days. All owners are responsible for keeping abreast of any changes. Special occurrences effecting owners will be posted at the mailbox locations within sever (7) days of the occurrence. Non- local owners may opt, in writing to have updates/notice4s mailed to them via certified mail, return receipt request. The unit owner shall pay all costs associated with this mailing.

SNOW REMOVAL PROCEDURE

OWNERS NOT ADHERING TO PROCEDURES WILL BE FINED \$75.00 AND

VEHICLES TOWED AT THE OWNERS' EXPENSE. THE OWNER OF ANY VEHICLE IMPEDING SNOW REMOVAL WILL INCUR A \$75.00 FINE REGARDLESS OF WHETHER OR NOT THE VEHICLE IS TOWED.

ALL vehicles MUST be registered with the Management Company!!! Please e-mail Service @CYC REALTY.com or call 518-785-9461 with your vehicle information. Unregistered vehicles will be towed at owner's expense!!! ALL vehicles must be removed from the parking lot area when snow removal is in progress (typically by 9 am depending on conditions). Please remember that at various times throughout the day, snow removal/cleanup may be done. You must be available to move your vehicle(s) at any time during snow conditions. Whenever you are *not immediately available* to move your vehicle(s) you must follow step 2. When you hear the plows near your parking lot, PLEASE follow step 1. Clean your vehicle off before moving out of your lot, not in any area already cleared. Do not move your vehicle until the plows are close to doing your lot. EXAMPLE: If the lots at buildings 100 or 200 are being plowed, vehicles in 700 and 800 should not move onto the roadway. The roadway cannot handle all the vehicles. No parking in the roadway unless your lot is being done. Immediately move your vehicle back to your lot when it is done. No parking in the clubhouse lot unless it has been cleared and only while your lot is being done. Park on one side of the roadway and not close to a lot entrance or directly across from one. When vehicles are next to the lot entrance or directly across, it is extremely difficult to plow. This only slows down the process. Vehicles on both sides of the roadway make it difficult for plowing and extremely difficult for emergency vehicles to pass.

STEP 1 – If you are immediately available to move your car: Clean vehicle off then move to another lot that has already been cleared, the roadway, the clubhouse lot (only if it is already cleaned), or the RV lot. The RV lot and Clubhouse lot may *only* be used while your lot is being cleaned. No other parking is allowed at either lot. Immediately move your car back to your lot after it is cleared.

STEP 2 – If you are NOT immediately available to move your car (i.e., work, shopping): Before you leave move your vehicle(s) to the excess parking area (by building 1400). Return your vehicle(s) to your lot as soon as you return to enable other owners' use of the excess lot.

Vehicles using the excess parking lot overnight or longer (i.e. vacation) must follow the following procedure: You must use the excess parking area by building 1400 (NOT the clubhouse lot) and you must make arrangements with someone that will be responsible for moving the vehicle if needed. The Management Company **MUST** be notified as to the responsible person.

Excess parking lot is located by building 1400 but not the spaces next to the building. Do not park your vehicle over any part of the sidewalk. Vehicles obstructing the sidewalk will be towed at owners' expense. After you park, **LOOK**

to make sure the front end is not over the sidewalk. Vehicles obstructing sidewalks interfere with snow removal and wheelchair access.

**ALL ARE ADVISED TO KEEP A SUPPLY OF ICE MELT
(NOT ROCK SALT) TO USE AS NEEDED.**

Please call CYC Realty Management, Inc. at 518-785-9461 if you have any questions

