



*Welcome
to
Watch Hill*

Visit our website at
www.watchhilltimes.com

A Message from the Watch Hill Board of Directors

It is hoped that this booklet will welcome you to Watch Hill and serve as a guide to the rules and regulations of life in this community. While some of the rules are things you can “do” and others of them are “don’ts,” they are all for the benefit of the community as a whole.

We should be proud of our homes and proud of how they look. It is equally important to keep up the inside of our homes as well as the outside. This reflects on you as an individual Homeowner, on the community as a whole, and helps to maintain high property values.

Please remember it is the individual Homeowner’s responsibility to maintain the outside of their home and the WHHOA is there to help. Westchester Property Management can provide technical information for do-it-yourselfers, approved replacements, and a list of licensed and insured professionals to help get the job done.

Performing routine maintenance on your property not only gives you and your family a feeling of comfort and satisfaction but also retains the value of your home. As we are all aware, the value of our homes has dramatically increased over the past few years. You should be aware that you could get anywhere from 10% to 20% more for a well maintained home when you sell.

The Board hopes that with this booklet and the website (www.watchhilltimes.com), homeowners will feel more connected to the community and be more involved with and help each other.

If Homeowners do not have a computer, the website can be accessed via Smartphones, mobile devices and/or computers

at the Greenburgh Library. Or, in the spirit of community, one could also use a neighbor's computer.

Please remember that your Board Members volunteer their time to serve on behalf of the community. When they are not at a Board meeting or acting in official Board capacity, they are simply your neighbors and deserve to be treated as such. This means that all Board matters need to be directed to the Board in writing through the managing agent. The Watch Hill HOA Board has established a "no tolerance" rule about abuse of anyone working on behalf of the Association. The fine for such abuse is \$250 per occurrence.

We encourage you to keep this booklet and refer to it frequently. It is also available on the website.

Welcome to Watch Hill!

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General Information

Watch Hill is a Planned Unit Development (PUD), which is a type of subdivision whereby the unit owner owns his or her unit and the land on which it stands; but there is also common area under the control of a homeowners' association, such as a common recreational area. Essentially, PUD zoning permits a developer to meet overall community density and land use goals without being bound by rigid requirements such as minimum lot standards and use categories. The planned unit development concept has been used primarily for new subdivisions of vacant developable land. By allowing developers to depart from "cookie cutter" lot forms and setback requirements, more creative use of open space and urban design is possible.

There are 153 homes in Watch Hill; no further expansion will take place.

A Homeowner-elected Board of Directors oversees the welfare of the complex. Homeowner Association meetings are held at least once a year to conduct business and to elect board members. The Board meets once a month for planning and discussion of any problems in the community.

Watch Hill is located in the Town of Greenburgh in Westchester County, New York. We have a Tarrytown address and utilize the services of the Tarrytown Post Office and the Elmsford School District.

The Town of Greenburgh provides fire, police, garbage, recycling, library, and water services. Real estate taxes are paid to the Town of Greenburgh.

Watch Hill contracts with Westchester Property Management Group for administrative services and counseling. Please contact John Lamorte of Westchester Property Management Group with questions or problems at 914-686-9500 ext. 11 or by email at JTL356@wpmginc.com.

Homeowner Responsibilities

General

- Attend Homeowners Association meetings and vote for the Board of Directors. A Homeowner is deemed to be in attendance either in person via signing in at the Annual Meeting or by submitting a voting proxy to a Board Member or Westchester Property Management prior to the start of the meeting. Homeowners who do not sign in will not be permitted to attend.
- Pay monthly common charges on time.
- Promptly pay any fines levied.
- Maintain insurance policies in accordance with the By-Laws. These include an “All Risk” property policy on your home in an amount equal to full replacement value of the home and individual liability policy for the first \$300,000 of any judgment recovered against the Association as a result of an occurrence in the Owner’s home. Said insurance must name the Association and Managing Agent as additional insured, and proof of such insurance must be sent to the managing agent annually. The Declarations page showing the dwelling and liability coverage can be emailed to ownersinsurance@wpmginc.com or it can be faxed to 914-686-3391 or mailed to Westchester Property Management, 520 White Plains Road, Suite 450, Tarrytown, NY 10591 Attn. Homeowners Insurance. A fine of \$100 per month will be assessed for every month that proof of sufficient limits of insurance is outstanding.
- Properly store all flammable material, including gas utilized in the winter for snow blowers and in the summer

for gas mowers in approved containers INSIDE your unit (garage).

