



Bromley Village Association

Rules, Standards, Policies and Forms

I. Bromley Village Rules

1. **Dogs.** Dog are not permitted to roam and owners must keep pets leashed or under their direct control. Near the sledding hill or playground pets must always be leashed for the safety of children that use those areas. *Dogs are never allowed in the club house, pool area or the tennis courts.* Owners must clean up all waste. All visitors are expected to be responsible dog owners and abide by these rules voluntarily. Bromley Village is covered by the Town of Peru's ANIMAL CONTROL ORDINANCE and complaints about roaming dogs can be directed to the Animal Control Agent at (802) 824-3065. Complaints can be directed to the Bromley Village Office at (802) 824-5458. Violation of these rules may incur a penalty of \$50 for each infraction. Fines are charged to the renter (if rented through Bromley Lodging,) otherwise the fine will be assessed to the homeowner on their monthly bill.
2. **Recreational Areas.** The swimming pool, tennis courts, Clubhouse, Gym and the Shuttle (winter) are for use only during the hours specified and only by homeowners, their guests and renters. Guests of renters are not allowed. All users must abide by the rules posted. There are NO lifeguards on duty at the pool - parents are responsible for their children's safety. No smoking or vaping and no dogs allowed in or around recreational areas. Report any inappropriate usage of the facilities to the Bromley Village Office at (802) 824-5458.
3. **Parking.** Do not block common area doorways or driveways. No street parking is permitted. Temporary overflow parking is available at the Clubhouse. No overnight parking is permitted at the Clubhouse. For additional overflow parking contact the Bromley Village Office at (802) 824-5458.
4. **Vehicle Restrictions:** Operate all vehicles within Village speed limits. Snowmobiles and Motorcycles and Off-Road Vehicles shall not be allowed in the Bromley Village Community except with the written permission of the Association.
5. **Hunting and Discharge of Firearms.** No hunting by any means or discharge of firearms of any type shall be allowed in Bromley Village, except as permitted by the Association to control overpopulation of animals.
6. **Guidelines for Renters.** Homeowners may rent a private home / condominium for residential purposes only and is accordance with the Town of Peru Short Term Rental (STR) Ordinance. Rental guests are allowed to use resort facilities and must abide by all applicable BVA rules and behave with proper etiquette while in the Village. Resort facilities are only available to members, their guests, and renters. Follow all COA rules including the number of assigned parking spaces. Guests of renters are not permitted to use the resort facilities or park in Bromley Village for skiing. If a Homeowner has concerns regarding a rental property's compliance with the Town of Peru's STR Ordinance, they should contact Peru's STR Officer Mike Gayda at 802-238-4991.
7. **Quiet Time.** Observance of quiet time between 11:00 pm and 7:00 am and abide by the Town of Peru Noise Ordinance.
8. **Trash and Recycling.** Maintain cleanliness and proper use of trash and recycling bins. When bears are active, adhere to special rules applicable to private homes or condominiums to minimize bear encounters.
9. **Specific Rules for Condominium Units Covered by the BVA Master Insurance Policy.**
 - a. **Water leaking/infiltration, frozen pipes.** Keep thermostats at a minimum of 55 degrees to prevent freeze ups. While unoccupied, all units must have a house check service, a digital thermostat w low temperature alert or a Low Temperature Alert device in a window visible from the street and/or turn off the water to the unit, if feasible.
 - b. **Woodburning Fireplaces.** Do not start a fire on your day of departure. Never leave fires unattended. Remove ashes in a metal container. Even warm ashes are dangerous. Every unit is required by Vermont fire and building code to have a metal receptacle for ashes within the area of the fireplace. Never place ashes in the trash shed. Only use a wood burning fireplace that has been inspected in the last 12 months.
 - c. **Fire Extinguishers.** Fire Extinguishers are to be kept in conspicuous places in each unit. Notify the Bromley Village Office at (802) 824-5458 if a Fire Extinguisher is not present.



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II. FITNESS CENTER Rules

Failing to follow rules and etiquette guidelines will result in the removal of code access and/or fines. Use is limited to posted times, which are subject to change. Owners are responsible for fines/damages caused by guests and renters.

