

FOXWOOD VILLAGE HOMEOWNERS ASSOCIATION
NEW RESIDENT HANDBOOK
GENERAL INFORMATION & RECREATION CENTER RULES



FOXWOOD VILLAGE
1407 MIDDLE ROAD
CALVERTON, NEW YORK 11933

Updated April 2021

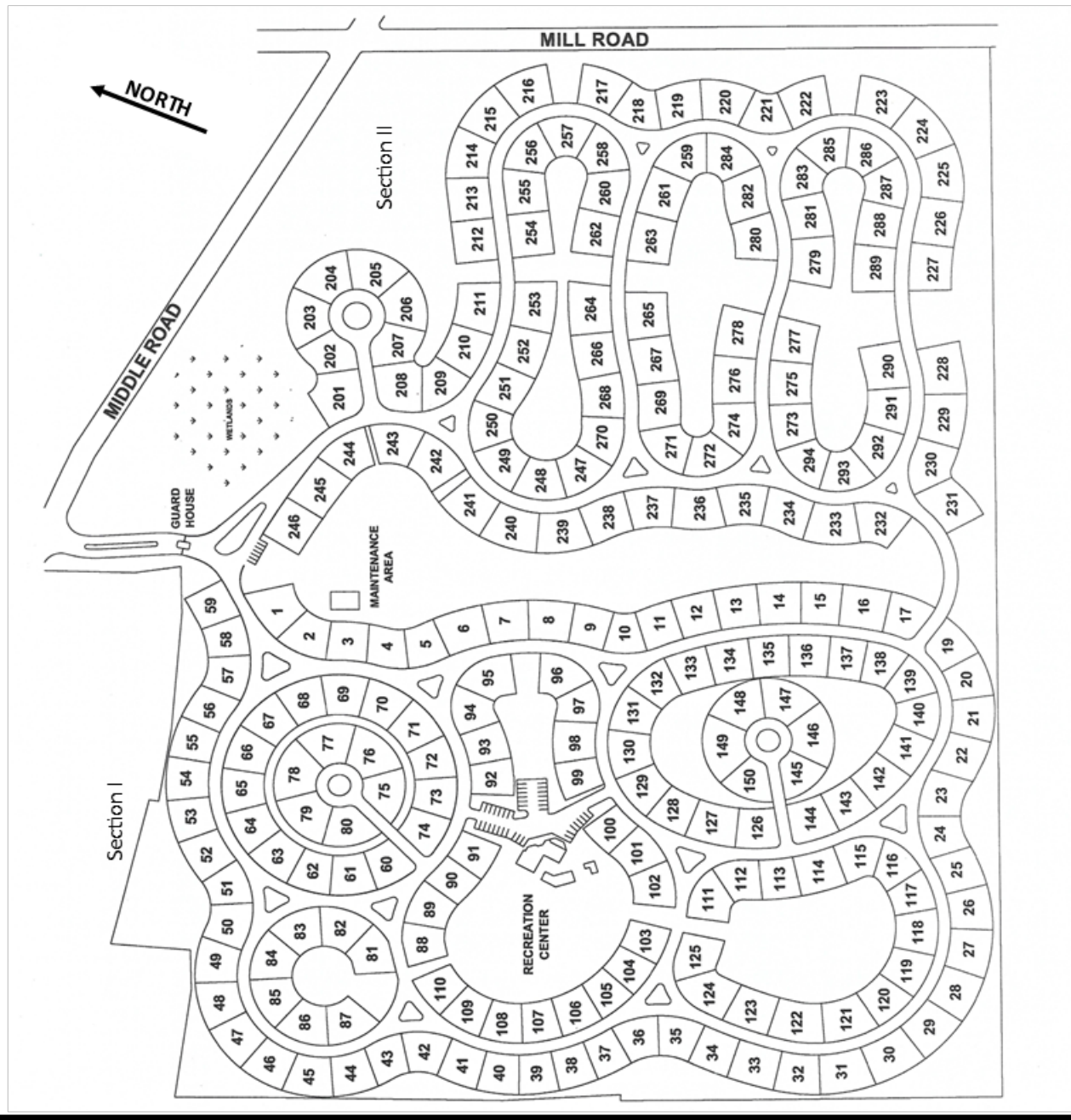
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FOXWOOD VILLAGE MAP



