

February 6, 2020

Dear Association Members:

The Board and REI hope you will find the news that follows to be helpful. Thank you for your time in reading our newsletter and for your cooperation where required.



### Community Updates

#### Upcoming Projects...

- ✿ The bushes along Route 53, that line the fence, will be removed within the next week. This is being done in order to improve the line of sight when pulling out of the exit on Bainbridge Boulevard.
- ✿ The replacement of the remaining driveway divider walls has tentatively been scheduled to begin the first week of April, weather permitting. Once a confirm date has been established, a notice will be sent. The walls to be replaced are 41-84 Tucker St., 1-40 Lawrence Ave. and 5-12 Bristol Terrace.
- ✿ The Board of Directors has authorized REI to replace the roof boots on the next five buildings that are scheduled for this year. The Board is using the declaration dates to determine the order of which buildings will be done. The following buildings will have the roof boots replaced in the next month; 11-18 Tucker Street, 19-26 Tucker Street, 1-8 Sampson Terrace, 9-16 Sampson Terrace and 17-24 Sampson Terrace.
- ✿ The 2020 power washing/staining/painting has tentatively been scheduled to begin on April 15<sup>th</sup>, weather permitting. The areas to be done are 3-52 Tucker Street, 1-28 Paulding Terrace, 1-24 Sampson Terraces, the mailbox stations, benches and driveway fences in these areas. The pool and clubhouse pergolas are also scheduled to be stained.



#### Future Board Meeting Dates

The Board Meetings scheduled for 2020 will be held on Monday February 24<sup>th</sup>, Monday March 23<sup>rd</sup>, Monday April 27<sup>th</sup>, Monday May 18<sup>th</sup>, Monday June 22<sup>nd</sup>, Monday July 27<sup>th</sup>, Monday August 24<sup>th</sup>, Monday, September 28<sup>th</sup>, Monday October 26<sup>th</sup> and Monday,



## TIMBER OAK

November 9<sup>th</sup>. The Open Session for all Board Meetings will begin at **7:00 PM** in the clubhouse. A standard agenda is attached for your review.

A sign-up sheet will be placed outside of the meeting room for your use. The sign-up list will be collected after the Executive Session which will end at approximately 7:00 PM. Only those residents that have signed up will be given the floor to provide the Board with comments during the Owners Forum part of the meeting. Please provide your name, address and topic on the sign-up sheet so that the Board can contact you after the meeting if necessary. Each owner will be given approximately 3-5 minutes to speak. If you feel you need more time, it is suggested that you write to the Board in care of REI.

Please be informed - per Connecticut state statues – most fine hearings and fine voting regarding rule violations will be addressed in Open Session.



### Other Important Dates to Remember

Thursday, March 5<sup>th</sup>, April 2<sup>nd</sup> and May 7<sup>th</sup> – Timber Oak Ladies Book Club – see attached flyer.



### Snow Removal

- 🍂 Snow plowing of roadways and parking areas will begin at approximately one inch of accumulation.
- 🍂 First effort to clear walkways, front porches and driveways will be completed by 7 AM if snow is present by 1 AM. Second effort will begin at end of storm.
- 🍂 Walkways, front porches and driveways shall be cleared of snow within six hours after end of storm that is six inches or less; twelve hours for storms of twelve inches or more. Blizzards or ice storms may delay services. These timeframes will also apply to storm drains, hydrants and mailboxes.
- 🍂 Visitor parking areas may be used to temporarily pile snow in order to clear roadways and other driving areas. A limited number of visitor parking spots will be retained for visitors during storms. Those parking areas with snow piles will be blown into landscaped areas within 48 hours.
- 🍂 Non-corrosive material will be used on all surfaces for melting purposes.
- 🍂 Contractor provides for a 24/7 dispatch service during storms. Dispatcher will be available to our property manager, REI, for all snow inquiries.
- 🍂 Cars parked in driveways will only have snow removed around the vehicles.



