

# HERITAGE HILLS SOCIETY

Rules and Regulations

**2024**

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Adopted October 15, 2024

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**For the most up to date Rules and Regulations for the following, please visit the Society website at [www.hhsociety.org](http://www.hhsociety.org):**

**Pool Rules & Regulations**

**Transportation, Shuttle Bus Rules**

**Tennis Rules & Regulations**

**Fitness Center Rules & Regulations**

## **Society Rules and Regulations**

Heritage Hills Society Ltd. creates and carries out policy on behalf of the Members for the general welfare of the Heritage Hills of Westchester community.

- Society: establishes standards affecting aesthetics, safety, comfort, expense, and related matters of common interest
- Operates and maintains social, cultural, and recreational facilities
- Maintains the “A” and “B” roads and any “C” roads serving two or more condominium associations, maintains the surface drainage system, and
- Operates and maintains the shuttle buses.

The Society Office telephone is 914-276-2908. Extensive information about Heritage Hills activities and events, individual condominium information and much more can be found on the Society website at [www.hhsociety.org](http://www.hhsociety.org).

### **Society Membership**

Membership in Society shall include and be limited to all owners or co-owners of dwelling units in any Condominium Association in Heritage Hills of Westchester.

The enjoyment of community and recreational facilities of the Society shall be limited to residents of dwelling units in the condominiums, including owners who reside in their units, non-owner tenants, and their guests when accompanied by the resident. Owners who do not reside in Heritage Hills are not eligible to use the community and recreational facilities.

### **Society Membership ID Cards**

Residents of Heritage Hills, which includes owners who live in their units, renters, and family members/domestic partners aged 16 or older who live in the households of owners and renters, receive Society Photo ID cards at no cost, which entitle them to use all Society facilities. Resident children aged 14 – 15 may be issued a Junior ID Card, which will allow them access to the pools as well as to the Fitness Center during times when it is staffed by a Society employee. Junior cardholders may not bring guests. Cards must be shown upon entering swimming pool areas, fitness center and, on request, whenever a Security Officer or shuttle-bus driver asks to see it. The cards are

issued by the Activities Office, open 9 a.m. to 5 p.m. Contact the Activities Office to inquire about evening and/or weekend hours. There is a charge for replacing lost cards.

## **General Rules**

- Heritage Hills Society facilities are provided for the use of residents of the community and their guests, when accompanied by the resident. Residents are given first preference for such use.
- Heritage Hills Society facilities are not available for private parties or any other private gatherings.
- Any group, club, class, or other activity recognized by the Heritage Hills Society and any condominium association may reserve space for meetings, classes, and other events.
- In accordance with New York State law, smoking is prohibited in all enclosed areas in Society facilities, and at pools, tennis courts, bocce courts and other facilities.
- No fees shall be paid for services provided by residents of Heritage Hills unless that resident is a class instructor or has received prior approval from the Board of Directors.
- No for-profit businesses may be located on Society property.
- Charter buses may be engaged by certified clubs, groups, and activities subject to scheduling by the Activities Office. The only bus trips that are permitted to originate in Heritage Hills are those organized by Society-certified clubs, groups, activities, and Society-sponsored events. All trips must be coordinated through the Activities Office. In addition, a certificate of insurance must be obtained from the carrier (bus operator) and put on file in the Activities Office. The Activities Office will provide a list of the required levels of insurance coverage.

## **Activities Center**

The Activities Center is open daily from 7 a.m. to 11 p.m.

### **The following facilities are in the Activities Center:**

**Library:** The Heritage Hills Library is staffed by volunteers and is open weekdays from 10 A.M. to 3 P.M. and on Saturdays from 10 A.M. to 1 P.M. All Heritage Hills residents are members of the library. For information call 914-276-2636.

**Mail Room:** Recognized organizations and activities are allocated mail slots to receive communications. A bulletin board is also provided for communications, advertisements, and fliers for Heritage Hills events as approved by the Activities Office. Non-Heritage Hills groups, including but not

limited to the Somers Town Library, various civic groups (i.e., Lions, Rotary) and other not for profit Town organizations may leave flyers.