Unit Maintenance

- Outside maintenance, repair, or any changes must be consistent with surrounding homes, must comply with the standards specified by the HOA, and must be submitted to the Board of Directors c/o Westchester Property Management in writing for their approval before the work is started. Any exterior alterations without prior Board approval will incur an instant irrevocable \$25 fine per occurrence. The Homeowner will need to complete the necessary paperwork and receive Board approval for the alteration. If the exterior alteration is not compliant with the standards specified by the HOA, the Board has the right to demand that the exterior alteration be undone and levy a \$250 fine. The Board will determine a reasonable timeframe on a case-by-case basis for corrective action to be taken. If not corrected within that timeframe, there will be an additional \$25 per day fine until corrective action is made. While the WHHOA tries to be reasonable, if corrections are not made after repeated notifications, action will be taken up to and including putting a lien on your home. If in doubt as to what is allowed, please contact the Board for advice.
- No interior alterations to a Home are permitted which would impair the structural soundness of any Party Walls, reduce the levels of fire safety in neighboring Homes, or diminish the heat and sound insulation between Homes.
- Ensure that smoke detectors and carbon monoxide detectors are installed in their units for safety. The Consumer Product Safety Commission recommends a detector on each floor of a residence. It is also a good idea to have fire extinguishers on each floor of the unit.

- Prepare water spigots during the fall to prevent broken pipes which may damage a neighbor's unit as well as your own.

Lawn Maintenance

- Lawn maintenance of both the front yard and back area of their unit. This includes watering, fertilizing, weed control, pest control, tree care and mowing. You can choose to contract this out or do it yourself.
- All landscaping improvements or changes must be submitted to the Board of Directors c/o Westchester Property Management for their written approval.
- Planting on common areas by individual Homeowners is prohibited without the written consent of the Board.
- Planters/Baskets may not be hung from tree branches due to the potential harm to the tree limb.
- Do not blow leaves onto another Owner's property.
- The Town of Greenburgh Noise Ordinance ends at 8 am; therefore, the use of electric- or gas-powered equipment is not permitted until after that time.

Lot Maintenance

- Homeowners are responsible for maintaining and/or replacing trees and shrubs on their property. Curb trees are maintained by the HOA as part of the Common Charges; replacement of curb trees is the Homeowner's responsibility.
- Homeowners have the right to prune trees that overhang their air space at their own expense.
- Homeowners are responsible for removing, at their expense, any fallen trees, limbs, or tree debris on their lot no matter the source unless the tree limb is more than 6 inches in diameter.

Garbage Disposal

The Town of Greenburgh is responsible for collecting garbage from Watch Hill. The current days for pick up are Tuesday and Friday; however, these days may change during weeks where a holiday occurs.

You may obtain a schedule for the Town of Greenburgh, either by going to their website (www.greenburghny.com) or phoning in a request for one. The Town usually places a new schedule in the mail at the beginning of each calendar year including both garbage disposal and recycling.

Garbage pails and recycling bins must be put away at the end of the pickup day and cannot be stored anywhere outside the unit at any time. Failure to comply will result in the Homeowner receiving an irrevocable instant fine.

The Town of Greenburgh Bureau of Sanitation implemented an automated sanitation service. As part of this service the Town has distributed garbage carts that must be used; no garbage in plastic bags or any other container will be picked up. These carts are only for regular trash. Garbage in these containers can be put out at the end of the driveway, **NOT** in the street, the night before scheduled collection. If put out the morning of collection, it should be done no earlier than 6 am.

*****Cans of paint, oil and other liquids should not be put in the trash. During compacting, these liquids are ejected all over the roads of Watch Hill. Therefore, owners must empty all containers before putting them into the garbage. Please return car oil to one of the many service stations that will dispose of it for you. For latex paint, allow the paint to air dry before putting the can into the trash. Oil-based paint can be left for pick-up on any County hazardous waste collection day.**

The Town of Greenburgh will pick up bulk items, such as appliances and other large disposal items, on regularly scheduled Friday garbage pickup days. Please call the Town of Greenburgh one week prior to when you want to dispose of the item(s) to schedule pick up of the bulk items.

