



## A Community Newsletter for Owners and Residents

January 2022

### Quick links:

- Edgewater Management Group: <https://www.edgewatermq.com>
- Monmouth Way Condominiums: <https://monmouthway.org>

Managing agent, Kelly Wolfe: cell and text: 518-281-0043; office: 518-577-5403  
Edgewater Management Group, Inc., P.O. Box 150, Fort Edward, NY 12828

Happy New Year. The Board would like to take this opportunity to wish all Monmouth Way owners and residents a happy and healthy holiday season.

As a reminder, all holiday decorations should have been removed within 15 days after the holiday, which was January 9.

### Are you a Good Neighbor?

- During snowstorms some of our neighbors have difficulty clearing and/or moving their cars. If you are willing to help, please contact Kelly Wolfe and she can let you know who needs assistance.
- When pets are outside your unit they must be leashed at all times. They may be your “everything” but not so to some of your neighbors. It is also an Association policy and a Halfmoon Town ordinance to leash your pets. All dogs must be licensed. Please be sure that cats are included in your thoughtfulness. Remember to clean up after your pet for the health and comfort of your neighbors. The outer parameters of the property are the best place for your four-legged friends to deliver their sprinkles and special packages (and that's where the doggy bags are). Pets should not be left on your deck unattended.

Do we have your correct email? Our managing agent, Kelly Wolfe, sends out emails to all residents on an as needed basis. Especially during winter

months, we need accurate information to communicate with you. During the ice and snow events, information on plowing is sometimes disseminated as it is received from the contractor. Several residents informed us that they never get the emails that are sent regarding moving cars and parking issues.

If you do not receive emails, check your spam folder. If that happens, mark Kelly's email address as not spam to receive future correspondence.

Attached to this newsletter is Property Owner Worksheet. If your email address or cell phone number changed, please re-submit this form for us to update records.

### Parking.

- Each unit is assigned one designated parking space. Leaving your assigned space vacant to park in an unassigned space limits availability for guests and/or residents with multiple cars. Be kind and utilize your assigned space. If you have more than one car, then you should use an unnumbered space. Inform guests or service people that they should not park in any numbered space. Parking along shoulder of road is prohibited.
- From November to April, six parking spaces are designated for long-term parking. These spaces are near buildings 9 and 3. In the lot near building 9, the two spaces designated long-

term are closest to the dumpster. In the lot near building 3, there are four designated spaces. These are clearly marked at the end of the overflow parking lot. Be a good neighbor and only use these spaces during absences. Also, as a courtesy, please let Kelly Wolfe know if you are parking here in case there is any problem with your car.

## Board Policies

### *Winter parking policy.*

As evidenced in past snowstorms, residents are not moving their cars for proper plowing to occur. Failure to move your vehicle(s) for the contractor to complete their job may result in fines and/or towing of your vehicle(s).

While we know that no two snowstorms are the same, the following information was prepared, by the Board and the snow removal company, as guidelines for snow removal to keep the parking areas clean and safe for all residents. For everyone's safety, we are requiring that all residents comply with this process for snow removal and cleanup

Failure to move your car not only affects your parking space but makes it difficult for the spaces on each side of your designated space to get plowed. Be respectful of your neighbors.

Maintaining record of all residents' vehicles is never more important than during winter. If you haven't let management know your vehicle information, now would be a good time. The Car Registration Form is found on our website: [monmouthway.org](http://monmouthway.org), Forms & Meeting Documents, Car Registration Form.

During a snowstorm where more than 2 inches of snow has accumulated:

- Park your vehicle in your designated resident parking spot overnight. Parking is prohibited in the designated OVERFLOW PARKING areas until the area is cleared of snow. o If you have multiple cars and must park in the OVERFLOW PARKING areas overnight you must park in the corner areas to allow the area to be plowed efficiently.
- Monday-Friday: The snow removal company will clear the overflow parking areas between 7-8:00 AM. Once overflow areas are cleared, move your vehicle from your designated parking spot to the OVERFLOW PARKING areas between 8-8:30 AM.
- Saturday-Sunday: The snow removal company will clear the overflow parking areas between 8-9:00 AM. Once overflow areas are cleared, move your vehicle from your designated parking spot to the OVERFLOW PARKING areas between 9-9:30 AM.
- After the cleanup of the resident parking areas, move your vehicle back to your designated resident parking spot. The parking spots will be continuously cleared between 8-8:30 AM (9-9:30 AM on weekends), so residents are encouraged to remain with their vehicles while their parking spot is cleared and then immediately return to it.
- If the storm continues for multiple days, all vehicles must be removed from the overflow lots by 10:00 PM to ensure that these spots can be cleared throughout the night. \*Repeat these procedures for each day that the storm continues.
- If you are out of town for any duration during the winter months, please park in the corner areas of the Long-Term Parking areas. If the area is full, please park in the corner areas of the Overflow parking area.

### Board responsibility v. owner responsibility

Snow removal. When more than 2 inches of snow falls, the HOA will clear the road and sidewalks. Be kind, move your car, follow the policy. The entire policy is found on our website, [www.monmouthway.org](http://www.monmouthway.org).

### Selling your unit?

- Contact Kelly Wolfe at least 30 days in advance
- Recommend potential buyers have home inspection
- Leave copy of declaration and bylaws for new owners
- If possible, leave copies of all Board policies for new owners

Leasing your unit? *Please instruct your tenants to contact you if there are any issues that need HOA action. Only owners should contact the managing agent.*

To avoid violations and fines, owners who lease their units must:

- Submit vehicle information for all residents in the unit.
- Ensure that their tenants are informed of all HOA policies.
- Submit tenant information to the managing agent. The form for reporting this information is at <https://monmouthway.org>, Forms and Meeting Documents, Tenant Info Request Form.
- Forward a copy of lease to Kelly Wolfe.

It is always a good idea to have a background check performed on any potential tenants.

External Change Request forms are available on our website. Any change to the exterior of the building (i.e., new storm door, new patio door) must be approved in advance. The Board identified specific models and colors that are to be used for any change.

Utility Room Access. Access to the utility room for contractors (Verizon, Spectrum, or plumbers) needs to be requested to the managing agent, at least 24 hours in advance.

New address. If you are mailing anything to our managing agent, Kelly Wolfe, please remember

that the address has changed. The correct mailing address is found in banner at top of newsletter.

Comments, suggestions, and questions. Direct all comments, suggestions, and questions to our managing agent, Kelly Wolfe, not to current Board members. Tenants should direct any comments, questions, suggestions to their property owner.