1. Access & Membership
 - a. Owners will receive a unique keypad access code, contingent upon being current on BVA dues
 - b. Your Code is for personal use, family, and guests.
 - c. Minimum Age: You must be at least 14 to use any equipment
2. Etiquette Guidelines:
 - a. No Food or Drink: You may bring a reusable water bottle to fill at the water station
 - b. Attire: Please wear workout clothing, including a shirt— no bare feet. Bathing suits, open-toe shoes, and “socks only” are not permitted (socks only is allowed only in the stretching area).
 - c. Volume Control: Keep conversations and listening at a reasonable volume via headphones, earbuds, etc., and refrain from engaging in loud phone conversations
3. Footwear Policy:
 - a. Clean, indoor-only shoes (mandatory). Shoes worn outside are strictly prohibited in the fitness center.
 - b. To use the gym, you must bring and change into a separate pair of clean indoor-only workout shoes to prevent the tracking of salt, gravel, etc.
4. Equipment Use:
 - a. If you move a piece of equipment, return it to the designated place after use, including weights, mats, dumbbells, weight plates, benches, and bar attachments. Weights are not to be used on cardio machines.
 - b. Controlled Movements: Avoid dropping or slamming weights/equipment.
5. Cleaning Etiquette:
 - a. Thoroughly wipe down the equipment's surfaces after each use, including the seat, pads, handles, and control panels.
 - b. For treadmills, also wipe down the sides and the front.
 - c. For ellipticals, recumbent bike, and rowing machine, also wipe down the foot pedals.
6. Area Specific Rules:
 - a. Cardio Area: During busy times, limit cardio equipment use to a maximum of 30 minutes.
 - b. Strength Area: Keep all strength equipment in the Strength Area.
 - c. Stretching Area: Keep all stretching equipment in the Stretching Area (space is limited)
 - d. Personal Items: Store in the designated areas and take all belongings with you. No overnight storage.
7. Enforcement: In addition to fines which can be imposed under the BVA Rules and Standards, any member, guest, or renter who causes damage to equipment, the facilities, the common areas, or who creates a condition requiring cleaning or servicing of equipment will be financially responsible for the cost of repair, replacement, cleaning, or service.



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III. Rental Rules & Standards

1. Members who rent out their units must cooperate with the BVA in enforcing BVA rules and collecting fines for violations of BVA rules by:
 - a. Allowing the BVA and its contractors to communicate directly with the renter, if necessary
 - b. Providing for the payment of fines where/when applicable
2. Members who use peer-to-peer rental booking agencies such as Airbnb and VRBO must be available to respond to all requests for services by the renter, without delegating that responsibility to the BVA or its contractors, including Bromley Property Services. Renters through Airbnb and VRBO should direct all requests for services to the member and not to Bromley Property Services. Members may utilize a property manager or rental agency to respond to service requests from renters.
3. Members who rent must provide emergency contact information to BPS. Members may designate a property manager or rental agency as an emergency contact.
4. Rental occupancy should not exceed the lesser of:
 - a. Capacity of available beds (including pullout sofas, but not including inflatable beds) and also limited by available dining and living area seating or
 - b. Town of Peru Short Term Rental Ordinance.
5. Members who rent short term, as defined in the Town of Peru Short Term Rental Ordinance, must register with the Town of Peru and meet the requirements of the Ordinance.
6. Renters are prohibited from bringing more vehicles than the number of parking spaces assigned to the unit by the respective COA. Overflow/overnight parking for renters is not allowed in the Clubhouse parking area.
7. Members must include the Bromley Village and Fitness Center Rules (pages 1 and 2 of this document) in their rental agreement, and provide copies in the unit. COA rules, if any, must also be included.



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IV. Architectural Rules & Standards

1. Live Tree Cutting Standard

Per the Declaration: Except as may be necessary for clearing an area for buildings, structures and driveways, no stone walls, or live trees greater than four inches in diameter at a height of three feet from the natural ground level, shall be cut, destroyed or removed and no change shall be made in the natural character of Bromley Village, without the prior written approval of the Architectural Panel. Trees specially banded by the Association may not be removed without the prior written consent of the Architectural Panel.

In any visually sensitive area or any natural open clearings with sparse vegetation or clearings created for recreational or amenity activities, that would be visually sensitive, all buildings shall be located in or near the wooded cover adjacent to the natural open clearing or clearing located for recreational or amenity activities.