### **Displays – Posters**

Those wishing to hang pictures, posters, bulletins, decorations, etc., must receive permission from the Activities Office.

### **Activities Reservations**

The Activities Office is normally open on weekdays from 9:00 a.m. to 5:00 p.m. with some weekend and evening hours. For information call 276-2636 or send an email to [activities@HHSociety.org](mailto:activities@HHSociety.org).

All properties owned and managed by the Society are available for use by recognized groups, clubs, activities, and condominiums. These facilities are the Fitness Center, Lake Lodge, Park Place, Society Recreation areas, and the Activities Center, including the Fine Arts Center and Woodworking Shop.

- Reservation applications will be honored on a first-come, first-served basis.
- In allocating room reservations, a resident-only activity takes precedence over an activity that includes nonresidents other than guests or where the Society Board has approved participation by non-residents.
- Reservations must be made in advance for a single event or for regularly scheduled events such as condo board meetings, concerts, classes, or other recognized activities.
- Reservations for regularly scheduled activities may be rescinded by the Board to accommodate special events, provided reasonable advance notice is given.
- The Activities Office is authorized to determine where an activity should be held, with the decision based on the estimated attendance and purpose of the activity.
- Every request for a reservation must be submitted on a form provided by the Activities Office for that purpose and every booking must be acknowledged by the Activities Office on an approved copy of that form.
- The Community Theatre may have exclusive use of the Heritage Room for fall and spring productions for one week prior to the first performance.
- The Activities Office will mediate any differences about scheduling that cannot be resolved amicably by the parties involved.

- If the Activities Office is not notified of the cancellation of an event requiring meeting room setups and additional Society personnel at least 24 hours in advance, the offending organization or activity will be charged a fee. ·
- Only Society's staff is allowed to operate Society's audio-visual equipment. Arrangements for staff involvement should be made at the same time the reservation is made.
- **Food Service**

Any group using Society facilities is held responsible for cleaning up and leaving the areas used in proper order for the next group to enjoy.

- All litter must be picked up and placed in garbage cans.
- All windows must be closed and locked.
- All lights must be turned off at the end of each activity.
- Spills on stoves, in ovens, on countertops, on floors, etc., must be cleaned up at the end of each activity.
- No food may be left on counters or stored in refrigerators at the end of an activity.
- All non-perishable food (tea, coffee, sugar, crackers, etc.) may be stored in assigned cabinets in the kitchen and pantry cabinets and must be tightly sealed and properly labeled as to contents and ownership. Food may be stored in a refrigerator only on the day of an event.
- A deposit is required in advance for use of kitchen facilities or for events at which food and/or beverages are served in Lake Lodge, the Activities Center, or Terrace. Failure to properly clean up and maintain the facilities will result in forfeiture of the deposit. Activities Office will advise of the amount of the deposit, and it is dependent on the facilities to be used.
- Using the kitchen facilities at either the Activities Center or Lake Lodge to set up food or drink will be charged a different amount than if the kitchen is used to prepare food. Using the outdoor grill at Lake Lodge will be charged a deposit as well.

### **Alcoholic Beverages**

- Cash bars are strictly forbidden, which means that drinks cannot be purchased for cash or scrip at any function or meeting on Heritage Hills Society property. BYOB functions at which the host groups furnish setups may be held.
- Persons tending bar, whether paid or volunteers, must exercise and render careful judgment when confronted by a person who appears to be unfit to drive. The bartender must:

- Politely but firmly refuse to serve another drink
- Make sure that someone will drive the person home
- Contact Security if necessary
- At least one week before a scheduled affair, outside caterers or other providers of food and/or drink must present a certificate of insurance covering all the services to be rendered. Certificates must be submitted to the Board for review by Society's Insurance Committee. The Activities Office will provide a list of the required levels of insurance coverage.
- Consumption of alcoholic beverages may be permitted in the Activities Center meeting rooms and at Lake Lodge. This requires prior approval of the Activities Office or Society Board.

