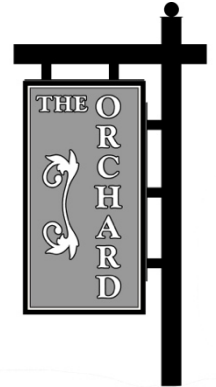


# Welcome to the Orchard

On behalf of all the unit owners, we want to extend a warm welcome to the Orchard Homeowner's Association. The information highlighted in this welcome packet is meant to assist your acclimation to the Association and to the neighborhood. Complete details can be found in the Association Bylaws, Rules and Regulations, delivered to you by your realtor prior to your closing **and available at:** [OrchardHomeowners.com](http://OrchardHomeowners.com)



The Orchard is a Homeowner's Association, not a Condominium Association and therefore has different Bylaws, Rules and Regulations. The Homeowner's Association is self-governed by a 4-member Board of Directors. Board members serve a term of three years, with staggered terms of office to ensure continuity. **Current officers are:**

President:	George Pruce	9 Macintosh Lane	860-659-1832
Vice President:	Bill Seymour	324 Cavan Lane	860-729-2039
Secretary:	D'vorah Lansky	365 Cavan Lane	860-430-9268
Treasurer:	Craig Appel	35 Macintosh Lane	860-930-3646

Concerns or issues arising related to the Association should be directed to the Board **in writing**; i.e. While improvements or alterations to the interior of the unit are permitted, you may not change the appearance of the exterior of your unit without having a written request with detailed plans submitted to the Board prior to any work being started. This includes additions to landscaping outside the planting beds surrounding your unit.

If you are requesting an approval or have a complaint. Place your letter in the Association mailbox at 35 Macintosh Lane or send a letter to the board with details to:  
The Orchard Homeowner's Association - 2 Macintosh Lane - Glastonbury, CT 06033

**If you are requesting documents (financial, insurance or resale)** or just informing the board of a situation, you can send an email to: [OrchardAssociation@gmail.com](mailto:OrchardAssociation@gmail.com). **Note:** The only reply you will get from this email address is a confirmation that your email was received.

**Our Homeowner's Association Annual Meeting** is held yearly in June. The date, time and location are announced each Spring via our Association newsletter.

**Postal mail** is delivered to locked mailbox stations located on Cavan and Macintosh Lanes. There is a mail slot in each mailbox station for placing outgoing mail. Each homeowner is responsible for maintenance of their mailbox keys and lock. The previous owner will give you your mailbox keys, ask them what # your box is.

**Cars should be parked** in the garages of garaged units or in the designated area for non-garage units. Any additional cars should be parked in a manner not to impede traffic flow. Please be respectful of your neighbors. Please refer to Association Rules and Regulations for details. During snowstorms, cars must be in garages or if outside, cars must be moved away from the common areas or streets, to facilitate snow removal.

**Regarding Pets:** You are entitled to one dog and/or two indoor cats. You are responsible for picking up after your pet and for your pet's behavior. Please refer to the Association Rules and Regulations for details.

**Your Homeowner's Monthly Fee:** The current unit owner's monthly fee is \$275.00, payable on the 1st of each month. You can either drop it off in the mailbox outside of Unit 35 Macintosh Lane or mail it to the Orchard Homeowner's Association at 2 Macintosh Lane, Glastonbury, CT 06033.

A late fee of \$50.00 will be assessed homeowners for any monthly fees not received by the 15th of the month.

**Your Association fee includes the following:**

- Weekly trash and recyclable collection. Pickups are each Wednesday morning except for weeks with the 5 major holidays (Christmas, New Years, Labor Day, Memorial Day, 4<sup>th</sup> of July) falling on a Monday, Tuesday or Wednesday. On those weeks, pick up will be on Thursday morning. Make sure that your trash bins are out in front of your garage by 7:00 AM as All Waste trucks start pickups early in the day.
- Recyclable pickup is every other Wednesday. Please refer to this year's schedule ([www.AllWaste.com](http://www.AllWaste.com)) for weeks when pickups will occur. Recyclable bins must be placed at edge of driveway or grass.
- Lawn and shrub management, including seeding, weeding, mowing and soil fertilization. Tree trimming done on as need basis.
- Snow plowing of driveways, walkways and mailbox aprons. Cars must be in garages or if outside, cars must be moved away from the common areas or streets, to facilitate snow removal.
- Staining of unit exteriors on an established schedule. Replacement or maintenance of gutters, doors and windows are the responsibility of the unit owners. Please refer to the Bylaws for specific details.
- Rental fee for street lights on Cavan Lane and Macintosh Lane.
- Annual gutter cleaning.

If you have any questions, please feel free to contact a member of the Board. Welcome to the Orchard!

*We look forward to getting to know you. Welcome to the neighborhood!*  
*Sincerely, The Board and Residents of The Orchard*

Enclosed in this Welcome Packet, you'll find the Owner/Resident Information Form, a General Information Sheet and the Annual Maintenance Schedule. Please take a moment to read through them.

In addition to this information, you'll receive a newsletter, placed in your front door, every six – eight weeks. In the newsletter you'll find updates, announcements, events, and more.

**Important Action Step** – Please take a moment to complete the attached *Residential Information Form* page. This must be filled out and returned to the board. Thank you.