BVA Standard: *Tree cutting to regain and maintain the scenic views of Bromley Village is reasonable*, but with consideration to be given to the effect of tree cutting on the wooded cover.

To cut trees, approval must be received from the Architectural Panel. An Application for Tree Cutting Form must be submitted to the Architectural Panel prior to cutting any trees.

2. Parking Areas, Landscape & Drainage Maintenance

- a. Garbage and Recycling. A secure location for garbage/recycling must be provided. All outdoor storage must be in bear proof sheds or containers. Please must provide adequate space so that no garbage, food waste or recycling bags will be left outside any building, trash shed, dumpster or home
- b. Fireplace logs should be kept neatly stacked.
- c. Landscaping must be maintained in a “resort grade” standard.
- d. Retaining walls must be structurally sound and properly aligned.
- e. All gravel areas and roadways should be pitched / crowned to drain and prevent standing water.
- f. The buildup of topsoil and weeds on gravel areas should be corrected and periodically refreshed with addition of fresh stone base called “sure pack.”
- g. Stormwater runoff resulting in excessive erosion should be corrected – repair costs from erosion damages on BVA property or roads, if caused by the failure of Owner to maintain drainage structures, is the responsibility of Owner.
- h. All stormwater piping / inlets and culverts must be kept free of weeds, leaves and other clutter. We suggest this function be added to your landscape contract. Drainage ditches must also be clear of leaves etc. and should be graded to retain grass cover so as to be “mow able” to the extent reasonably practical.
- i. Failing culvert piping, including inlets and outfalls / headwalls must be replaced as needed. Culverts on Owner property are maintained / replaced at Owner cost. NOTE: BVA will clear runoff obstructions / impediments in ditches and culverts **on BVA roads only**. Culverts under driveways or parking areas to access BVA roads are the property of Owner.
- j. Standing dead trees and limbs are to be removed.
- k. Brush & limbs that interfere with driver visibility, or storm drainage should be corrected.
- l. SIGNAGE: All pole mounted signs and lights must be maintained and periodically painted or repaired as needed. Periodic alignment is also required so that they remain vertically straight and properly affixed to their mountings.



Bromley Village Association Rules, Standards, Policies and Forms

3. Guidelines for Exterior Changes and Construction

Bromley Village owners are encouraged to invest in their properties and BVA must approve any changes affecting the exterior of any buildings. Any owner must receive approval prior to any work being performed. BVA desires to maintain the resort character of Bromley Village, but will cooperate in approving upgrades to mechanical systems, changes in windows and doors. This includes, subject to regulations of Peru and your COA if applicable, expansions of existing units, dormers, skylights, decks, etc.

All proposed work should be submitted attached to a written Application for Exterior Building and/or Grounds Changes/Updates with a description of the work to be done, a sketch or photos of the proposed work, a list of materials to be used and (for condo owners) a letter from your association approving the work to be done. In planning your project, your proposed work should be guided by the following:

- a. Replacement materials should be of similar or higher quality to existing.
- b. Any exterior Mechanical systems such as heat pumps should be screened by an architectural enclosure
- c. Propane tanks must be buried or properly screened if above ground.
- d. Please avoid using the following:
 - I. "Loud" or "garish" paint colors for exterior surfaces
 - II. Vinyl siding or any product which does not appear to be natural or painted wood
 - III. Avoid using "faux" stone, or stucco – the latter may be used on foundation skirting
 - IV. For retaining / landscaping walls, natural stone is preferred vs concrete products & landscape timbers

The panel may request additional materials and a site visit. Depending on schedules and time of year most requests are resolved in less than 1 month.

- ### **4. Wood or Pellet burning Fireplaces and Stoves in condos covered by the BVA Master Insurance Policy.**
- To protect life and property and maintain insurance coverage, all wood or pellet burning fireplaces and stoves must have a Level 1 inspection annually and a Level 2 inspection every 3 years, the results of which are to be provided to the COA's board annually by October 31st. Upon request, the COA board should be able to provide assurance to the Insurer or its agent that all wood or pellet burning fireplaces and stoves have been inspected in the last 12 months or are not being used. If an inspection shows any issue(s)/defect(s), use of the fireplace or stove must immediately cease until such time as the issue(s)/defect(s) is mitigated. Use of a fireplace or stove that has not been inspected in the last 12 months is not permitted.