## **Activities Reservations**

### **Fitness Center/Recreation Equipment**

Residents using the exercise equipment in the Fitness Center must observe all posted safety regulations. All equipment for use in the gymnasium, Activities Center and outdoor facilities may be signed out at the Security Office in the Fitness Center upon presentation of photo ID cards. This includes basketballs, volleyballs, ping-pong paddles, billiard balls, etc.

The Fitness Center, gymnasium and Activities Center are under Security television surveillance.

## **Organized Activities**

### **Fine Arts Center**

- Group instruction is offered at specified times in the arts and crafts rooms as scheduled by the Activities Office. All instruction is for the benefit of residents who are admitted to a class in the order in which they register. Visitors are not allowed to attend class sessions. and may be required to leave at the request of the instructor or the Activities Office.
- Instructors may charge fair and equitable fees determined based on their qualifications and experience as well as on the basis of the "going market rate" for such services. Heritage Hills Society facilities are made available to instructors at no charge and that is taken into consideration in the establishment of fees. All fee structures must be submitted to the Activities Office which may confer with the Activities Chair and/or Committee for approval.



- Make-up classes are given only when an instructor misses a session, not for students who are absent. Full course refunds are returned up to seven days before the first scheduled class.
- The Fine Arts workrooms are also available to residents who wish to pursue artistic endeavors on their own.

### **Fine Arts Center Room Access**

- Keys to the door and closets are kept at the Security Office located in the Fitness Center Building and the Activities Office.
- Only those residents who are registered in a current art class are authorized to sign out keys to closets in the appropriate studios. Lists of current students and others authorized to use the keys are kept in the Activities Office.
- Upon presenting their Society Photo ID cards, residents who are not participating in a current class may sign out a key for the appropriate studio door only when a class is not in session. They may not use closet keys.

### **Class Registration**

- Registration forms are available in the Activities Office, on the Society website and from the individual instructors.
- A registration form must be completed in advance of each class, including name of class, instructor, and phone numbers, and submitted to the instructor with payment.
- Instructors are to submit a roster and the registration forms to the Activities Office upon completion of the class.
- No checks may be left in Activities Center.
- Each registration must be accompanied by a separate check.
- Class size is determined by the instructor, who may cancel for insufficient enrollment, in which case, tuition will be refunded.
- Seven days' notice is required for a registrant to receive a refund for class withdrawal.
- Students are called only if a class is canceled.
- There is an additional charge for materials for most classes.
- Students must register for an entire course; no prorating allowed.

## **Woodworking Shop**

Keys are provided to the officers and monitors of the Wood Craft Club. Use of the shop is restricted to the posted hours, during which monitors are present.

## **Clubs & Organizations**

All proposed clubs and other organizations using Society facilities must be approved by the Heritage Hills Society Board of Directors, which reviews and approves the bylaws and/or rules and regulations of each applicant.

- Society will recognize and support those organizations, clubs and activities open to all residents, formed to serve a cultural, social, recreational, or educational need. Classes or clubs are based on residents' requests and approved by the Society Board.
- Solicitation and sellers of goods and services is not permitted. Invited guest speakers and/or residents addressing approved clubs will speak on agreed subjects and will not solicit the group for the sale of services or goods.
- Membership in such organizations, clubs, and activities is restricted to Heritage Hills residents. Any exception to guest membership or other waivers must be approved by the Society Board. Members may bring guests to various events, although classes for instruction shall be limited to residents only. No group may be formed along charitable, religious, or political lines. However, charitable events may be supported by approved organizations, clubs, or activities if previously approved by the Society Board.
- The Society does not allow publicizing and advertising Heritage Hills events outside Heritage Hills communication vehicles except Defensive Driving classes.
- Organizations, clubs, and activities may levy dues and fees only to the extent necessary to support the needs of the group or to maintain or improve Society facilities.