Recycling

The Town of Greenburgh requires the recycling of most paper products, glass, plastic containers and certain metal containers. Please consult the Town of Greenburgh for a complete description of all items required to be recycled.

The normal pick up day for commingled (glass and plastic) is Wednesday; paper is normally picked up on Friday. There are occasions when holidays may change the schedule. Please reference the Town of Greenburgh website for the Sanitation Schedule.

As part of the Bureau of Sanitation automated service, carts have been distributed to be used for commingled recycling. No plastic bags or any other container will be picked up. These carts are only for commingled recycling. These containers can be put out at the end of the driveway, **NOT** in the street, the night before scheduled collection. If put out the morning of collection, it should be done no earlier than 6 am.

Owners are responsible for obtaining and using their own bins for paper recycling.

Parking

Watch Hill has parking regulations to protect the safety and convenience of all Homeowners.

- Parking is allowed in designated areas only.
- No street parking is allowed on Watch Hill Drive in Phase 1 except where posted at the bottom of Watch Hill Drive.

- Homeowners should utilize their garage and driveway FIRST for parking before parking in the street or in visitor spaces.
- Vehicles parked in a driveway that are protruding into the roadway, parked in a designated no parking area, or in any cul-de-sac circle are not permitted. Any Homeowner's or guests of Homeowner's cars parked illegally will be towed at the vehicle owner's expense and the Homeowner will receive an irrevocable instant fine.
- Homeowners are not permitted to perform any car maintenance in their driveway or on the street.
- Cars may not remain unmoved in visitor spaces for more than 3 days. After occupying a space for more than 3 days, the Owner must move the vehicle to another spot and cannot return to the original spot for 24 hours. On the 4th day, the vehicle will be stickered notifying owner of towing on the 5th day if the vehicle remains. In addition to the sticker, the owner will be assessed an irrevocable instant fine. If the vehicle remains on the 5th day, the vehicle will be towed at Owner's expense.
- During the day, if snow is forecast, no cars may be left on the street. This allows for proper snow removal.
- Any Homeowner's or guests of Homeowner's cars parked illegally or which impede the snow removal process will be towed at the vehicle owner's expense and the Homeowner will receive an irrevocable instant fine.
- No commercial vehicles are permitted to park anywhere in the complex, including driveways, overnight. Commercial vehicles are those vehicles which:
 - a) Have a chassis weighing more than 3 tons (6000 lbs.);
 - b) Carry equipment, tools, or materials related to a business which are visible from the outside of the vehicle such as ladders, pool supplies, plumbing equipment or materials, construction

- materials, landscape equipment or materials, etc.;
- c) Display business signage, such as logos, business name, phone number, etc.;
 - d) Are designed for professional use as determined by the Board.

Speed Limit

The speed limit of 10 MPH must be observed. Any Homeowner can report another Homeowner for speeding. This rule is for our own safety.

Snow Removal

Watch Hill contracts with a private company for snow removal on all Watch Hill roads, visitor parking, and in front of the mailboxes and sidewalks.

Owners are responsible for clearing their own driveway and the walkway to their door.

Do not put snow removed from your property onto another Owner's property or in the street as this could cause an icing condition.

Please use salt sparingly, as it degrades driveways and roadways.

If snow is predicted, no street parking is permitted that day.

Once snow commences, no street parking is permitted until the snow stops and the streets have been cleared. Any vehicles parked on the street once snow commences will be towed at the Owner's expense. If for some reason no towing vehicle is available, or does not show up to the property to tow your vehicle because it is parked in the street, you won't get towed

but your account will be fined \$100 for interruption of the snow contractor's clearing capability. Should it be necessary for plates to be run to determine ownership of the vehicle in violation, the cost to run the plate will be charged to your account. If the towing company is called to tow your car and you move the car before the company arrives on site, you will still be charged for the cost of the call-out.

Depending on the timing of the storm but within 24 hours after the snow has stopped, visitor parking must be cleared for snow removal. An orange cone will be left at your mailbox area to indicate that snow removal in visitor parking is taking place and no parking is permitted in visitor spaces until the orange cones are removed. Any vehicles found in visitor parking while the cone is at the mailbox will be towed at the owner's expense. No exceptions will be made.

Please use your driveways and garages and/or make arrangements with a neighbor who has space to avoid towing!