5. Standards for Exterior Lighting

The rural character of Bromley Village is enhanced by the ability to view and enjoy the night sky. Exterior lighting fixtures shall be recessed, shielded, or cutoff such that the direct light source is not visible from outside the lot lines. For applications for exterior lighting, the Architectural Panel shall consider the following standards to be reasonable:

- A chart of acceptable/not acceptable examples of fixtures is attached. Light fixtures shall not direct light upward or horizontally.
- The light produced by an exterior fixture and brightness See chart below
- Sodium, Mercury, and Halide lamps are not allowed
- Colored and or flashing bulbs are not allowed.

NOTE: The foregoing is consistent with the Town of Peru zoning bylaws §4.3.4.

Exceptions:

Temporary external lighting for social functions and temporary lighting intended to celebrate holidays. Lighting fixtures previously approved by the Architectural Panel and lighting fixtures installed on the original bldg. (updated for color and brightness)

Spectrum /color standard: color/temperature between 2,700K and 3,500K



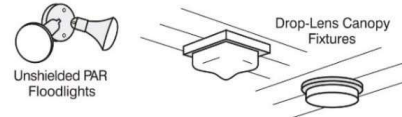
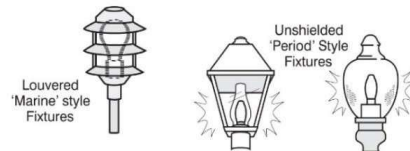
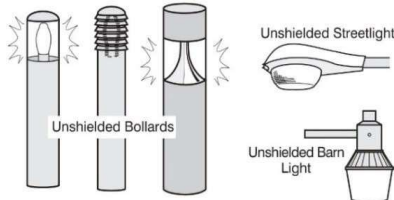
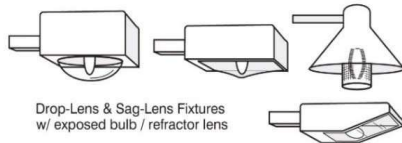
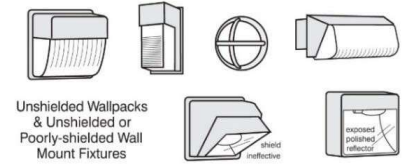
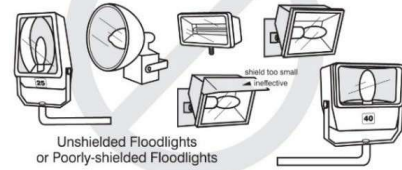
Brightness Standard: below 1,100 lumens (equivalent to 75-watt incandescent)

BULB TYPE	STANDARD	HALOGEN	CFL	LED
450 LUMENS	40W	29W	9W	6W
800 LUMENS	60W	42W	14W	9W
1100 LUMENS	75W	53W	18W	11W
1600 LUMENS	100W	72W	23W	14W

Examples of Acceptable / Unacceptable Exterior Light Fixtures

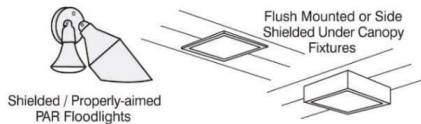
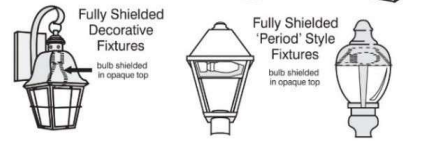
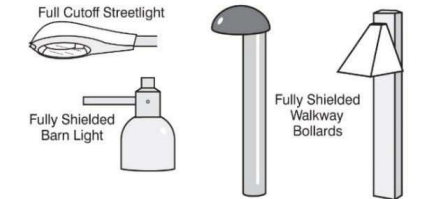
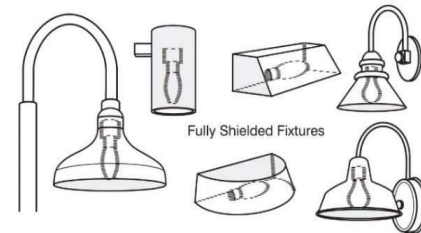
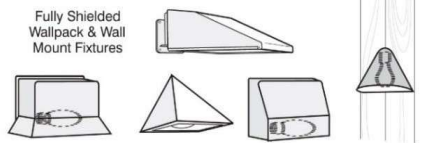
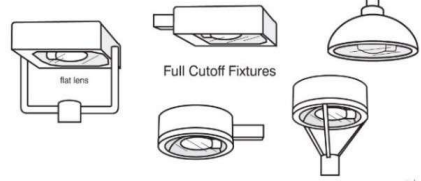
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