### **Organization Approval Process**

Any Heritage Hills resident or resident group may request Society recognition of an organization, club or activity in a letter to the Society accompanied by an official form prepared for that purpose and containing the following information:

- The formal name of the club, organization, or activity

- The purpose of the club, organization or activity and the needs of its membership that will be served
- Requirements for membership or participation, including a stipulation that membership is strictly limited to Heritage Hills residents or exceptions as approved by the Society Board.
- The nature and frequency of membership meetings, programs, or activities, with the provision in the case of clubs, that at least one membership meeting be held per year.
- A list of officers or the resident chairperson, with addresses, telephone numbers and e-mail addresses.
- A description of any special or professional services to be arranged by the club, organization, or activity, including general criteria for selection, compensation, termination, and special responsibilities of the experts so employed.
- A definition of the Society's facilities and/or equipment needed at gatherings or meetings.

### **Use of Facilities by Groups without Official Society Recognition**

Non-recognized groups may use the meeting rooms and other facilities of the Society in the Activities Center and Fitness Center with the following provisos:

- Meetings can take place in any unoccupied rooms.
- No reservations may be made. Meetings of groups of 12 or more must have the formal written approval of the Activities Office.
- Attendance at such meetings is limited to Heritage Hills residents except as specifically approved by the Society Board.
- Rooms must be vacated to accommodate any approved Society affair.
- No provision will be made to set up or dismantle rooms unless prior arrangements have been made with the Activities Office.
- Meeting rooms must be left clear and free of all debris.

## **Society**

### **Contributions**

Should you wish to donate cash or any other item to Society, please contact the Society Office.

## **Transportation**

Heritage Hills Society is responsible for the operation of a Shuttle Bus service to carry residents to and from the Goldens Bridge train station, Towne Centre at Somers, the 202 Commercial Center, Goldens Bridge, Mill Pond Offices, and the medical center at Routes 116 and 202.

- The buses operate at specified times between the Activities Center Parking area and the East and West Hills' pickup points (the intersection of a C road nearest to an A or B road) and the shopping areas, when requested.
- Shuttle buses are not taxis and will pick up and discharge passengers only at locations on A and B and some specified C roads and other specific places.

**For a complete and up-to-date copy of the Transportation Policy, please go to the Heritage Hills website at [www.hhsociety.org](http://www.hhsociety.org)**

### **Shuttle Service**

Residents who want shuttle transportation during off- peak hours to the train station and shopping areas are required to call Security at 276-2877 at least 90 minutes before a bus is scheduled to leave the Activities Center parking area. Drivers may request ID from residents.

## **Recycling**

All condos in Heritage Hills participate in the recycling program that includes magazines, catalogs, cardboard, newspapers, glass, cans, and plastics. Recyclables are collected twice a week. Recycling information, including schedules, is available from your Property Manager or Condo Board.

## **Security, Health & Safety**

### **Security Services**

The Heritage Hills Society contracts with a private firm to provide security services to the community 24 hours a day, seven days a week. Most of the company's staff are EMTs. Among their tasks is to respond to residents' emergency calls, help residents who have fallen, who are locked out of their units, automobile accidents or other similar problems. They maintain a working relationship with the Town of Somers Police Department and the New York State Police.

## **Motorists**

- The Somers Town Board in November 1990 enacted a 30-mile-an-hour speed limit for Heritage Hills with the local police authorized to issue summons for violations. Signs posted on Heritage roads (black on yellow) also require lower speeds on curves and hills where warranted. Stop signs and signals must be observed.

## **Parking**

- It is against the law to park in handicapped spaces without a town permit displayed on the dashboard or a "handicapped" license plate issued by New York State. Fire lanes and cross-hatched areas are not to be used as parking spaces.
- No parking is allowed on A or B roads except where space is provided
- No unregistered vehicles or vehicle storage is allowed on Society property without prior permission.
- No parking is allowed in areas designated with "No Parking" or "No Standing" signs. Any resident in violation of the rules may, after an initial warning, have their car towed at their expense. Guests will have their car towed at the unit owner's expense.

## **Pedestrians**

Joggers and walkers are requested to walk in single file in the lane facing traffic and to wear reflective clothing for night runs. Carrying a flashlight is also recommended for those walking after dark.