- ✦ It is highly recommended, for impending storms, that cars be parked inside the garage.
- ✦ Snow equipment will be housed in various visitor lots throughout the community.



**2020 Holiday Trash Pickup Schedule**

Memorial Day	Monday	pick-up will be Thursday
July 4 <sup>th</sup>	Saturday	pick-up will be normal day
Labor Day	Monday	pick-up will be Thursday
Thanksgiving	Thursday	pick-up will be normal day
Christmas Day	Friday	pick-up will be normal day

***As a reminder, trash and recycling receptacles are not be put at the curb any earlier than the night prior to pick up must be brought inside the night of trash pickup. If your trash or recycling container is missed on the day of pick up, please contact Kelly Montesi immediately and she will contact the trash vendor.***



**On Street Parking:**

- ✦ Please remember there is to be no on street parking at any time. Also, please note not to park vehicles in non-parking areas such as in front of mailbox stations and in back out spaces specifically designated for end units. Please refer to Article VI- Motor Vehicles of the Association Rules and Regulations for rules pertaining to driving, parking, etc.



**Pets**

- ✦ We would like to remind all owners to curb your pet along the tree line and or the common lawn areas. Please pick up and dispose of all dog waste in your personal garbage. All dogs must be on a leash with the dog walker holding the leash. Lastly, please remember, dogs shall not be curbed or walked within close proximity of the Units, front/rear doors, mulched beds, around the pool and/or clubhouse.

### Other Important Reminders

- ✿ Please remember, now that the colder months are upon us, you must always keep the heat on in your unit at a minimum of 55 degrees - even if you plan on being away.
- ✿ The tennis court is to only be used for tennis and or pickle ball. There is to be no bicycles, skateboards, electric toy vehicles, dogs walked, etc. on the tennis court. Any kind of play is prohibited except tennis and pickle ball. The tennis court access will be turned off from December 15<sup>th</sup> through March 1<sup>st</sup>.
- ✿ If you are renting your unit, you must provide a copy of the lease with a written statement that you have provided your tenants with the most current Rules and Regulations, Vehicle Registration form and Owner/Tenant form to the Association. These forms should be sent to Kelly Montesi attention. If your tenant is found to be in violation of any rules, you will receive a warning letter and your account will be fined if the violation is not corrected and or reported again.
- ✿ In order to prevent damage to your home and insurance claims, please review and ensure you are complying with the Maintenance Standards (see enclosed copy).
- ✿ Also, enclosed is a chart of maintenance responsibilities. Please note, in case of conflicts or uncertainties, the provisions of Timber Oak Declaration, Articles 5 & 6 will prevail. In situations involving Unit Owner negligence, responsibility will be determined on a case-by-case basis.

For a full copy of the community's rules and regulations you may find them at:

<http://villagesattimberoak.com/website/publish/owners/>

- ✿ All property issues that need attention should be promptly reported to Kelly Montesi at REI. Kelly is here each day from approximately 8:30 AM to 5:00 PM. Kelly's contact information is [kmontesi@rei-pm.net](mailto:kmontesi@rei-pm.net) or (203) 791-2660. REI has an **emergency number** for off hours which is (203) 744-8400. Please press "0" for the operator and you will be assisted with your call.

Please do not hesitate to reach out to me or Kelly with any questions or concerns you may have.

Sincerely,



Arthur C. Stueck II  
President  
(203) 744-8400  
[astueck@rei-pm.net](mailto:astueck@rei-pm.net)

**Timber Oak Association**  
**Monthly Board Meeting**  
**Open Session - Agenda**

Call to order

Home Owners Forum - see the newsletter for “sign up to speak” instructions

Approval of the minutes from the previous Board Meeting

Fine Hearings

Officer Reports

Committee Reports

Management Report

New Business

Old Business

Adjournment



## Timber Oak Ladies Book Club

### ***Thursday, March 5<sup>th</sup>* - The Chain by Adrian McKinty**

"VICTIM. SURVIVOR. ABDUCTOR. CRIMINAL. YOU WILL BECOME EACH ONE.

