



**PROCEDURES AND SUGGESTIONS  
For  
WMOA HOMEOWNERS**

**CONSTRUCTION/ALTERATIONS**

- **Read your Deed** to familiarize yourself with setback requirements, cross easements, and deed restrictions. **Consult your attorney** to familiarize yourself with covenants and restrictions which go along with the land.
- Also, familiarize yourself with site plan regulations by **hiring professionals** to assist you such as an Architect, Engineer, and General Contractor. Ask questions to determine if any proposed construction will change the water run off pattern to the detriment of your neighbors. Try to envision if any construction will compromise a neighbor's view or privacy. As a courtesy, tell your neighbor(s) of your plans.
- To avoid delays, contact **Windham Mountain/WMOA** and provide a site plan showing property lines, location of existing and new improvements, location of parking and landscaping. Also provide a temporary erosion control plan, drainage plan and a landscaping plan. Trees to be cut down should be identified and marked. In addition, a copy of floor plans and elevations with details explaining exterior finish materials and colors should be provided. Obtain Windham Mountains/WMO approval before you apply for a building permit. **Note: All plans should be submitted in duplicate. Direct inquiries to Chip Seamans at (518) 734-4300 ext. 1351.**
- Approval of plans by **Windham Mountain/WMO** are also subject to payment of the following fees:
  - Plan Review \$500.00
  - Plus Road Impact:
    - New homes and demolition of existing homes and rebuilding \$2,000.00
    - Additions to existing homes \$500.00
    - Other (gazebo, sheds, etc.) \$100.00\*
    - Connecting to onsite Subterranean Utility Lines....\$2,500.00

\*Discretionary, based on scope of project.

The above schedule of fees does not apply to 9 lot development at top of Club Road. This fee schedule is pursuant to the Second Amendment Agreement between Windham Mountain Partners, LLC and the WMO Association, Inc.

**Special note:**

Demolition of any existing home must be by bulldozer or other equipment and all debris must be carted away. The WMO does not endorse controlled burns even if a permit has been granted by the Windham Fire Department.

Try to **schedule exterior work** within a time frame that doesn't carry over into the cold weather season. Use exterior materials which complement the architecture of the mountain. Keep construction debris and materials neatly contained or stacked and preferably shielded. Upon completion, promptly remove all construction debris and obtain any general contractors and/or architects signage.

**SAFETY SUGGESTIONS**

- ◆ It is always a good idea to put **fireplace ashes/embers** in a metal can and leave outside on the ground or snow (not on a wooden walkway!) for a period of time before discarding. If it is windy and/or if you have any doubts about the heat content, pour water on ashes/embers. Discard ashes by placing them in a plastic bag.
- ◆ Be consistent with either leaving your **flue open** (if you have glass fireplace doors and a chimney cap) **or closed** when you leave your house. We recommend glass doors for all fireplaces to minimize the threat of a stray ember.
- ◆ It's a good idea to keep **fire extinguishers** near all fireplaces, in the kitchen, in the laundry room, and near the boiler room.
- ◆ Periodically have your **chimneys cleaned** by a professional to prevent the buildup of creosote.
- ◆ If you have a **propane grill**, get in the habit of shutting off the line after each use. If you have an **electric grill**, always shut off the burner and unplug the grill after each use.
- ◆ If you decorate your home for the holidays with a Christmas tree, we **strongly recommend** an **artificial tree**. Real trees look/smell great, but they're not worth the added risk of a potential fire.
- ◆ Many brand name **coffee makers** are manufactured with an automatic shut off. It's a good idea to have this convenience as a failsafe.
- ◆ We recommend that all homeowners **shut off** their **water supply and hot water tanks** when leaving. It's a two-minute chore, which eliminates the possible consequence of a water disaster while not at home.
- ◆ The **steep hills** adjoining many of our roadways are oftentimes used for coaster runs by young children. We strongly discourage this activity because of the potential for a vehicular accident. Also note that Windham Mountain does not permit the use of its slopes for sledding, snowmobiling and/or tobogganing.

- ◆ **Dress appropriately** even if you're only going to be outside for a few minutes to start your car, etc. A few years ago a person slipped on his icy walkway on the way back from the garbage shed. The temperature was well below freezing and the person was dressed without a jacket, without gloves, and without a hat. When he fell, he broke his coccyx bone and was unable to get off the ground. A half hour or so later, a neighbor heard his yells. Fortunately, this incident didn't have a tragic end. Moral of the story - always dress appropriately!