1407 MIDDLE ROAD CALVERTON, NEW YORK 11933 (631) 369-2424



WELCOME TO FOXWOOD VILLAGE

On behalf of the Foxwood Village management, the Foxwood Village Homeowners Association, and your fellow residents, we welcome you to our beautiful community. Foxwood Village is a great place to live. As an active senior community, it offers many opportunities to participate in and enjoy various activities and events. Below you will find information that will help you settle in to your new home and become part of this vibrant, friendly community. Again, welcome to your new home.

OVERVIEW

This handbook offers information that will help you understand the way things are done here in Foxwood Village. This includes practical items, such as sanitation services and safety items, as well as information about community organizations and recreation opportunities.

TRAFFIC SAFETY

Let's start with the important issue of safety. As seniors, safety is a top priority for all of us. Foxwood Village has always been and continues to be a safe community. But this safety requires the effort of all residents in order to be maintained.

Village Speed Limit

One of the activities enjoyed by many residents is just walking around our beautiful village. To provide a safe environment for this activity, and to reduce the chance of serious injury in the event of a vehicular accident, a maximum speed limit of 15 MPH is imposed on all roads within Foxwood Village. Please be attentive to this limit as you drive around the community. Also, please tell your family and friends who visit here to adhere to the speed limit as well.

Driving Precautions Within the Community

Foxwood Village has a unique layout. The roads are laid out in somewhat oval sections. This presents a bit of a challenge at the triangularly shaped intersections. Please use caution when approaching these intersections. When two cars approach the same intersection from different sides, it's best if both drivers slow down as if to yield to the other before proceeding. This allows each driver to acknowledge the other and proceed through the intersection safely.

Parking

Every homesite has a driveway. While parking in the street is permitted, keeping the streets clear for access by emergency vehicles is necessary. This is also true during winter months to allow for snow removal. Please try to park cars in the driveway whenever possible. Overnight parking on any of the streets **is always discouraged**. If additional parking is required, vehicles can be parked in the clubhouse parking lot.

VILLAGE SECURITY

Everyone wants to live in a secure community. As a gated community, Foxwood Village has a long history of being a secure place to reside. But security is everyone's responsibility. All residents are encouraged to take common sense precautions to secure their own surroundings, such as locking doors and windows when away and keeping cars locked when left outside overnight. The following offers information regarding the security gate.

Security Gate

Foxwood Village is a gated community. The purpose of the gate is to limit access during nighttime hours. The gate is closed in the early evening and reopens early the next morning. Additionally, a security guard is posted in the guard house in the late evening through early morning hours. The security guard also patrols the community several times throughout the night.

Access When the Gate Is Closed

Whenever the gate is closed all residents may enter using the entry devices issued to them by the office. Visitors are also able to enter when the gate is closed. The guard will allow visitors to enter after verifying with the resident they are visiting by phone. If the guard is not present, then visitors can gain entry using the Entry Kiosk.

How to Use the Entry Kiosk

The Entry Kiosk is located on the left-hand side of the driveway near the guard booth. It consists of a digital display, scrolling buttons, a keypad, and a built-in speaker phone. Instructions on its use are shown on the digital display. The following is a summary of its use.

- Using the scroll buttons, scroll the list of residents' names shown on the digital display to find the person being visited.
- Using the keypad, enter the three-digit code associated with the resident's name and then press the CALL button.
- Communicate with the resident being visited through the built-in speaker phone.
- The resident can permit entry by pressing 9 on their phone's keypad to open the gate.
- Only one vehicle is permitted to enter at a time.

This process will not work using the visitor's personal cell phone. It must be done using the speaker phone built into the kiosk.

POLICIES AND SERVICES

Pet Policy

The pet policy is specified in your lease. Please remember, for everyone's safety, pets must be **leashed at all times**. Keeping our community clean is the responsibility of all residents. As a responsible pet owner, **YOU MUST CLEAN UP AFTER YOUR PET**.