YOUR PHONE RINGS. A STRANGER HAS KIDNAPPED YOUR CHILD. TO FREE THEM YOU MUST ABDUCT SOMEONE ELSE'S CHILD.

YOUR CHILD WILL BE RELEASED WHEN YOUR VICTIM'S PARENTS KIDNAP ANOTHER CHILD. IF ANY OF THESE THINGS DON'T HAPPEN:

YOUR CHILD WILL BE KILLED. YOU ARE NOW PART OF THE CHAIN"

### ***Thursday, April 2<sup>nd</sup>* - Anonymous Girl: A Novel by Greer Hendricks**

"Looking to earn some easy cash, Jessica Farris agrees to be a test subject in a psychological study about ethics and morality. But as the study moves from the exam room to the real world, the line between what is real and what is one of Dr. Shields's experiments blurs. Dr. Shields seems to know what Jess is thinking... and what she's hiding. Jessica's behavior will not only be monitored but manipulated. Caught in a web of attraction, deceit and jealousy, Jess quickly learns that some obsessions can be deadly." From the authors of the blockbuster bestseller *The Wife Between Us*, Greer Hendricks and Sarah Pekkanen, *An Anonymous Girl* will keep you riveted through the last shocking twist.

### ***Thursday, May 7<sup>th</sup>* - What We Keep: 150 People Share the One Object that Brings them Joy, Magic and Meaning by Bill Shapiro**

"Everyone has that one object that holds deep meaning -- some relic that speaks to their past, that carries a remarkable story. ***What We Keep* is a collection of interviews with people about the single object in their life that has the most emotional significance**, those objects we often don't talk about but that make us who we are. Why, for instance, does author **Cheryl Strayed** keep a particular pincushion in her bedroom? And how did a notebook sketch change the life of comedian **Hasan Minhaj**? The objects and stories revealed in this collection belong to people from all walks of life -- from business leaders like **Mark Cuban** and **Melinda Gates** to celebrated authors like **Ta-Nehisi Coates** and **James Patterson**, from **astronauts** to **autoworkers**, from former **counterfeiters** to **cloistered nuns**.



Each story appears in the form of an "as told to" along with a photo of the object, allowing readers to see the nicks and scuffs on a locket, a playing card, a pocket knife -- and providing an intriguing glimpse into the small, emotional moments that make 150 fascinating people tick. At a time when the dueling trends of decluttering and over-consumption seem to offer no middle ground, ***What We Keep*** provides a fresh perspective on both, and leads us to consider our own objects in a new light -- not only what we truly value but why.

**All meetings are on the 1<sup>st</sup> Thursday of the month at the Clubhouse unless noted otherwise.**

**Come join our group for the chance to meet neighbors and pursue your love of reading at the same time. New members are always welcome.**

**Any questions, please contact [Meryl Cooke at moondance516@yahoo.com](mailto:moondance516@yahoo.com).**



## **The Villages at Timber Oak**

### **Maintenance Standards**

**Approved June 27, 2016**

#### **Interior General:**

1. Occupants shall regularly (every few months) check all caulking around tubs, showers, toilets, and sinks to ensure that moisture does not penetrate walls. If caulking is compromised, remove old caulk and replace.
2. Occupants shall keep the heat in their Units at a minimum of 55 degrees in the winter, even while they are away, to ensure that pipes do not freeze. Air conditioning shall be kept on and set below 80 degrees during the summer even while homes are vacant to ensure that humidity levels do not encourage mold growth.
3. Internal dryer lint screens shall be cleaned between each use. Dryer vents and ducts shall be cleaned out annually. If a dryer booster fan is installed, it shall be cleaned out and serviced annually. If a dryer booster fan is not installed, any replacement dryers must be able to vent the full length of the duct.
4. Steel braided water lines are the Timber Oak standard on washing machines, ice makers, dishwashers, dryers with the steam accessory; sinks and toilets. Only steel metal braided hoses or properly installed copper tubes and connectors are permitted to be used (plastic tubing and or rubber hoses are not acceptable). Water lines connected to washing machines shall be turned off when a Unit is vacant or if the occupants are away for more than a three days.
5. Occupants may not leave running water unattended, therefore avoiding overflows and conserving water usage.
6. All leaking pipes, valves, and toilets must be promptly repaired. To facilitate minimum damage from leaks, occupants must be aware of where local valves are located as well as the main water shutoff for their unit.