## **GARBAGE SHEDS**

All **household garbage** should be wrapped in **plastic bags**. Bears have become an ever increasing problem in Windham and have damaged numerous garbage sheds. Therefore, it's a good idea to spray your garbage with ammonia, Lysol, or any other disinfectant. Construction debris and old furniture/appliances are not household garbage and will not be taken away! If you accumulate any such materials, we recommend you take them to the Town Transfer Station on Mitchell Hollow Road. Materials can be discarded at a nominal cost. **Current hours of operation are: Mon./Tues./Thurs./Fri./Sat. – 7:30 AM to 3:30 PM; Sun. – 9 AM – 4 PM; closed Wed. and all legal holidays. For further information, call: 518-734-5842.**

- ◆ For homeowners who rent, and particularly those who share **garbage sheds** in Brainard Ridge or The Enclave, we ask that you make your tenants aware of their responsibility to put all household **garbage in plastic bags**.
- ◆ If you're a private home owner, **garbage collection** is not automatic...you have to contract with a **collection company** to pick it up...and you should make special arrangements for miscellaneous pickups such as dead trees, Christmas trees, etc. If you're in Brainard Ridge or The Enclave, the management contracts for household garbage removal, but the service does not include picking up discarded Christmas trees, etc. We suggest you check with the management to arrange for a special pick up.

## **PARKING**

- ◆ Again, particularly for homeowners who share parking lots, be sensitive about your neighbors. Park in the **appropriate parking lot**. If you have guests who tax the capacity of the parking lot **tandem park** during holiday weekends and peak traffic periods, to minimize inconvenience to neighbors.
- ◆ Oftentimes after a weekend or holiday snowstorm, **cars are left in driveways and parking lots** as people choose to carpool to drive to the Lodge. Windham Mountain plows our streets and parking lots. It would be most helpful if homeowners could cooperate to the fullest by **removing cars** during the day from parking lots to facilitate plowing.

## **EXTERIOR MAINTENANCE AND LANDSCAPING**

- ◆ While many of us predominantly visit Windham during the winter, some homeowners also enjoy it for weekend getaways in the summer and fall. Please maintain your property! Homeowners who are WMO members are required to maintain the exterior of their home and property in a well-kept manner. Local home service companies will cut, trim weeds, and pick up branches and debris on properties at the owner's expense.
- ◆ Neat lawns and well maintained landscaping enhance the overall appearance of our neighborhood and are ingredients for continued real estate appreciation.

## **HELPFUL THOUGHTS**

- ◆ If your children are responsible enough and at an age when they're permitted to use the house without parental supervision and/or if you ever **rent your home**, it's a good idea to prepare a **printed sheet of rules, regulations, and safety tips**. Leave them displayed in a prominent location.

- ◆ Have you ever experienced the frustration of losing a set of keys in the snow? Keep a **spare set** of keys in a remote location such as a **garbage/shed**. Also think of giving a trustworthy neighbor a spare set of keys. It's also a good idea to include a spare set of all car keys at your Windham house.
- ◆ Try to coordinate ordering a "wintertime" supply of **firewood** in the spring. This will eliminate the problem of trying to burn green wood.
- ◆ Black topped roads can sometimes hide "**black-ice**" conditions. Remind family members and guests of this potential problem!
- ◆ Every once in a while, we hear stories of people who experience a **car breakdown** on their way to/from Windham. It's a good plan to have a list of phone numbers of acquaintances who live in proximity to your travel route. Keep the list in the glove compartments of all vehicles. If possible, never travel without a cell phone.
- ◆ Why is it that it seems most dog owners are conscientious of **curbing their dogs** at their permanent residences, but not at Windham? Please try to get in the habit of picking up after your dog in plastic bags.
- ◆ Try to remember that all **appliances** have a **shelf life** and, in particular, **hot water tanks**. Periodically inspect your tank and look for signs of rust erosion so you'll be able to correct a problem before it becomes a crisis. It is also a good idea to **label hot water tanks with the date of installation** so you can better gauge the life expectancy.
- ◆ Always respect the **privacy of your neighbors**. We should all be sensitive to the loudness of music and the time that we elect to play it; in particular, noise pollution from late evening hot-tub parties combined with blaring music from outside speakers are intrusions into your neighbors privacy. If you're renting your home, you should certainly incorporate this message on rules and regulations.
- ◆ **Windham Mountain** plows our **roadways and driveways**, but not our walkways. Sometimes it's impossible to avoid blocking a walkway because of plowed snow. Moreover, remember that it's also impossible to plow everyone's driveway at the same time. Therefore, if we've had a snowstorm in a time frame just before you're en route to Windham, as a fail-safe, **pack a shovel** in the car.
- ◆ If you're walking to the slopes, remember there are a few **designated rights of way**. It's discourteous, to say the least, to walk across a neighbor's property.
- ◆ If you're having ski guests for a weekend, encourage them to **purchase lift tickets** on Friday nights (the ticket booth is open until 10 PM during ski season) rather than during the typically busy Saturday morning "rush hour".
- ◆ Check with your **insurance** carrier to verify that you have sufficient coverage on your HomeOwners Policy. The trend in the insurance industry has been to try to eliminate guaranteed replacement cost and therefore you may need to insure to a higher limit.

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