Sprinkler System Guidelines

Homeowner's having lawn sprinkler systems are requested to have the system programmed to water every other day between 6:00 PM. and 6:00 A.M for a period of approximately 25 minutes per zone. During hot weather, the zone time may be increased. Those without a sprinkler system are requested to water in the evening hours. Watering during the peak of hot, sunny days is not beneficial to the lawn or shrubs.

Sanitation Services

Sanitation services are provided by a third-party company under contract with Foxwood Village management. These services include removal of normal household trash and recyclables. An annual calendar for refuse and recyclable removal dates is available from the Foxwood Village Office. Household trash and recyclables should be placed near the street **no earlier than dusk the day prior to collection**. Refuse and recyclables are normally picked up early, so it is advisable to place your items at the curb **no later than 6 AM the day of collection**. Use sealed containers (garbage pails) and not just plastic bags to avoid invasion by birds and animals.

Postal Information

Mailboxes for individual homes are co-located in several locations throughout Foxwood Village. These mailbox groups are conveniently situated near the homes they service. Each group of mailboxes has a slotted outgoing mailbox for use by residents. The US Postal Service makes deliveries and picks up mail Monday through Saturday. Letters sized mail and small packages are delivered to your mailbox; larger packages are delivered to your front door. If you have any problems with mail delivery or the condition or your mailbox, please contact the local post office.

The correct mailing address for your dwelling in Foxwood Village is:

(your name)
1407 Middle Road #*(your house number)*
Calverton, NY 11933

Policy for Reporting Issues and Problems

Please report any problems with your home to the Foxwood Village Office.

RECREATION CENTER

The Recreation Center is available for use by all Foxwood Village residents and their guests. The Recreation Center is located in the center of the western section (Section I) of Foxwood Village (see the Foxwood Village Map). The Recreation Center consists of the Clubhouse facilities, the pool facilities, and the outdoor recreation facilities adjacent to the clubhouse building. Ample parking for residents and guests is provided at the Recreation Center.

Description of Recreation Center Facilities

Clubhouse Facilities

The clubhouse facilities are located in the main clubhouse building and consist of:

- The main area on the upper level of the building including the bathrooms and kitchen.
- The library on the upper level.
- The game room on the upper level.
- The deck on the upper level overlooking the pool.
- The exercise room on the lower level of the building.
- The bingo area on the lower level of the building.

Pool Facilities

The pool facilities are located adjacent to the clubhouse building and consist of:

- The pool.
- The paved deck area surrounding the pool.
- The bathrooms and showers adjacent to the pool.

Outdoor Recreation Facilities

The outdoor recreation facilities are located behind the clubhouse building and consist of:

- The bocce courts.
- The horseshoe courts.
- The open area adjacent to the bocce and horseshoe courts.

HOMEOWNERS ASSOCIATION

The Foxwood Village Homeowners Association (HOA) provides liaison between Foxwood Village residents and Foxwood Village management. Through the Recreation Committee, the HOA also arranges and supports various activities and social events for all residents to enjoy.

The HOA is managed by the executive board that consists of,

- President
- Vice President
- Treasurer

- Recording Secretary
- Corresponding Secretary

Executive board members are elected from among the HOA membership annually.

All residents are encouraged to join the HOA. For more information about the HOA contact any member of the executive board. Contact information is listed on the inside cover of the Foxwood Village newsletter (Fox Tales).

Foxwood Village Newsletter

A newsletter that contains information of interest to our residents is issued six times a year and is delivered to each home. This newsletter is called "Fox Tales". It is a joint venture of the Foxwood Village Management and the Foxwood Village Homeowners Association (HOA). Fox Tales is written, edited, and delivered by your fellow Foxwood Village residents who volunteer their services. Some of the features include:

- A monthly Calendar of Clubhouse activity
- Recreation Committee events
- Birthdays and Wedding Anniversaries of residents
- Resident submissions
- Staff columns

Various sponsors pay to advertise goods and services in Fox Tales. The proceeds from these ads go to the HOA fund which is used to supplement activities available to our community. All are encouraged to contact the sponsors whenever seeking the goods or services they offer. Please let them know that you saw their ad in Fox Tales when you do.