#### **Interior Basement:**

7. Basement air handlers shall be replaced as needed. Inside and outside of the HVAC systems should be serviced every spring and fall.
8. Hot water heaters shall be replaced within one year of the warranty expiration date or sooner. Although not a requirement, hot water heaters operate more efficiently and will last longer if a hose is attached to the outlet bib and a portion of the tank is drained into the floor drain at least annually, removing rust and other sediment.



9. A dehumidifier shall be run in any basement or unfinished portion of a basement in the summer months.
10. Occupants shall ensure that in-line humidifiers (if installed) are turned off during the summer months and turned on during the winter months. If condensation appears on the inside of windows, the humidifier must be turned down. The humidifier filter shall be cleaned at least annually and replaced every two years.
11. If a sump pump is present in a Unit, it must be operational and plugged in at all times. Occupants shall pour water in the sump pit once per year in order to ensure that the pump is working.
12. Exhaust outlet pipes, booster fan motors and humidity moisture sump pumps (and associated tubing) attached to hot water heaters and furnaces should be inspected annually.

### **Fire Safety:**

13. Every Unit shall have a working and current fire extinguisher in an area where all occupants can easily find it. The expiration date of the extinguisher shall be checked twice a year when daylight savings time begins and ends. Expired units shall be recharged on a timely basis.
14. Occupants shall insure batteries are replaced in all smoke and carbon monoxide detectors twice a year when daylight savings time begins and ends.
15. Unit Owners, tenants and occupants of Units shall not use charcoal grills or other devices such as chimneas, fire pits or propane heaters which operate with an open flame, anywhere in The Villages at Timber Oak. Propane tanks may not be stored inside the building structure including the garage. Extra propane tanks may be stored only next to barbeque unit or removed from premises.

No Unit Owner, tenant or occupant of a Unit may place a gas grill so close to the siding of a building or to deck posts as to cause damage (Plastic siding is easily melted by heat) or create a fire hazard.

Unit Owners, tenants and occupants of Units shall not use grills within garages.

### **Exterior:**

16. Occupants shall immediately contact the Association's management company if they become aware of any drainage issues such as ponding of water against the foundation, clogged exterior drains, ice dams, clogged gutters on the roof or if they become aware of any evidence of running or seeping water either inside or outside of the unit.



17. Occupants shall keep snow and ice from accumulating against the exterior doors on their decks, and, in addition, shall contact the management company to remove any snow that is higher than the exposed concrete on the foundation or that is against their front doors.
18. Occupants shall adjust the height of the threshold plate on the bottom of the exterior door frame (4 screws), if necessary, to ensure there are no gaps that would allow air or water infiltration at least every spring and fall.
19. Occupants shall turn off the interior shutoffs (usually located in basement or under kitchen sink) for all hose bibs prior to November 1st, shall remove all hoses and shall open the hose bibs from the exterior to drain any excess water.
20. Occupants shall not use sodium chloride (rock salt) on any exterior concrete surfaces such as walks and stoops to melt ice since the freeze/thaw cycle it creates will cause damage to the surface of the concrete.
21. In the event an Occupant receives approval from the Executive Board for the installation of anything on the exterior of the building such as a satellite dish, antenna, flagpole, planter, etc., it is the responsibility of the Occupant to ensure that any penetrations are properly caulked or flashed against water infiltration.
22. In the event an Occupant receives approval from the Executive Board for the installation of a storm or screen door, it is the responsibility of the Occupant to ensure that “weep” holes are installed to prevent moisture build-up between the two doors.

