*Ossining Camp Meeting Association*

*Campwoods Grounds*

*Ossining, New York*

# About Us

Campwoods Grounds is an area of Ossining that was originally established by The Methodist Church for the conducting of religious services during the summer. The tax status of a portion of an area of the Campwoods depends upon the continuation of this primary purpose. Therefore, it is important that Campwoods residents take an active interest in the historical preservation of Campwoods Grounds and maintain its annual ecumenical services each Sunday during the month of June.

Campwoods is owned and managed by the Ossining Camp Meeting Association, which is legally represented by its Board of Trustees. The Board of Trustees issues ground leases, levies and collects various assessments, supervises the maintenance of the common grounds and physical services, determines and enforces general rules and regulations, and conducts summer services.

## Contact Us

The OCMA Board of Trustees may be contacted by writing a letter and:

 placing it in the **OCMA mailbox**, a white mailbox labeled OCMA located at the bottom of the stairs on the side of the Campwoods Auditorium;  mailing it to 37 Campwoods Grounds; or

 emailing it to OCMAmail@gmail.com.

Letters will be addressed at the next monthly meeting of the OCMA Board of Trustees.

# Rules and Regulations

The following Rules and Regulations are issued by the Board of Trustees for the common welfare of the community. All residents and visitors are subject to these Rules and Regulations. As set forth in the lease, the Board of Trustees reserves the right to cancel a lease, to not renew a lease, or to levy a fine for violation of any of the Rules and Regulations. Despite this, the OCMA Board is not in a position to settle disputes between neighbors; issues of this nature must be worked out amongst the neighbors.

All Village, Town, County, State and Federal laws and ordinances are applicable in addition to these rules and regulations.

We hope that a penalty will never have to be imposed. After all, we are a community and not forty-five individual homes. It is unfair for a few homes to ignore the rules and thereby disrupt the beauty of the grounds at the expense of the entire community.

Thank you for your cooperation in ensuring a clean, safe and pleasant community.

## Households

1. Written notice of intent to sell or transfer a house must be filed with the Board of

Trustees prior to any public announcement of intent. Further, the Board of Trustees must approve a prospective buyer. Until prospective buyer has been interviewed and approved in writing by the Board, no lease will be granted. Review of applications is made at regular meetings of the Board of Trustees, held every month unless other accommodations have been made.

1. The Village of Ossining has zoned Campwoods Grounds as s-75, One-Family Residential.

OCMA cannot and does not exempt any Campwoods dwelling or resident from the One-Family Residential requirements of the Village of Ossining Municipal Code.

With regard to One-Family Residential, the Village of Ossining’s Municipal Codes state that:

*A family is defined as one or more persons, whether or not related by blood or marriage, living and eating together as a single housekeeping unit and sharing common expenses and household tasks.*

*A dwelling may have one occupant per room having floor area of at least 50 but less than 120 square feet, two occupants per room having floor area of at least 120 but less than 180 square feet, and three occupants per room having floor area of 180 or more square feet.*

*In every dwelling unit of two or more habitable rooms, every room occupied for sleeping purposes by one occupant shall have a minimum gross floor area of at least 70 square feet. Every room occupied for sleeping purposes by more than one occupant shall have a minimum gross floor area of 50 square feet per occupant thereof. However, in the cases of children under six years of age, the requirements shall be 35 square feet per child for two or more children. Every room used for sleeping purposes shall have a minimum width of seven feet. Kitchens shall not be used for sleeping purposes.*

Furthermore, at least one resident whose name appears on the lease must reside in said house. Lease holders must seek Board approval for any person over 18 years, not on the original lease, who resides in a Campwoods cottage for more than 30 days.

1. No person residing in a house may have more than one concurring Ground Lease in Campwoods Grounds.

1. No house, or any portion thereof, may be rented or sublet at any time.

1. Cottage owners cannot alter their plot boundaries as delineated on the plot map attached to their lease. Cottage owner may petition to increase their plot area to include adjacent common ground.