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Bromley Village Association

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V. Owner Billing, Payment and Collection Policy

It is the policy of the BVA to manage its financial affairs in a competent businesslike manner. In order for operating expenses and capital projects to be planned and accomplished, assessment invoices must be paid promptly by BVA Members. The BVA believes it is important that payment discipline be maintained not only to assure its financial security, but also to eliminate any inequities that may arise when prompt payment of amounts due does not occur.

Under normal circumstances BVA dues will be billed via email on or about December 1st, shortly after the BVA's Annual Meeting, and on or about June 1st and are due upon issuance. It is the responsibility of each unit owner to ensure the BVA has a current email address. Special arrangements for direct mail can be made for those without an email address. While the BVA has initiated many procedures to alert owners with respect to outstanding balances, ultimately it remains the owner's responsibility to make prompt payment of balances due to the BVA.

Accounts not paid before the end of the month of the date of issuance of the bill will be sent a delinquency notice and charged 1% interest on the unpaid balance in addition to the administrative fee charged by the Management Company for sending each delinquency notice.¹ Thereafter, the 1% interest will be charged for each month any overdue balance remains unpaid.

Should any outstanding balance remain unpaid after 2nd month from the date of issuance (viz. approximately 60 days), a second delinquency notice will be sent to the unit owner and incur a \$50 late fee² plus the administrative fee for sending each additional notice.

No Unit Owner that is over 60 days past due on assessments may use the common facilities at the Bromley Village Community. This includes use of pool, tennis, clubhouse, exercise equipment, fire pit, playground, shuttle and roads. This extends to not only the Unit Owner but to their family, rental tenants and guests. The BVA may suspend the offending Unit Owner's membership rights and privileges until the violation is abated except as limited by 27A V.S.A. §3-102.

When the account balance is 90 days past due the account will be forwarded to the BVA's attorney for collection including sending a Fair Debt Collection Practices Act letter to the Unit Owner. The BVA will bill the owner for all costs pertaining to the collection of the outstanding balances including attorney fees, necessary filing fees, administrative fees and collection agency expenses. The BVA reserves the right in such situations to require an assignment of any net rental revenue that may be derived from the unit. It is the intent of the BVA to use all of the collection tools available under its Declaration, Bylaws and Vermont and federal law to achieve this policy.

If after 90 days the balance remains unpaid and if approved by the Board of Directors, civil litigation and foreclosure will be initiated by the BVA attorney through service of complaint and filing of appropriate documents. The BVA will bill the homeowner for all costs of collection. The collection costs will include the Sheriff's fees for service and court filing fee of approximately \$400 and the attorney's actual fees and costs plus administrative fees for mailing such notice(s). These costs are not reversible once the attorney is engaged for the collection and suit is commenced. Attorney fees will increase as the collection and/or foreclosure continues and can easily exceed four thousand dollars (\$4,000) if pursued to judgment.

FLEXIBILITY When appropriate, it is also the Policy of the BVA to be flexible when circumstances support allowing more time to pay dues or with owners who are having difficulty meeting their financial commitments to the BVA, but have demonstrated a concerted effort to both reduce outstanding balances and stay current with recent billings. However, the financial wellbeing of the BVA will be the first and foremost priority. Should an owner anticipate difficulty meeting their financial obligations, they should contact a member of the BVA Board to schedule alternative payment arrangements. Any payment agreement between the owner and the BVA Board must be in written form, signed by both parties, and approved by either the President or Treasurer of the BVA.

¹ One percent (1%) per month is equivalent to the Vermont Legal Rate of Interest of 12% per annum.

² The Board of Directors assesses the \$50 fee based on its consultation with its Property Manager and its Attorney and its conclusion that under the totality of the circumstances at Bromley Village that fee is a reasonable estimate of the inconvenience, time, cost and expense suffered by the Association arising out of repeated pursuit of the non-paying unit owners.