**General:**

23. Occupants shall be liable for any loss or damage and HOA insurance deductible, caused by non-compliance with Timber Oak standards or repairs and installations that are not performed by licensed and insured professionals.
24. Following notice, Unit Owners will allow the Association or their assigned agent access into their unit for visual examination in order to confirm that homeowner is in compliance with Maintenance Standards. Failure to comply with this program may result in fines and/or fees for special scheduling of the inspection.

## MAINTENANCE RESPONSIBILITIES

NOTE: In case of conflicts or uncertainties, the provisions of Timber Oak Declaration, Articles 5 & 6 will prevail. In situations involving Unit Owner negligence, responsibility will be determined on a case-by-case basis.

<u><b>EXTERIOR COMPONENTS OF UNIT</b></u>	<u><b>OWNER</b></u>	<u><b>ASSOCIATION</b></u>
Painting and Caulking		X
Common Area Improvements		X
Air Conditioner Compressor	X	
Deck – power washing/staining		X
Deck - Under Deck Clean Up (Leaves & Debris)	X	
Deck, deck steps or Patio Expansion	X	
Doorbell	X	
Door (Entry) - Flashing/Waterproofing		X
Door (Entry) - Frame/Threshold		X
Door (Entry) - Hardware/Locks	X	
Door (Entry) - Painting	X	
Door (Entry) – Replacement	X	
Doors (to Deck &/or Patio) Doors (Including sliding screen door)	X	
Doors (to Deck &/or Patio) – Hardware	X	
Doors (Storm) - Frame/Glass/Hardware	X	
Doors (Screen) - Screening and Hardware	X	
Doors (Garage) - Door Unit/Frame	X	
Doors (Garage) - All Hardware/Electrical	X	

<u><b>EXTERIOR COMPONENTS OF UNITS</b></u>	<u><b>OWNER</b></u>	<u><b>ASSOCIATION</b></u>
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Chimney Pipe	X	
Chimney Cleaning	X	
Drainage Systems		X
Driveways		X
Dryer Vent Cleaning	X	
Dryer Vent Covers		X
Electrical Outlets - Porch/Deck	X	
Electrical Wiring - Inside Walls & To Units	X	X
Electrical Wiring - Common Areas		X
Exterior Building Surfaces (See Doors & Windows Sections)		X
Fencing		X
Gas Piping & Valves	X	X
Gutters & Downspouts		X
Lawn Irrigation Systems		X
Landscaping - Common Area Shrubs/Trees		X
Landscaping - Owner-Planted	X	
Landscaping - Watering		X
Lawns – Watering where there is no irrigation installed	X	
Mail Box Stations - Painting Including Damage		X
Mailbox locks	X	
Pest Control (Carpenter Ants, Bees) Other Determined Case-By-Case*		X
Roof (Except Damage Caused by Satellite Dish/Antennae Installation/Use or Negligence)		X
Satellite - Dish/Antennae/Wiring/Mounting	X	

**EXTERIOR COMPONENTS OF UNIT**

**OWNER**

**ASSOCIATION**

Sewer Lines	X	X (main)
Sidewalks		X
Siding		X
Streets - Including Curbs & Signage		X
Unit Numbers		X
Water Lines	X	X (main)
Window Glass	X	
Window Frames		X
Window Screens	X	
Window Seals	X	
Window Hardware	X	
Window Well Covers	X	
Wiring - Phone/Cable/TV	X	

