



## A Community Newsletter for Owners and Residents

July 2022

### Quick links:

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

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The Board will NOT host a summer social this year.

Warm weather means more outdoor times. There are a few things to keep in mind.

- towels, wet clothes, etc., draped over the deck railings is a violation of the Common Elements policy
- an External Change Request and Architectural Review Form must be submitted for Board review and approval before anything is affixed to the outside of the building (plant hangers, flag poles, etc.)
- if you are using any of the common lawn areas, please leave the area in the same condition you found it
- bicycles cannot be stored on decks or by front doors; two bike sheds are available for storage

Leasing your Unit. If you choose to lease your unit, please be sure that the tenants are aware of rules outlined in the governing documents, as well as all policies adopted by the Board. Each month this newsletter will list some of the rules ALL residents must follow. All government documents and policies are found on the HOA website.

- Communication with the management company/managing agent must be made through the owner of the unit.
- Noise levels should be kept to a tolerable level.

### Parking.

- Parking on lawn is never permitted.
- Keep overflow parking spaces available for guests/contractors by utilizing your designated parking spot.
- Be responsible for ensuring that any guests and/or contractors you hire do not park in any resident's parking space.
- Double parking is prohibited.

### Board Policy of the Month.

#### *COLLECTION POLICY (Revised April 2018)*

The late fee on monthly assessments is \$20 if the payment is not received by the 15th of the month. When an owner becomes 60 days late on an assessment, regular monthly maintenance fees, special assessment, fines, late fees or any other monies owed the association, their account will then be turned over to a national collection agency and/or an attorney and the owner will be billed a \$150 Collection Fee, in addition to all collection costs incurred by the Association. When an owner becomes 90 days late on an assessment, a lien will be placed on the property and filed with the county and all fees, including attorney and court costs, will be added to the owner's account. The lien will only be released upon the account being paid in full. If the unit is for sale, or becomes for sale at any point while assessments are due, a lien will be placed on the property immediately.

When the overdue balance reaches \$1,000, the homeowner will incur a 1.5% interest rate per month charge (18% per year) on the unpaid balance and for every month thereafter until paid in full or other arrangements have been made. The overdue balance is inclusive of any assessments, fines, legal fees, or any other monies owed to the association.

All costs and expenses incurred in collection of past due assessments, including, but not necessarily limited to, reasonable attorneys' fees, management, other collection expenses and all late charges and interest, shall be added to and shall constitute an assessment payable by such Owner.

If a homeowner is renting their unit, monies will be collected from their tenant until the account balance is fully paid. All costs and expenses incurred in the collection of past due monies from a tenant will be added to the Owner's account and shall constitute an assessment payable by such Owner.

Board responsibility v. owner responsibility

*Routine Maintenance Responsibilities and Checklist*

The following list, which may be found in the resident handbook and also on the HOA website, lists maintenance tasks the HOA recommends be done on a regular basis. The owner of the unit is responsible for completing these tasks. It is advisable to replace hot water tanks on a regular basis, preferably every ten (10) years.

Recommended frequency	Action
Monthly	<ul style="list-style-type: none"> <li>✓ clean and test smoke alarms</li> <li>✓ test and reset all GFCI outlets</li> <li>✓ check for leaks in refrigerator</li> <li>✓ inspect behind washer for moisture</li> <li>✓ inspect dishwasher for leaks</li> <li>✓ inspect walls and ceiling for discoloration or water marks</li> <li>✓ ventilate unit</li> </ul>
Quarterly	<ul style="list-style-type: none"> <li>✓ inspect washing machine hoses</li> </ul>

Recommended frequency	Action
	<ul style="list-style-type: none"> <li>✓ inspect hot water heater pan</li> <li>✓ check garbage disposal</li> </ul>
Semi-annually	<ul style="list-style-type: none"> <li>✓ clean and change furnace filter</li> <li>✓ clean window weep holes, as needed</li> <li>✓ HVAC inspection</li> <li>✓ check for cracks in bathroom silicone, and replace if needed</li> <li>✓ change batteries in smoke detectors (unless you have a 10-year smoke detector)</li> </ul>
Annually	<ul style="list-style-type: none"> <li>✓ check pressure relief valve on hot water tank</li> <li>✓ replace toilet wax ring (if toilet is loose, has odor, or is 15-20 years old)</li> <li>✓ grout around shower and tub</li> <li>✓ clean out dryer vent</li> </ul>
Other	<ul style="list-style-type: none"> <li>✓ clean dryer vent tray before or after each use</li> </ul>

Good Housekeeping.

As you know, the HOA does not hire maintenance staff. There are seven dumpsters spread throughout the property for residential use. If the dumpster by your unit is full, please try another one before depositing your trash on the ground. The Board works hard to keep this property looking pristine by, among other things, cleaning up areas that need attention. Please do your part.

- If you drop items in the parking area, pick them up.
- Do not leave diapers or doggy bags outside of dumpster.
- Place all trash in the dumpsters; do not leave it for anyone else to do for you.
- Break down all cardboard boxes and place in recycling bins
- Items left outside the dumpster will not be removed by County Waste unless arrangements are made, and the cost is paid by the unit owner. After you make arrangements with County Waste to pick up, contact Kelly Wolfe to inform her of this.

### Items Worth Repeating.

- Commercial Vehicles. HOA Declaration, Section 13.04 prohibits commercial vehicles from parking on Monmouth Way. Violation of this section will result in fines for the unit owner.
- Plumbing Woes. **DO NOT FLUSH WET WIPES** down the toilet. Even though they claim they are flushable, they do not break down in sewer system; instead, they cause blockages. The expense of plumbers to clear these blockages, as well as the cost of any repair to the units, come from the HOA budget. Continued unplanned expenses can only result increase monthly HOA assessments.
- 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, smart doorbells, landscaping) must be approved in advance.
- Utility Room Access. Requests for contractors to access to the utility room (i.e., Verizon, Spectrum, plumbers) must be requested through the managing agent at least 24 hours in advance.
- New address. If you are sending any mail to Edgewater Management Group, our management company, the correct address is found in the 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.***