Bromley Village Association Rules, Standards, Policies and Forms

BVA DUES PAYMENT - IMPORTANT ADVISORY

BVA uses a vendor, Clark Simson Miller (CSM), to collect BVA dues. They're payable twice per year (June & Dec) and no volunteer Treasurer can readily process 600 payments from Owners AND 100 plus annual payments to Vendors. Early CSM transition issues were addressed, so most owner are paying on time now. CSM processes receipts within 1 business day.

Unless paper statements are requested, invoices arrive via email. Mailed statements and checks are subject to USPS performance. Anticipate delays, including checks your bank mails from their bill pay system.

With so many requests to waive late fees, years ago BVA enumerated a payment policy and directed the Treasurer to NOT waive. **We acknowledge this is controversial.** But it consumes a disproportionate share of the Treasurer's time. On 8/19/25 the Board reaffirmed its decision on fee waiver requests **UNLESS THE RECIPIENT** verifies that CSM erred.

We urge you to take these steps:

1. **Mark your calendar for dues payments in Dec and June.** KEEP a record of **your own** CSM info, especially log in credentials & account number. BVA's ID# is 471 and the Management Co ID# is 4547.
2. Search email filters, trash and spam for email from CSM or support@csmhoa.com. Verify / update your email address or call 865-315-7505.
3. For paper statements, contact CSM. **BUT** mailed statements may take up to 10 business days to be delivered. **Prompt payment** must occur to avoid late fees.

Payment options:

1. Use the "Payment Portal" button on the Dashboard page of the CSMHOA Vantaca Portal (new in 2025) <https://home.csmhoa.com>.
It links to First Citizens Bank Property Pay page or go directly to "Property Pay"
<https://propertypay.firstcitizens.com>. Have ready your account number, BVA ID (471) and Management Co ID (4547.)
 - a. Echeck fee is \$2.25
 - b. Credit Card fee is 2.95%
2. Set up automatic ACH payments by contacting CSM support@csmhoa.com or 865-315-7505.
3. If sending a check (or using) your bank's bill pay, keep in mind that USPS can delay up to 10 business days.
4. ADDRESSEE
*Bromley Village Association
c/o Clark Simson Miller
PO Box 26941
Charlotte, NC 28221*

NOTE: Venmo, Paypal etc. are not options.



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VI. Rules Enforcement and Dispute Resolution

Rules, Policies and Standards (hereinafter Rules) are periodically updated / changed via majority vote of the Board of Trustees and shall apply to all Unit Owners at the Community, their residents, family members, tenants, occupants, agents, visitors, employees and guests. Properly adopted Rules shall be enforced by the BVA Board of Directors (the Association) in accordance with the Declaration and Bylaws and the Vermont Condominium Laws. Owners in condominium properties are additionally bound by rules of their own Condominium Owners Association (COA). The BVA expects each COA to enforce its own rules and adopt its own rules enforcement procedure.