**INTERIOR COMPONENTS OF UNIT**

**OWNER**

**ASSOCIATION**

Air Conditioning System – All	X	
Appliances (Built-In & Freestanding)	X	
Bathroom vents (including ducts)	X	
Cabinets -- Kitchen & Bath	X	
Cable TV -- Wiring	X	
Carpeting	X	
Caulking -- (Inside Units)	X	
Doors -- Locks & Hardware	X	
Doors (Sliding) -- Rollers & Hardware	X	
Doors – Weather Stripping	X	X
Any weather stripping that is "outside the outer surface of the perimeter doors" is the Association's responsibility.		
Drainage to the Main Sewer Line (Sinks/Tubs>Showers/Toilets, Etc.)	X	
Drainage -- Main Sewer Line		X
Electrical Panels and Circuit Breakers	X	
Electrical Switches/Sockets	X	
Electrical Wiring in Walls	X	
Fireplace (Logs/Glass/Door/Hardware)	X	
Floor Covering (Carpets/Vinyl/Wood/Tile)	X	
Furnace	X	
Furnace Filters	X	
Garage Door Opener Controls	X	
Garbage Disposal Units	X	
Gas Pipes & Valves		X
Humidifier - Furnace	X	

<b><u>INTERIOR COMPONENTS OF UNIT</u></b>	<b><u>OWNER</u></b>	<b><u>ASSOCIATION</u></b>
Irrigation System (Hardware/Plumbing/Electrical)		X
Lighting Fixtures	X	
Painting (Walls/Ceiling/Door/Trim)	X	
Pest Control (Carpenter Ants, Bees) Others Case-By-Case*		X
Plumbing Fixtures -- Faucets/Drains/Seals	X	
Plumbing Fixtures -- Sinks/Tubs/Showers	X	
Satellite Dish/Antennae/Wiring	X	
Sewage Back-ups	X	X
Smoke Detectors - Batteries/Unit	X	
Toilet Wax Rings	X	
Trim (Wood) -- Maintenance/Repair/Paint	X	
Water Heater	X	
Water Lines within the walls of structure	X	
Water Lines not within the walls of structure	X	X
Wiring - Telephone/Television	X	
Wallboard (Sheetrock) - Cracks/Nail Pops	X	

**Homeowner Responsibilities:**

\*Painting Instructions for Peachtree Prado 6/0x6/8 Steel Rear Sliding Glass Door from the manufacturer: “This steel entry door has a factory-applied and baked prime coat of paint. Before applying a finish paint, the door surfaces must be clean of any dust, grease, etc. Use mild detergent and rinse allowing to dry. Exterior of Door: For best results, use a high quality oil base exterior semi-gloss enamel paint. A high quality acrylic exterior latex paint may be used with light scuff sanding of door prior to painting.”

\*Interior wall paint color: Sherwin Williams Linen White. Interior trim paint color: Sherwin Williams Extra White, semi-gloss.



\*Front Door Stain Kit:

**Light Brown**

The complete staining kit contains: instructions, fiberglass sample, gel stain, mineral spirits, clean lint-free cloths, Spar-Marine varnish, protective gloves, stir sticks, and a China bristle brush

Color of Stain:

- Old Masters - Thick 'n Easy
- One Pint of Gel Stain (oil based stain for wood, fiberglass, metal & composition surfaces)
- Dark Mahogany (red brown) #81108

Kit Box Nos:

WS Part No. 1173962 05/04

PT Part No. 79800301

My Old Masters phone number 1-800-747-3436

Manufacturer's Information:

Old Masters

P.O. Box 286

Orange City, IA 51041

<http://www.myoldmasters.com/>

**For the Brown Colored Doors:**

SW7020 Black Fox/ Sherwin Williams

\* For window replacements the windows are provided by SilverLine. Please note if you are the original Unit Owner, then the replacement cost of the window is FREE, the cost of installation is additional, or the owner can install it themselves. It is a very easy DIY project and SilverLine has a U-Tube Video for instructions. If you are not the original unit owner, then SilverLine charges them for the window and installation if they need SilverLine to install.

SilverLine phone number is: 800- 234-4228 - Extension 5359

**Broken glass is not covered- within the year**

**Only broken seal/fogging up. Also covered.**