HOA Website & Email

The Foxwood Village Homeowners Association provides a website that has information of interest to all residents. The website is at www.FoxwoodvillageHOA.com.

Additionally, the HOA publishes a community wide e-mail that provides timely information of interest to all residents. To be included in the e-mail distribution, send your name, unit number and preferred e-mail address to WebmasterFVHOA@hotmail.com. If you don't have an email account, you can have messages sent to a relative's or friend's email instead.

Calling Post

The Foxwood Village HOA also supports the Calling Post. This is a system that permits the HOA to make community wide, recorded announcements about events that are important to all residents via telephone. All residents are automatically enrolled in this system.

Activities and Recreation

The residents of Foxwood Village enjoy a multitude of recreational, social, and community activities. Many of these originate and are organized by the HOA Recreation Committee. Others are the result of individual interests contributing to the general community spirit. Check the Clubhouse bulletin board for scheduled events and sign-up sheets. Notices are also posted at the mailboxes throughout the community and on the HOA website. A sample of some of the various activities follows.

GENERAL ACTIVITIES

- Monthly Homeowner's Association Meeting the 4th Tuesday, 9 months a year.
- Bingo - Wednesday's at 7:00 PM. at the Clubhouse.
- Bowling at the local Bowling Alley.
- Mahjong, Poker, and Bunco.
- Line Dancing and Aerobics.
- Golf

- Bocce
- Horseshoes
- Pool (pocket billiards)
- Swimming Pool: Memorial Day to Labor Day.
- Fully equipped Exercise Room.
- Library - books and videos/DVDs free for residents to borrow.
- Crafts

RECREATION COMMITTEE ORGANIZED ACTIVITIES

- Valentine's Day Luncheon.
- St. Patrick's Day Dinner Dance.
- Fourth of July Picnic.
- Labor Day Social.
- Halloween Party
- Christmas Tree Social.
- Holiday Dinner Dance and Installation of Officers.
- Day Trips.
- Overnight Excursions.
- Other events as approved

NOTE: regarding Recreation Committee Organized Activities:

1. These events are only open to Foxwood Village residents, except as indicated in 3 below.
2. Any attendee who is **not** a paid member of the HOA must pay an additional fee for any subsidized HOA sponsored activities.
3. Widowed or single residents of Foxwood Village who are paid members of the HOA may invite one (1) guest who is not a resident to accompany him or her to any subsidized HOA activity. The fee for the guest is the same as the HOA member resident.

GENERAL RULES FOR USE OF THE RECREATION CENTER

The recreation center is available for use by all residents and their guests. The following highlight rules and restrictions that apply to the use of our facilities.

Availability

Unless a facility is scheduled for a specific activity, the clubhouse, pool, and outdoor recreation facilities are available for use by all residents. Except as specified below (see Restrictions), residents' guests are permitted to use the clubhouse, pool, and outdoor recreation facilities. All guests must abide by all rules as specified below.

Restrictions

Certain restrictions apply to the use of certain facilities.

- Guests under the age of 16 are prohibited from using the exercise equipment and the pool table at all times.
- Guests must be accompanied by a Foxwood Village resident while in the Clubhouse.
- Whenever the clubhouse is rented for a private gathering, no resident or guest participating in that gathering is permitted to use the game room, library, or exercise room.
- Smoking is prohibited in all areas of the Clubhouse building.
- No alcohol is permitted in the pool area.
- No glass containers of any kind are permitted in the pool area.

RULES FOR RENTAL OF CLUBHOUSE FOR PRIVATE GATHERINGS

The main area of the clubhouse building (including the kitchen and outside deck overlooking the pool) can be rented by any Foxwood Village resident for a private gathering. Private gatherings may include non-resident guests. Whenever the Clubhouse is rented, the TV and VCR / DVD player may be used.