1. Written permission must be obtained from the Board of Trustees before adding: (a) fences or storage sheds; (b) any type of underground pipes or underground wires; (c) outdoor pouring of concrete, asphalt or similar man- made materials; or (d) alterations or additions to houses that change the building footpring or (e) external changes to houses including, but not limited to, alteration of paint color, siding, roofing, porches, shutters, and trim.

1. All electrical, heating, and plumbing work in the house must comply with the requirements of the Village of Ossining, Town of Ossining, County of

Westchester, and State of New York. Work must be done by properly licensed and insured contractors. Board must be notified of intent to perform work.

1. The house owner is responsible for all repairs, maintenance, etc. on the house and within the perimeters of the individual ground plot.

1. Each homeowner must ensure that there is sufficient heat or properly installed pipe heaters in their home to keep the water pipes from freezing and bursting. Each homeowner must maintain and repair their water pipes and keep them in good condition at all times. Please be advised that each homeowner has the obligation to make prompt repairs or replacement of broken or leaking pipes as are necessary, and turn off outdoor spigots. Failure to do so may result in fines.

1. We welcome member’s contributions to improving “common grounds” (e.g., clean up and gardening activities); however, such activities require prior OCMA approval.

1. Trees may not be excessively pruned or removed and hedges or permanent barrier shrubbery may not be planted without written permission from the Board of Trustees.

1. Each homeowner is responsible for the yard maintenance and lawn care of their cottage, and is required to keep it looking respectable. Failure to do so may result in fines.

## Quality of Life

1. The close proximity of many houses requires that residents be considerate of each other. Games, entertainment, and amusements shall be limited to those that do not disturb the peace and quiet of the vicinity or of any religious services on the Campwoods Grounds. The volume of radios, television sets, stereos, etc. must be regulated so as not to disturb neighbors, particularly after 10:00pm and on Sundays after 6:00 pm during summer services.

1. Signs are not permitted without Board approval, with the exception of political signs displayed no more than one week before an election, and which must be promptly removed following elections, as per the Village and Town ordinances. “For Sale” signs must blend with the esthetes of the Campwoods community, and cannot be hand written.

1. No bonfires are permitted on the Campwoods Grounds at any time. No burning of leaves or trash is permitted.

1. Outdoor picnic grills or chimineas may be used if they are placed at least ten feet from a house or structure. Care must be taken to extinguish grills thoroughly after use to prevent a possible fire hazard.

1. The use of any type of firearm or igniting of any form of fireworks or explosive device on the Campwoods grounds is strictly prohibited at all times.

1. The Ossining Campwoods Meeting Association will not discriminate, nor tolerate discrimination, against any prospective or actual resident or employee on the

basis of race, creed, color, national origin, sexual orientation, gender identity, disability or sex.

1. All members of the Campwoods community have a responsibility to treat each other with consideration and respect. Engaging in behaviors that harass, intimidate, bully, threaten or harm another member of the Campwoods community or visitor does not support a respectful and civil living environment. In addition to any or all actions undertaken by civil authorities in such actions, perpetrators of assault and/or other forms of harassment committed on Campwoods Grounds may also be fined and/or evicted by OCMA.

## Sanitation

1. All residents are to use identified receptacles for trash and recycling. Violators of Sanitation rules may be fined.
2. Lids to all receptacles must be able to close completely. If the receptacles are full you must bring your refuse another day. Overstuffing of the dumpsters will result in additional fees from the garbage removal company.
3. Do not place any fluorescent bulbs, computer, televisions, electrical equipment, large metal items, tires, paint, chemicals, propane tanks (and similar items) in the dumpsters or the dumpster area. These must be recycled at the Westchester County recycling plant.
4. Christmas trees must be placed outside the Campwoods, not blocking the sidewalk, for pick up by the Village.

