

General Operations:

Architectural Review

Since 1872 the Heights, through its predecessors, has had the right of approval over “location, materials and style” of all improvements, including pools. The Heights approval process takes the form of an Architectural Review Sub-Committee under Property and Roads. Prior to launching a building project, we require a copy of the site plan, drawings and the name of the contractor that will be included in a package that we will present to the Sub-Committee on your behalf.

Building Projects

Typically, any building project that involves an expense or expenditure in excess of \$5,000 requires approval by the Town, and in parallel, a review by POC. There is an application available at the office. In most cases, after the appropriate Sub-Committee reviews the project, it will be approved. We then alert the nearby neighbors that construction will be underway, addressing pre-emptively their security and noise concerns.

The Town Building Department engages in its own permit process in accordance with Town Codes. If the Building Department disapproves an application and no mutually acceptable alternative can be found, the Application is referred to the Zoning Board of Appeals (ZBA). When a project is referred to the ZBA, the Heights, as a nearby neighbor, will be asked to opine on the project in addition to the other nearby neighbors. Please note that if the Heights takes a position on behalf of any nearby neighbors, the names of those neighbors must be shared with the ZBA. The Heights staff works with our members and their architects and contractors as they engage in the ZBA process and throughout the construction period. Our goal is always fairness; please stay in touch with us.

Parking

Overnight parking by members and their guests – under the auspices of a Heights issued pass - is permitted on the roadsides in front of the member’s residence. This policy was put into effect to prevent egregious long-term parking by non-Heights persons. If you see someone abusing this policy, please be our eyes and ears using a strong dose of common sense.

Parking in the parks is prohibited without explicit permission from the Heights and the Town (typically provided in the case of an oncoming hurricane). We are committed to maintaining the natural beauty of our open space, making these common areas available for park use, and protecting the drinking water wells, which are placed within them.

There are areas within the Heights, which have hourly parking restrictions (primarily near our commercial establishments) and overnight prohibitions built

into the Town Code. These are enforced by the Shelter Island Police Department.

Lastly, there is a parking lot across from the ferry slips. Free parking for 48 hours – either sequentially or over the course of a week, Monday to Sunday is permitted. Longer term parking may be arranged through the Office at a rate of \$40 per week in the summer and \$20 per week in the winter. Again, the rationale is to keep this small lot available for people taking public transportation to the city, going to dinner or a movie in Greenport or spending a day at the Beach Club.

Leaves

We have a machine that picks up leaves. The ideal is for you to rake them to the roadside (not the narrow streets), and the crew will pick them up. Although the crew is not required to pick up debris, they have been picking up bagged leaves, brush and debris as well, if and when they are able. If you are going to place brush and debris on the roadside, please separate it from the leaves, as they cannot do either if they are combined. Leaf collection is an ongoing effort, but may be impacted by other priorities and responsibilities, and explicitly with the equipment used to plow snow and sand icy roads.

Roads/Border Lines

The POC-owned roads are often wider than the portion that is paved. We do that purposely in order to maintain the charm of the area. Further, there are walking paths along the water and alleys behind some of the houses, which are intended to stay open. Often, the member's property line is but a few feet from the house. Increasingly, people are adding driveways and walks and steps. As these improvements involve Heights property, they require our approval. Please be aware that structures built on POC property, including driveways of brick or pavers (even trees and shrubs if misplaced), need approval of the Property and Roads Committee. Often these are viewed as enhancements and documented with a simple licensing agreement so that POC's property rights and access are maintained.

Pipes

We have replaced most of the 100+-year old water pipes and are now addressing the replacement of the sewer lines. Sections are replaced off-season and require that the water be shut off for an extended period of time. We apologize in advance for the disruption and point out that these are major capital projects, some taking several man weeks of heavy labor. Please be respectful of their work area and 'give your facilities crew a smile'.

There are also repairs and replacements of a lesser magnitude and duration for both the water and sewer pipes, which occur on an emergency basis with less prior notice. We endeavor to contact impacted residents if water must be turned

off for a short time (or if there is a sewer line clog) in advance. If we miss... please call the office to let us know.

The Heights sewer system (unlike the rest of the Island where individual homeowners have their own septic systems), necessitates the use of a Waste Water Treatment Plant (WWTP). The system of collection pipes can be clogged, most often by tree roots and baby wipes, and the plant is sensitive to what is flushed and/or poured down the drains. The Plant is a living microbiological system and petrochemicals and other components can literally "kill" the plant, to say nothing of resulting in regulatory fines and expensive repairs, which will be ultimately borne by the members.

Please do not pour paint, paint thinners, toxic materials like "Drano", or wallpaper remover down the drain. Instead, please dispose of them properly, by taking them to the Town recycling center.

Noise

The Town has a noise ordinance. Please be sensitive to how close the houses are and how water carries sound to the most amazing places. How often do you hear the early train whistle from miles away? Enjoy the summer, but please keep the noise levels down.

Rentals

If you rent your home, please share the Water Quality Report and these General Operations guidelines with those living in your home. The use of the Beach Club and Tennis courts is transferrable, so please introduce your tenants to the manager of the Beach Club and Tennis Courts if you want them to avail themselves of your membership privileges.

Please also note that there is a Town Code, which restricts the usage of a dwelling on Shelter Island to no more than 4 unmarried persons.

The POC staff is available to you at the office. Please contact us before you launch a project or if you have any questions so we can work with you.