The main area of the clubhouse building is also available to all residents or their surviving family for bereavement gatherings after memorial or funeral services for the resident or a member of the resident's family.

Reservations

Reservations for private gatherings should be made at least one month prior to the event. Under extenuating circumstances late reservations may be accepted subject to availability. Reservations can be made by contacting the person indicated under "Clubhouse Rentals" on the inside cover of the Foxwood Village newsletter (Fox Tales). This person is referred to as the Rental Designee. Reservations require a signed agreement between the resident renter and the Rental Designee.

No prior reservation is required for a bereavement gathering. The Rental Designee should be contacted as soon as practical to make bereavement arrangements.

Reservations are made on a first come first served basis and are subject to availability of the facilities.

Fees

The fee for private gatherings is as follows:

- For bereavement gatherings there is no fee and no security deposit required.
- For reserved gatherings including only Foxwood Village residents there is no fee, but a refundable \$100 security deposit is required.
- For gatherings including non-Foxwood Village guests a non-refundable fee of \$100 and a refundable \$100 security deposit is required.

Fees and security deposit are payable at the time the reservation is made.

Responsibilities

The resident making the reservation accepts the responsibility to assure that all rules are followed by all guests. Additionally, the resident is responsible for assuring no damage is done to the facilities and is responsible for cleaning up after the gathering is complete.

Cleanup of the kitchen area and the main area of the clubhouse is the responsibility of the renter. Cleanup must be completed no later than 9 AM the morning following the gathering. In the event of back-to-back rentals, the facilities must be cleaned up immediately after the gathering concludes.

All refuse is to be placed in plastic bags and deposited in the dumpster located behind the sales office (Unit 1).

After the gathering is complete, the Rental Designee will inspect the facility. Upon assuring that the facility is in proper order, the security deposit will be refunded to the renter.

For bereavement gatherings the resident or their family member who arranged the gathering is responsible for any damage that may occur to the facility.

All goods (such as food, beverages, paper plates, cups, etc.) are the responsibility of the renter. The use of the kitchen is permitted but the renter is responsible for cleanup. Alcoholic beverages are permitted.

Access by Non-Resident Guests

The renter should give instruction to non-resident guests as to how to gain entry through the gate. If the entry gate is closed and there is no guard present at the entrance to Foxwood Village, guests can call the telephone in the kitchen of the clubhouse by keying in 005 on the gate access keypad located on the entrance kiosk on the left-hand side of the main driveway. Access is granted by pressing the number 9 on the kitchen telephone. This opens the gate to allow the guest to enter.

Restrictions

- Whenever the facility is rented for a private gathering, no resident or guest in attendance is permitted to use the game room, library, or exercise room.
- If the pool is open the deck area may not be used prior to 5 PM.
- Smoking is prohibited in all parts of the clubhouse building.
- No pets are permitted in the clubhouse.
- The telephones in the clubhouse are not to be used for outgoing calls.

Spontaneous Gatherings

If not in use, the clubhouse is available to all residents for spontaneous gatherings without reservation. These gatherings are restricted to Foxwood Village residents only.

Questions

Questions pertaining to clubhouse rentals can be directed to the Rental Designee or any member of the HOA executive board.

Violations

Violation of any of the above rules may result in the loss of rental privileges.

RULES FOR USE OF THE POOL FACILITIES

The pool facilities are available for all residents and their guests to use as specified below.

Times

The pool is open every year from Memorial Day through Labor Day. The pool hours are:

NOTE: Due to COVID restrictions pool hours are not set at present.