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| Schedule of Sanitation Collection:   |
| Regular Garbage  | Three times Weekly |   |
| Cardboard/Newspaper  |  Once per week  |   |
| Co-Mingles  |  Once per week  |   |
|   |   |   |
| Leaves  | Sunday evening  | Please place leaves in a paper leaf bag and leave on the grass curbside (not leaning against the wall) at the main entrance.  |
| Bulk Items  | By Appt.  | Some bulk items will be carted by the garbage removal company at the homeowner’s expense. Please contact the board with specific information including type of material and size of item so that we may obtain an estimate for the cost of removal. Once an agreement is made and we receive a scheduled time, you will be notified to leave your items outside of the dumpsters after 5pm the night before the appointment.  |
| Freon Items  | By Appt.  | Purchase a sticker from the Ossining Public Works and schedule with them a date for pickup.  |

## Pets

1. All dogs and cats must have up-to-date rabies vaccinations. Proof of vaccination must be made available to the Board upon request.
2. Home owners in residence prior to 2011 may continue to release cats already accustomed to the outdoors. All other homeowners are limited to two cats per household allowed out doors with monitoring.
3. Cats cannot be left outdoors unless owner(s) are home or someone else is available to take full responsibility of for the cat’s health and safety; cat sitters should be provided with a key should the cat(s) need to be placed back inside the home. Cats must be brought inside if they are creating a nuisance.
4. No cats can be left outside overnight. This policy is intended to protect the safety of the cats and wildlife as well as quiet for the community.
5. Dogs must be on a leash or in a fenced in area at all times while outdoors.
6. Dog owners must take responsibility to clean up feces immediately.
7. Dogs cannot be left outdoors unsupervised and must be brought inside if creating a nuisance.
8. Dogs must not:

Damage property

 Bother pedestrians

 Display dangerous or vicious behavior

 Disturb the peace, comfort or health of any person of reasonable sensitivity by making loud, unnecessary and continuous noises.

1. By extension, all other species of pet must be kept and maintained in accord with what is reasonable and appropriate for that species’ to similarly co-exist without disturbing the quiet enjoyment of Campwoods. To the extent that a species in general or a specific animal is deemed or in fact demonstrated to be incapable of meeting such expectations, the pet owner may be fined and/or pet not permitted to remain on Campwoods Grounds.

## Parking & Auto Policies

The primary goals of these policies are:

* To increase parking spots on the Campwoods Grounds.
* To establish equity in parking privileges so that each cottage is given the opportunity for one assigned parking spot as close to their cottage as possible.
* To enforce parking policies that protects resident parking privileges. (See town and fine policies below.)
* To promote harmony with clearly articulated, equitable, and enforceable parking policies.

 Parking Policy

1. Any leases issued after October 1, 2011 will guarantee one parking space per cottage. However, the location of said spot will not be guaranteed as an addendum to the lease.

1. As of November 1, 2011, except in cases where a prior contractual obligation states otherwise, each cottage is permitted to park no more than 2 vehicles on Campwoods Grounds. Residents' second car should park in spots designated as "residents only." These open spots are available only to residentsand are available on a "first come, first served" basis. No cottage owner can "claim" an unmarked spot as their own: these spots are available to all residents. Residents can only use the unmarked spots when their primary, assigned spot is in use. OCMA will provide two parking passes to each cottage. These passes must be displayed in all resident vehicles when parked on the Campwoods Grounds. Campwoods Replacement passes will cost $15 each.

Cottages having more than two vehicles must find street parking for the additional vehicles. Parking permits for street parking are available from the Village of Ossining.

1. The OCMA Parking Committee is working to increase parking spots so that, in time, all residents will have parking spots available in proximity to their cottages. Until more parking spots become available, residents can park in the "Visitor's Parking" area ONLY when their assigned spot(s) and all of the unassigned spots are in use. However, residents must use the Visitor's Parking spots ONLY as a last resort and can remain in visitor spots for only 24 consecutive hours. Keep in mind, Visitor Parking areas are for Visitors, not for long term or regular resident use.