- The sheet can be left in the Association mailbox at 35 Macintosh Lane,
- Or mailed to: The Orchard – 2 Macintosh Lane, Glastonbury, CT 06033

**ORCHARD HOMEOWNER'S ASSOCIATION  
OWNER/RESIDENT INFORMATION FORM**

Unit Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Main Contact Phone Numbers for Unit Owners**

**Unit Owner 1:** Name: \_\_\_\_\_

Phone & Email: Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**Unit Owner 2:** Name: \_\_\_\_\_

Phone & Email: Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**Unit Owner's Insurance Information:** Insurance Company: \_\_\_\_\_

Does the policy cover replacement cost of unit? \_\_\_\_\_

*Note: Certificates of Insurance may be requested by the Board showing proof of coverage.*

**Emergency Contact:** In the event of an emergency and in your absence, who would have access to your unit or who should be contacted to assist the Board?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Security System:** Does your Unit have a security system? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the security system monitored 24 hours a day? Yes \_\_\_\_\_ No \_\_\_\_\_

**If it is not monitored** who should be contacted in the event you are not able to be reached?

Company and/or Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Rentals:** Are you renting your Unit: Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, please provide the following:**

Name of Lessee: \_\_\_\_\_ Phone# of Lessee: \_\_\_\_\_ Date of Lease: \_\_\_\_\_

Names of All Other Residents: \_\_\_\_\_

*Note: Copy of Lease must be on file with Board as per Association By-Laws and Rules.*

**Vehicles at the Unit:**

Make, Model & Color of Vehicle No. 1: \_\_\_\_\_ License Number: \_\_\_\_\_

Make, Model & Color of Vehicle No. 2: \_\_\_\_\_ License Number: \_\_\_\_\_

**Pets:** Is there a dog living in the unit? Yes \_\_\_\_\_ No \_\_\_\_\_ Dog's Name: \_\_\_\_\_

If yes, describe the canine: Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight & Size: \_\_\_\_\_

I certify this information is correct to the best of my knowledge.

Signature of Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## The Orchard - General Information Sheet

**Community Website:** For the Association declaration, bylaws and rules, etc. [www.OrchardHomeowners.com](http://www.OrchardHomeowners.com)

**Dues:** \$275 / month is due by the 10<sup>th</sup> of each month.

- Dues can be dropped in the community mailbox at 35 Macintosh Lane
- Or mailed to: The Orchard – 2 Macintosh Lane – Glastonbury, CT 06033
- To avoid a late fine, please make sure your dues are received by the 10<sup>th</sup> of each month. Thank you.

**Annual Meetings:** Annual Meetings of the Association are held in June each year. Details regarding the date, time and place of the meeting will be sent out in the newsletter. We look forward to seeing you there.

**Newsletter:** The Association Newsletter will be left in your front door, every 6-8 weeks or so. Look for announcements, community events and more.

**Orchard Homeowner's Association:** Please note that we are not a “condo” association. We are a PUD, which is a planned urban development. We do not cover everything that a traditional condo association covers. Refer to the Declaration, Bylaws and Rules on our community website: [www.OrchardHomeowners.com](http://www.OrchardHomeowners.com). As a PUD the Association covers: the painting on the outside of your home & snow removal of the driveway, walkway to your home and the steps near your front door. Garbage removal and landscaping are also covered. While your deck will be painted by the Association, any other maintenance of your deck is your responsibility.

**Shrubs at the Front of Your Home:** The Association covers pruning of the shrubbery at the front of your home. You are responsible for maintaining any plants or flowers around your home.

**Homeowner's Insurance:** As a resident of a PUD community, you are responsible for insuring your home. Be sure to insure your home for full replacement cost. Also, be sure to include your Insurance information on the Owner / Resident Information Sheet. New residents, please complete and mail in your form right away.

**Painting Cycle:** Our homes are painted in yearly cycles. Several homes are painted each year and at the end of each four-year cycle there is a two-year break. The painting schedule will be announced in the newsletter.

**Schools for Residents of this Neighborhood:**

- Elementary School: Naubuc School - 82 Griswold Street, Glastonbury, CT 06033 - (860) 652-7918
- Middle School: Smith Middle School - 216 Addison Rd, Glastonbury, CT 06033
- High School: Glastonbury High School - 330 Hubbard St, Glastonbury, CT 06033
- Junior College: Manchester Community College - 60 Bidwell St, Manchester, CT 06040

**Snow Plowing Driveways, Entryways and Sidewalks:** The Association covers snow plowing of sidewalks, entryways to your home and sidewalks around the community as well as the community-owned and maintained Macintosh Lane. The Town of Glastonbury plows the remaining streets.

**Trash and Recycling:** See the attached calendar and information sheets or go to [www.AllWaste.com](http://www.AllWaste.com).

**Voting District:** We vote at Hopewell School. It's about a ten-minute drive from the Orchard. GPS the address: 1068 Chestnut Hill Road, South Glastonbury, CT 06073

# The Orchard Homeowner's Association

## General Annual Maintenance Timing Cycle & June Annual Meeting

### APRIL/MAY

- Landscaper Spring Clean Up
- Lawn Repair
- First Round of Fertilizer Put Down
- Any Tree Trimming or Other Tree Work
- Any Planned New Plantings
- Walk Around by Board for Items that Need to be Corrected by Homeowners



### JUNE/JULY/AUGUST

- Annual Meetings are held in June, refer to your newsletters for date, time and location.
- Several Rounds of Fertilization and Weed Killer
- House Painting: Schedule announced in newsletter.

### SEPTEMBER/OCTOBER

- Last Fertilization
- Any Needed Tree Trimming or Other Tree Work
- Walk Around by Board for Items that Need to be Corrected by Homeowners

### NOVEMBER/DECEMBER

- Landscaper Fall Clean up and Winter Preparation
- Gutter Cleaning – Usually Week of Thanksgiving (Weather Permitting)