Rules for Use

- The pool and surrounding area may be used during posted hours only.
- If the pool gate is locked, the pool is closed, regardless of the time of day.
- Abide by all rules as posted in the pool area.
- A minimum of two (2) adults, 18 years of age or older, must be present whenever someone is in the water.
- Children under the age of 16 years of age are permitted to use the pool **only during the hours posted for their use.**
- For safety, do not drink alcohol prior to or while using the pool.
- **Glass containers of any kind are not permitted in the pool area.**
- Smokers must use receptacles provided.
- Pets are not permitted in the pool area.
- Tables, chairs, and lounges are provided for use of residents and guests on a first come, first serve basis. No reservations are permitted.
- Residents are permitted to bring their own chairs to the pool area. These must be removed by closing.
- Personal umbrellas are not permitted.
- All trash must be placed in the provided trash containers.
- Showering is required before using the pool.
- The pool area must be evacuated during threats of lightening.
- Lounges are not permitted on the upper deck area.
- Chairs, tables, and lounges are to be straightened and umbrellas are to be closed by individuals using them upon leaving the pool area.
- The HOA is not in charge of the pool area. Report any pool area problems to the Foxwood Village office.

RULES FOR USE OF OUTDOOR RECREATION FACILITIES

The outdoor recreation facilities, including the horseshoe courts, the bocce courts, and the adjacent open area, is available for all residents and their guests to use.

Equipment

Equipment for playing bocce or horseshoes is contained in the utility shed located on the retaining wall at the south west corner of the outdoor recreation area (by the end of the bocce courts). This equipment is for everyone's use. Please return any equipment to the shed after using it and make sure the utility shed door is latched shut.

The locked storage bin located on the ground near the utility shed is for use by the community organized bocce club. Please do not attempt to open this bin or use the equipment stored inside.

General Rules

- Please be respectful to other parties using the facility.
- Take precautions to avoid damaging the equipment or the outdoor recreation area.
- If young children are present, please keep an eye out to avoid injury to them. Guardians are asked to make sure to watch their young children, especially if horseshoes are being played.

- Keep the area clean.
- Report any problems to the Foxwood Village office.

CHANGES TO THESE RULES

Changes to any of the rules contained in this document may be requested by submitting a request to the Executive Board of the HOA in writing. The Executive Board will present the requested changes to the general membership at a subsequent HOA meeting. Any requested change must be approved by at least a two-third (2/3) majority of members in good standing who are present at the meeting (provided a quorum is present). All changes are subject to approval by Foxwood Village Management.

EMERGENCY AND UTILITIES NUMBERS

PSEG LI EMERGENCY	800-490-0075
PETRO OIL SERVICE	800-645-4328
AMERIGAS EMERGENCY	800-805-0659
FIRE, POLICE, MEDICAL EMERGENCY	911
RIVERHEAD POLICE (NON-EMERGENCY)	631 727-4500
RIVERHEAD FIRE DEPARTMENT (EMERGENCY)	631 727-2750
PECONIC BAY MEDICAL CENTER	631 548-6000
EMERGENCY ROOM	631 548-6200
QUOGUE SINCLAIR FUEL, INC,	631 728-1066
NATIONAL GRID EMERGENCY GAS SERVICE	800-490-0045

FOXWOOD VILLAGE REFERENCE NUMBERS

FOXWOOD OFFICE	631 369-2424
SERVICE (AFTER HOURS)	631 369-2424
SECURITY GUARD (AFTER MESSAGE DIAL 4)	631 369-2424(EXT. 4)
FOXWOOD CLUBHOUSE	631 727-8490

COMMUNITY SERVICE INFORMATION

Riverhead offers a variety of senior services and programs including "Meals-On-Wheels", Homebound services, bus transportation, respite and day care services.

RIVERHEAD TOWN HALL	631 727-3200
RIVERHEAD FREE LIBRARY	631 727-3288
RIVERHEAD SENIOR CENTER	631 722-4444
RIVERHEAD RECREATION	631 722-4444
RIVERHEAD TRANSPORTATION	631 722-4444 ext 290
RIVERHEAD POST OFFICE	631 727-1019
CALVERTONS POST OFFICE	631 727-0067
RIVERHEAD PUBLIC ASSISTANCE	631 852-3500
HEAP (HOME HEATING HELP)	631 853-8326
SUFFOLK COUNTY OFFICE OF THE AGING	631 852-1420
VISITING NURSE ASSOCIATION OF LI	516-739-1270
RIVERHEAD MEALS ON WHEELS	631 722-4444 ext 304
NUTRITION CENTER FLANDERS/RIVERHEAD	631 722-4444