## **Pets**

Owners are required to keep cats and dogs on leashes outdoors. Under Town Law, owners are required to pick up after pets with pooper scoopers and place feces in the garbage. Do not drop dog waste in storm drains or trash cans. Town Law also provides for penalties for owners of dogs that create nuisances with excessive barking. Other than on A and B roads, dogs are not to be walked on any Society property, including Lake Lodge, the parking lots, pools, and tennis courts.

## **Dark Houses**

Residents must appear in person at the Security Office to register their units as a "dark house" if they plan prolonged absences. Security officers will make regular checks of these units on their patrols. To remove a unit from the dark house list, the unit owner must appear at the Security Office.

## **Emergency Information**

Please dial 911 in case of an emergency. Security monitors all 911 calls. Please give the 911 operator your unit number and Heritage Hills (i.e., 999A Heritage Hills). For those whose unit has a street name

do not give that information. Some of our street names are similar to those outside of Heritage Hills and it could lead to confusion. Also, you may register your emergency contact information with Security.

A “File of Life” packet is available from Security, Activities or Society offices. This file, which is to be kept on the door of your refrigerator, provides for listing of medical information, personal physician, family members and neighbors to be contacted in an emergency

### **Keys**

It is recommended that residents give a key to Security. If in an emergency Security must enter a unit for which it has no key, the unit owner will be held responsible for the expense of any repairs needed as a result of such forced entry.

### **Solicitation Policy**

No solicitation is permitted in Heritage Hills. Solicitation shall be defined as any uninvited person contacting owners in person on the premises or engaging in the general distribution of material other than to subscribers.

Persons engaged in such activity are to be viewed as trespassers and will be asked to leave the property promptly. Failure to comply on the part of the solicitor will constitute authorization for a security officer to seek assistance from the Town of Somers Police Department or the New York State Police.

An exception is made for candidates for political office, who are permitted to campaign in Heritage Hills provided they register at the Security Office. Contact Security if you are suspicious of someone in your neighborhood. “See Something – Say Something.”

### **Vandalism or Rowdiness**

Persons who engage in abusive use of any of the facilities or who conduct themselves in a disorderly manner will be denied use of the facilities and may be reported to authorities.

## **Enforcement**

- If the Society Board of Directors determines that there may be a violation of any of these Rules and Regulations, it may cause a notice in writing to be sent by certified mail, directing the unit owner and/or tenant, if any, to correct or desist from such violation forthwith. A copy of the rule or procedure in question shall be enclosed with such notice.

- After all proper notifications, if a resident continues violating a Rule or Regulation, their Society privileges will be suspended.
- If the unit owner does not dispute the violation and fails to correct it within the time specified by the Board of Directors, the Board may levy a fine. If the unit owner or tenant disputes the violation, he or she may submit a written demand for a hearing within ten (10) days of the date of the mailing of the notice of violation.

Upon receipt of such a demand, the Society President shall set a date for a hearing, giving reasonable notice to the unit owner or tenant. The hearing shall be held before a panel of three (3) board members designated by the President, with none of them being a resident of the same condominium as the accused.

- If the panel finds that the unit owner or tenant has in fact violated the Rules and Regulations, the Board of Directors shall then give the accused person a final notice in writing, specifying the time for compliance.
- If the unit owner or tenant fails to correct an undisputed violation or fails to comply with a final notice after a hearing on a disputed violation, the board may levy a suitable fine for each day the violation continues beyond the deadline specified by the board. Such charges shall be collected in the same manner as the regular monthly common charges owed to the Society.
- If a majority of Society's Board of Directors determines in its discretion that an incident is significantly egregious in nature, it may terminate a resident's use of Society facilities immediately, without issuing a first warning notice, and may determine whether the termination is permanent or for a set period of time.

## **Exceptions to Rules**

Any and all deviations from Society rules and regulations must have the advance approval of the Society Board of Directors.

## **Rules Changes**

These Heritage Hills Society policies, Rules and Regulations are subject to change at any time by action of the Board of Directors without prior notice.