Decorations

- Holiday decorations are permitted on the outside of the unit and on the Owner's lawn.
- **Decorations should be tasteful in nature and should be removed within two weeks after the holiday, weather conditions permitting.**
- Decorations cannot be put up that in any way interfere with a neighbor's living conditions (i.e. no unduly bright lights) or the safety of the residents of Watch Hill (decorations which hinder one's view of the roadway around a corner).

Pets

All pets outside the Owner's unit must be on a leash at ALL times (this includes cats).

Pets must be walked in the designated pet walking areas. A pet area is designated in each of the three phases of Watch Hill.

- To the far right as you enter the complex.
- To the left of Watch Hill Drive, between Phases 1 and 2.
- To the left of the dirt road leading to the water tower in Phase 3.

Pet elimination must be picked up in all areas in Watch Hill, including the Owner's unit area, common area and pet walking area.

Please do not allow pets onto another Owner's property without that Owner's expressed permission.

Satellite Dishes

In order that every Homeowner has the opportunity to install a satellite dish antenna without giving our complex a "patchwork" look which diminishes property values, the Board approved a resolution to adopt reasonable restrictions governing installation, maintenance, and use of all antennas in the best interests of the community and consistent with the FCC OTARD Rule.

The approved locations for Covered Antennas are as follows in priority order:

- 1) The rear roof of the Homeowner's unit, minimizing the area visible from the front of the unit.
- 2) Under the Homeowner's deck as long as the installation doesn't pose a safety hazard to individuals walking under or around the deck or patio area and it does not encroach upon any common property or airspace of another unit.

Covered Antennas shall ***not*** be installed on window ledges, building walls, or deck railings.

If a Covered Antenna cannot receive acceptable quality signals from either of the approved locations, a written request must be sent to the WHHOA for written approval of alternate installation location.

All wiring to and from the Covered Antenna must be internal to the unit or concealed on the exterior of the unit.

These antennas need line of site to work properly. Foliage and neighboring deck furniture, umbrellas, etc., could interfere with reception of antennas installed on decks creating issues with our neighbors.

Solar Panels

Installation of solar panels is not permitted in Watch Hill.

Pool

Your cooperation is requested in making the pool a safe and comfortable place. Rules and regulations of the Board of Health of the County of Westchester are posted at the pool.

At the beginning of each pool season, the Swimming Pool Use Policy will be mailed to the Homeowners, and this Policy will be the guideline for the current season. General rules are listed below:

- The pool will be open weekdays the last week of May through June 21 from 1 pm to 6 pm. Beginning June 22 through Labor Day, pool hours are: Monday-Friday from 12 PM to 7 PM; Sat, Sun, & Holidays from 11 AM to 8 PM.
- Rules and Regulations of the Board of Health of the County of Westchester will be available and will be adhered to at all times.
- No one will be admitted to the pool area without showing proper identification to the lifeguard staff. New pool passes will be available at the pool. Pool tags must be worn at all times when at the pool. No exceptions will be

made. Pool tags are part of the Homeowner's package and should be passed to new Homeowners when the home is sold.

- Children under 16 must be accompanied by a parent or guardian.
- Do not discard trash in the pool area.
- Pets are strictly forbidden within the pool area.
- The lifeguard is at poolside for your safety. Please follow his/her instructions.
- Your understanding and cooperation go a long way to ensure a safe and enjoyable swimming season.
- No swimming or pool area use is allowed without a lifeguard present or unless otherwise noted.
- Guests must be accompanied by a resident at all times.
- Up to two guests per family will be admitted at no charge on weekdays (holidays not included). A \$3.00 fee will be charged to non-residents (over two guests) on weekdays and a \$5.00 charge for all guests on weekends and holidays (**check payable to Watch Hill HOA only**).
- No food is allowed in the pool area. Liquids are allowed in cans or soft containers, not glass. Smoking and alcoholic beverages are not allowed. Please clean up after yourself.
- Proper swimming attire is required in the pool at all times. Children cannot be allowed to go swimming with diapers; waterproof pants are required. Children must also be clothed at all times.
- Balls and water wings are allowed subject to the lifeguard's discretion.
- Radio, etc. must be used with personal earphones.
- Running or diving is not permitted.
- The Board will attempt to provide sufficient seating for members. Reserving seats is not allowed. Seating is provided for residents first and guests if additional

seating is available. Residents may bring their own seating to be removed after each use.