1. Campwoods Visitors can park in the visitor's parking lot only. It is your responsibility to inform your visitors where they should park. Repeated violators will be towed at the owner's expense. The Board should be notified if visitors are staying for more than two nights.

1. Residents are required to register the make, model, and license plate of all resident vehicles, as well as those of frequent visitors. This information can be placed in the OCMA mailbox located at the bottom of the auditorium side steps.

1. Upon sale of a cottage, assigned parking spots become available through lottery to the entire community through a lottery. The lottery system is as follows: When there is a sale of a cottage all residents will be informed of the space up for lottery. Residents then may apply to be in the lottery. Names will be drawn with at least one member from the parking committee and one noninterested party. Residents that have been in the community from 0-5 years will have 1 “name in the hat”, residents from 5-10 years will have 2 chances, and 10-15 years will have 3 chances in the drawing. The max number of “names in the hat” is 3.
2. Residents can petition the board to request changes to the location of their assigned spots to one of the “Resident Only” spots or to exchange parking spaces with another resident. To exchange parking spaces with another resident, both parties must petition the Board.
3. Driving the wrong direction in Campwoods Grounds is prohibited. One exemption is the small parking lot to the left as you enter the single lane road near the garbage corral. Safety of Campwoods Residents, especially children, should be the first priority. Any resident seen driving in the wrong direction will be in violation and OCMA will levy fines starting at $50. The primary parking space may go up for lottery of repeat violators.

1. No more than one vehicle can be parked in a spot if it results in any portion of any vehicle protruding outside of that spot in a manner inconsistent with how the majority of parking spots are able to accommodate a single vehicle. Similarly, all vehicles parked on Campwoods Grounds must be able to fit into their assigned or permitted parking spot. Any vehicle that interferes with traffic or the parking of vehicles in adjacent spots will be considered in violation.

1. Vehicles without plates cannot be stored on Campwoods Grounds. Such vehicles will be towed at the owner's expense.

1. Residents are required to monitor and clean their parking spots. OCMA will levy fines starting at $50 for any significant spills, stains, and other types of soiling/contaminating and/or damage to tarmac, surrounding plant life and signage caused by negligence of homeowner to maintain their vehicle in proper order. The amount of the fine may increase if no action is taken to rectify the problem with the vehicle in a timely manner. In addition to the fine, offending residents will be required to cover the costs of repair and clean-up.

1. Motorcycles may not be operated or driven anywhere on the Campwoods Grounds without the written permission of the Board of Trustees. The factors of noise and safety make it imperative that this rule be strictly enforced. Only small trucks are allowed for overnight parking with a maximum payload weight of one ton.

1. Servicing of motor vehicles (oil draining, motor work, etc.) inside the CampwoodsGrounds is prohibited. Washing and polishing or waxing of motor vehicles is permitted in parking areas only.
2. One-way traffic on the single lane roadways according to the directions posted must be observed to avoid accidents. The speed limit is FIVE MILES PER HOUR. The Board of Trustee members are authorized to enforce careful driving for the safety of children, adults, and house pets. Violations of this policy may result in fines of no less than $50 per infraction.

1. Deliveries by motor vehicle must be made on the roadways only. No motor vehicle of any kind is permitted to back over or to drive over the lawns for any reason and must be parked in the parking areas. Please so inform any workmen required at your house.
2. When loading or unloading from non-designated parking areas, turn on your flashers and leave them on until you drive away. Limit standing time and do not unnecessarily block roadways. Vehicles, including vehicles owned by Campwoods residents, parked in unassigned spots without a parking pass, parked in unassigned spots when their primary spot is not in use; in front of dumpsters; in fire zones; or on the grass will be towed at the owner's expense. Residents who violate parking policies are subject to fines beginning at $50 and/or towing.