POOL RULES AND SAFETY INFORMATION

- ✓ The pool is **restricted to owners and residents** of Cambridge Manor Community Association, Inc. **and their guests.**
- ✓ A **maximum of (5) five persons/children, per unit, including guests** are permitted. Owners and residents are responsible for their guest's actions and must be present with them at the pool.
- ✓ **Pool hours 9:00 a.m. to 8:00 p.m. daily**, Memorial Day weekend through Labor Day weekend unless otherwise posted. No pool use during inclement weather (Example: thunderstorms, lightning, intense rain and darkness). Beware of approaching storms. Wait for at least 30 minutes without thunder or lightning before re-entering the pool.
- ✓ **Dry off and clean feet** before entering the clubhouse.
- ✓ **No bare feet** in the Club House. Failure to comply will result in a substantial fine.
- ✓ **RESTROOMS** are located in the Club House.
- ✓ Keep bathrooms clean.
- ✓ No storage of personal property (i.e., pool floats, chairs, etc.) is permitted in the clubhouse.
- ✓ **Telephone and First Aid:** Telephone is located in the clubhouse kitchen for emergencies. First Aid equipment is located by the door entering the clubhouse from the pool.

- ✓ **NO DIVING INTO POOL**
- ✓ **Pollution** of swimming pool prohibited. Restrooms are located in the clubhouse.
- ✓ **Smoking IS NOT allowed** in fenced-in pool area. Smoking will only be allowed at clubhouse front entrance.
- ✓ **Do not** open pool gate for any person without a gate fob.
- ✓ **No running or rough play** within the fenced pool area is permitted.
- ✓ Inflatable flotation rafts, toys, "swimmies" for children are no substitute for adequate supervision.
- ✓ A **responsible adult must accompany children** under the age of (16) sixteen. The supervision of the child/children is the responsibility of that adult. An adult is considered to be a person (18) eighteen years or older.
- ✓ **Only certified aid animals** are permitted.
- ✓ Non toilet-trained/incontinent individuals may use the pool provided that while in the pool, said individuals wear a disposable swim diaper combined with a plastic/rubber re-usable swim diaper. Any individual with symptoms of diarrhea or loose stool shall be prohibited from accessing the pool.
- ✓ Swim diapers must be changed regularly and prior to re-entry into the pool. Do not change diapers on picnic tables, pool chairs or pool lounge chairs. Used swim diapers must be promptly disposed of in the dumpster next to the pool.
- ✓ In the event of a bowel movement in a swim diaper, the individual must exit the pool and the soiled diaper must be changed away from the deck area. A new swim diaper must be worn prior to pool re-entry.
- ✓ No musical devices of any kind allowed without earphones.
- ✓ **Pick up** any spilled food or beverage and hose down area with plenty of water.

- ✓ **Dispose of garbage** in the proper containers and roll down the table umbrellas after use.
- ✓ **Food and beverages** (no glass containers) are not allowed at the side of the pool. Don't consume alcoholic beverages and swim.

Anyone appearing to be intoxicated will be told to leave and if they do not leave the police will be called. Owners must be present at the pool with their guests. Any disruptive behavior, leaving the gate open, having music without earphones and jumping the fence will not be tolerated. Any unit whose guests are disruptive will only be allowed two (2) guests for the remainder of the season. If any of the described occurs a second time, the owner's pool privilege will be removed and fob disabled for the remaining season.

DIAL 911 FOR ALL MEDICAL OR FIRE EMERGENCIES

The only supervision at the pools is the routine inspection of the pool water and equipment. Pool users should be proficient swimmers, become familiarized with the location of the telephone and the first aid equipment. It is recommended never to swim alone, regardless of age or ability. Having someone capable of providing assistance and summoning help is decidedly recommended.

Violating pool rules, creating a hazardous condition or offending other swimmers will result in pool and clubhouse privileges being suspended, revoked and/or fines.

Property Managed by:
CYC Realty Management, Inc.
12 Avis Dr. Suite 9
Latham, NY 12110
(518) 785-9461



12 Avis Dr. Suite 9
LATHAM, NY 12110
PHONE - (518) 785-9461
FAX - (518) 785-6666
E-MAIL - SERVICE@CYCREALTY.COM

MANAGEMENT – COMMERCIAL – SALES & LEASING – CONSULTING

Date: _____

I, _____, Owner Of: _____
(Name) (Address)

hereby acknowledge receipt of the Cambridge Community Handbook.

Thank you,

CYC REALTY MANAGEMENT, INC.