- The Kiddie Pool is for children under seven years of age. The lifeguard is not responsible for supervision of children in the Kiddie Pool.
- It is understood and agreed that the pool is only a service to the Homeowners; the Board cannot assume responsibility for any injury or loss to persons or property. By use of the pool, Homeowners and guests assume the risks inherent in the use of a swimming pool or being about swimming pool premises.

**The lifeguards have full authority
to enforce these Rules and Regulations.**

Neighborhood Living

- Children and or adults playing anywhere in the development will not be allowed if it creates a nuisance, unsafe practice, creates harm to personal property, is a source of annoyance to residents, or interferes with the quiet enjoyment and peaceful possession and proper use of the property by its residents.
- Adults, children and pets may not go on another Owner's property unless permitted by the Owner of the property.
- Any noises creating a nuisance in or outside any unit which interfere with the rights, comforts, conveniences, quiet enjoyment and peaceful possession of other Homeowners is prohibited. Avoid unnecessary loud noise in compliance with [Greenburgh Town Code Section 380](#).
- Be considerate of your neighbors at all times.
- Share the visitor parking spaces. If you are having a large gathering or a garage sale, let your neighbors know.
- **All personal property must be put away at the end of the day except for items approved by the Board in writing.**

- Please keep in mind that feeding the birds sometimes means feeding other animals. To prevent serious rodent problems from developing, the Board has banned all bird feeders.
- Wind chimes are not permitted. What is beautiful music to one Owner can be a noise annoyance to another.
- Obey safety and speed limit when driving through the complex; don't speed.
- If you witness a violation or damage to the Community, contact Westchester Property Management immediately with the information.

The Board shall have the power to make rules and regulations as may be necessary to carry out the intent of these use restrictions and shall have the right to levy fines and to bring lawsuits to enforce the rules and regulations promulgated by it.

Miscellaneous

When selling your home, no real estate signs or For Sale by Owner signs are permitted anywhere on Watch Hill property. Open House signs are permitted only during the period of the open house. Homeowners selling their own unit are not permitted to leave signs out all day unless they have specifically advertised an open house on that day.

Upon resale of a home in Watch Hill, a working capital fee of \$500 and pool tags deposit of \$50 will be collected from the purchaser.

Homeowners may not hang garments, rugs, etc. from the windows or from any of the Units or string clotheslines or other outdoor clothes dryers on or over the common areas or Unit areas.

As per the By-Laws, Homeowners can only rent their entire unit for a minimum of one year. Partial unit renting such as basements or rooms is not permitted. Homeowners who do rent must notify WPMG and send a copy of the lease and the Owners' contact information. The unit Owner will get an instant \$500 fine if they do not comply with these rules.

No Homeowner shall install or permit to be installed any window-mounted, or through-the-wall-mounted air conditioning unit in his/her Home. An irrevocable instant fine will be assessed for failure to comply with this rule.

Elections

See Watch Hill Election Procedures:
www.watchhilltimes.com/homeowners-association.

Violations and Fines

Owners found to be in violation of the Association's Rules and Regulations included herein or any rule or regulation promulgated in the Declaration of Covenants or By-Laws of the Association, or any duly approved amendment thereto, shall be advised of the infraction and subject to the following until the violation is fully corrected by either the Homeowner or the Association:

- **Upon receipt of a registered letter, the following time frames and fines will be imposed:**
 - Non-Compliant Lawn Maintenance – one (1) week
 - Algae and/or Mold – two (2) weeks
 - Siding – two (2) weeks
 - Railings – two (2) weeks
 - Paint – one (1) week
 - Garage Door – three (3) weeks
 - Dumpsters/PODs or any type of repair or moving unit must be removed from the property within two weeks of being placed on the property.

