

Dear Real Estate Agent:

The Board of Directors of the Townhouses of Derby, Phase I, Inc. has received many questions regarding the rules and regulations of our association. In an effort to provide as much information as possible to the most frequently asked questions, you will find listed below a summary of answers.

1. A preliminary compliance inspection must be requested by the homeowner at the time the unit is placed on the market for sale. This pre-compliance is done on the exterior of the unit only and is good for 120 days from the date of the initial inspection. A member of the Board of Directors or a member of the Architectural Committee will do the inspection.
2. A final inspection must be done prior to the closing of the sale. This is valid for four weeks from the date of the final inspection. A member of the Board of Directors or a member of the Architectural Committee will do the inspection.
3. If compliance is not met at the time of the sale, funds from the sale of the unit will be placed in escrow with the seller's attorney. The amount to be placed in escrow will be determined by the Board of Directors of the Association. This money will be held in escrow until repairs to the unit are completed to the Board of Directors' satisfaction.
4. There is an association fee chargeable to each unit. Please check the website for the current amount. The due dates are January 1, April 1, July 1, and October 1. If an annual payment is made, it should be paid in full by January 30<sup>th</sup>. Late fees are charged if payment is not timely.
5. The Declaration, By-laws, and Architectural Guidelines should remain with the unit when sold. They should be asked for from the seller and provided to the new owner. They can also be found on our website **[townhousesofderby.com](http://www.townhousesofderby.com)**.
6. The homeowner is responsible for all repairs to the outside of the unit. This includes the roof, windows, siding, private driveway, fence, flowerbed, etc. **PRIOR APPROVAL IS REQUIRED** before performing any work on the unit or the grounds. We encourage homeowners to work together when the work involved is adjacent to their neighbor.

7. The homeowner MUST PROVIDE their own homeowner's insurance. This should include the unit itself and any landscaping that may be theirs. The Townhouse Association provides insurance for the COMMON AREAS ONLY.

8. The Townhouse Association provides the following:

- a. Insurance for the common areas only.
- b. Grass cutting for common areas. We do not cut grass in private or fenced areas.
- c. The entranceways, end caps, and islands are maintained by the Association. Mulch, weeding and hedge trimming of these areas are also provided. Trees are also trimmed as deemed necessary.
- d. Snowplowing of all common areas and private driveways is provided by the Association. Clearing of public sidewalks is also done per Town law.

In closing, we take pride in the appearance of our neighborhood and expect the homeowners to work with us toward this same goal. Also, any homeowner who wishes to become involved in our Association is more than welcome to join us.

If you have any questions, please write to P.O. Box 41, Derby NY 14047 or you may contact the Clerk of the Board by email or at 549-6087.

Very truly yours,

The Board of Directors  
Townhouses of Derby

DAC/prb