- At the end of the allotted time, a fine of \$10 per day plus the cost of certified mail will be imposed until corrective measures have been taken.
- The full cost of correcting the violation or infraction, including but not limited to labor and material costs and attorney's fees, will be assessed to the Homeowner if the corrective action is not completed within 45 days of the written notice being sent.
- **In addition, fines as indicated will be applicable in the following situations:**
 - Parking violations for stickered cars – Instant \$25 irrevocable fine followed up with a letter regardless of whether or not the car gets towed.
 - Garbage pails or recycling bins left outside and/or stored outside the unit – Instant \$25 per day irrevocable fine followed up with a letter.
 - Personal Property left out overnight – Warning letter and if not corrected in one (1) week, irrevocable \$10 per day fine.
 - Any Nuisance – After confirmation of receipt of warning letter, subsequent offenses will incur an irrevocable \$50 per instance fine. It will be up to the discretion of the Board to determine if at least one eyewitness is needed to corroborate the Nuisance.
 - Any exterior alterations without prior Board approval – Instant irrevocable \$25 fine with follow-up letter to do the appropriate paperwork and receive Board approval. If the exterior alteration is not compliant with the standards specified by the HOA, the Board has the right to demand that the exterior alteration be undone and levy a \$250 fine. The Board will determine a reasonable timeframe on a case-by-case basis for corrective action to be taken. If not corrected

within that timeframe, there will be an additional \$25 per day fine until corrective action is made. If corrections are not made after repeated notifications, action will be taken up to and including putting a lien on the home.

Tips from the WHHOA

One of the many issues facing our community is seeing that all Homeowners perform routine maintenance on the exterior of their property. As the years go by and our community gets older, the exteriors of the homes require more routine maintenance than when they were new.

While we encourage maintenance and home improvements, any work that changes the look of the exterior of your house or property, i.e., garage door, entrance doors, windows, light fixtures, house numbering, plantings, deck extensions and/or changes, patio enlargement or removal, etc. must be reviewed and approved by the Board of Directors before you begin. Please be aware that you have to notify the Board in writing c/o Westchester Property Management using the Architectural Change Request Form found on the www.watchhilltimes.com website or requested from Westchester Property Management and receive written approval for any work to be done. Failure to obtain proper approvals will result in fines and restoration of the property to its original state at the Homeowner's expense.

Wrought iron railings, wooden garage doors, entrance way wood trim and posts should be painted periodically. If you delay too long, metal railings will rust and paint will peel from wood surfaces leading to a very costly repair or replacement of the item. If you need to re-paint your front entrance door, use Benjamin Moore Moorglo house and trim paint. Phase 1 and 2, use Chrome Green #41. Phase 3, use Gentleman's Gray

(yes, it's blue) #2062-20. Although the vinyl siding on our homes is virtually maintenance free, it should be power washed every couple of years so it remains clean and mildew free. Once power washed, periodically hose down the siding that you can reach to keep it clean. Damaged siding should also be replaced to prevent water from going behind the siding and causing damage to the building.

Homeowners are responsible for taking care of their decks to preserve them. Homeowners have not only been waterproofing decks but also staining them to make them look like new. Please use a transparent or semi-transparent stain if possible. We recommend an oil stain variety of a neutral or LIGHT wood color such as Cabot's Natural, Heartwood or Cedar stain or Benjamin Moore's Arborcoat in a light wood-toned color family.

You may have noticed the paint on your fireplace vent on the outside of your house is peeling. This can easily be corrected by repainting it with high temperature paint that is used to restore the finish on barbeque stoves. You can apply the paint using a brush or spray. If you use spray, be sure to mask off the area around the vent and have paint thinner handy to wipe up spills or overspray. Painting the screws will make them blend in with the finish improving the appearance of the vent.

One of the most important maintenance items to do that is often overlooked is to have your clothes dryer duct and vent professionally cleaned once every two years. It doesn't cost much to have done by a licensed professional and it will save you energy costs and most of all **prevent vent fires!**

Spring and Fall are perfect times to seal your driveway. Since asphalt is also porous, sealing your driveway can extend its life quite a bit by preventing water from seeping in small cracks

during the winter. When water seeps in and freezes, it expands and causes larger cracks or holes. During the summer it prevents contaminants from getting in which can also cause problems. When asphalt is new, it's flexible. As it ages, the oils in it oxidize and degrade, making it brittle and prone to cracking. Constant expansion and contraction sets up a vicious circle of ever widening cracks. Sealers fill these cracks and pores, speed water runoff, and help slow the cycle.

It is suggested that garage doors be kept closed when not in use to avoid having animals enter our homes.

Watch Hill Website Information

Go to www.watchhilltimes.com for information about our community, the Home Owners Association, Community Links, Neighborhood Sponsors, and Documents (Welcome Booklet, By-Laws, Declaration of Covenants, Watch Hill Times, Architectural Modification Form, Neighbor Notification Form, etc.).