1. Rules do not replace the Bylaws or Declaration of the BVA or the COA. These documents are in force and in case of conflict between the wording of these documents, the Declaration and Bylaws prevail.
2. Procedure for handling complaints: a complaint may be made to the Board Designee, in writing. If the Unit Owner does not receive satisfaction from the Designee, the Unit Owner should put his complaint in writing and forward it to the BVA Board of Directors for discussion at the next scheduled meeting. If the Board of Directors feels that the complaint is justified, it will take whatever action it deems necessary. The complainant will be notified in writing by the Board of Directors of the action taken.
3. Unit Owners, their tenants, guests and invitees must comply with the BVA Declaration Bylaws and Rules as all applicable COA Declarations, Bylaws and Rules. Any damage to BVA buildings, grounds, or other common elements or to equipment by any Unit Owner, tenant, guest, family member or pet shall be repaired by the Association and charged to the Unit Owner. Any such damage done with the implied or express consent of a COA, shall be repaired by the Association and charged to the COA.
4. All Unit Owners who lease out their unit shall: (1) provide the tenant with a copy of the Rules and any relevant COA rules, (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents.
5. ENFORCEMENT OF RULES. If a Unit Owner, COA, family member, tenant, or guest of a Unit Owner violates a Rule(s) or other restriction or provision, the following actions will be taken:
 - a. If a complaint is filed with the Association, a letter will be sent to the offending Unit Owner or COA, where applicable, by electronic mail advising of the violation and requesting compliance. If the Unit Owner or COA does not respond to the Association's Board Designee within ten (10) days of his or her receipt of the letter, it will be assumed that the notice of violation is uncontested and that the Unit Owner or COA will immediately comply.
 - b. If the violation continues (or occurs again) after the thirty (30) days from the initial notice, a second notice will be sent to the offending Unit Owner or COA by mail (or email if authorized) advising that if the violation continues (or occurs again) after a date certain, a fine of up to \$50 will be imposed for each violation thereafter. For purposes of this section, each day a violation continues after notice to the offender shall be considered a separate and distinct violation.
 - c. The fines as stated above will be imposed against the offending Unit Owner or COA for each violation that occurs after the date certain stated in the notice. Accumulated fines constitute a lien against the offending Owner's property. The Association may commence an action against the Unit Owner and/or COA to recover fines and/or to enforce compliance with the Rules, Declaration and Bylaws, seek foreclosure on the lien, or both as allowed by 27A V.S.A. §3-116.
 - d. The Association may suspend the offending Unit Owner's membership rights and privileges until the violation is abated except as limited by 27A V.S.A. §3-102. In the event that the Association revokes the offending Unit Owner's privilege of parking on Association common property, a notice will be sent to that Unit Owner advising that if his/her vehicle (including the vehicles of that Unit Owner's family, tenants and guests), is observed parked on Association common elements, it will be towed at Unit Owner expense without further notice.



Bromley Village Association
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APPLICATION to CUT / TRIM LIVE TREE(s) FORM

Homeowner(s) or Unit Address _____

Email _____

Cell Phone _____

Description of Project: _____

Application Requirements:

A detailed plan of work documenting which tree(s) that would be cut. Tree cutting is specific to live trees that are four inches in diameter at three feet from the natural ground level.

Process:

The application will be reviewed by the Architectural Panel for the purpose of determining the aesthetic compatibility of the submitted plans with the BVA Declaration limits. Also, the Architectural Panel will review and determine if proper diligence has been applied to get consents where needed. It is the responsibility of the homeowner to obtain consent from the proper organization (COA) for tree cutting.

Are the trees to be cut on another COA's or homeowner's property? Yes No

If Yes - please name the COA and attach that COA's written consent to cut the tree(s) Yes No

Are the trees to be cut on Bromley Village Association's property? Yes No

Please forward the completed Application, pictures of the trees requested to be cut and necessary attachments to the Architectural Panel Chair: Skip Omasta (omasta@sbcglobal.net)

Homeowner(s) Signature: _____ Date: _____

To Be Completed by Architectural Panel:

- ☐ Approved
- ☐ Denied
- ☐ Changes Required _____

Reviewed by _____

Date _____



Bromley Village Association
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BVA Architectural Panel

Application for Exterior Building and/or Grounds Changes/Updates

Name of Homeowner(s): _____
Bromley Village Address: _____
Home Address: _____
Home/Cell Phone: _____
Email Address: _____

Brief Description of Proposed Changes (add additional pages as needed):

Anticipated Project start date: _____
Estimated duration of project: _____

Submit with application relevant documents including but not limited to:
Approval from your Homeowner's Association
Schematic or Architectural Plans or Renderings
Drainage and Landscaping drawings

NOTE: Applicant must make application directly to the Town of Peru for all necessary Permits and Approvals.

Signature and Date

Submit application with attachments to the BVA's Architectural Panel: Skip Omasta (omasta@sbcglobal.net), Mark Omasta (m.v.omasta@comcast.net), and Matt Walsh (mattwalsh@charter.net) and Bromley Property Services (BromleyPropertyServices@bromley.com).

To Be Completed by Architectural Panel:

- ☐ Approved
☐ Denied
☐ Changes Required _____

Reviewed by _____

Date _____



Bromley Village Association
Rules, Standards, Policies and Forms

BVA Rules Violation Inquiry Form

Use this form to register a complaint or concern regarding possible rules violations or nuisance behavior.

Please Note: There may be additional rules for individual COA property/common areas (e.g. parking spaces).

Please also contact the relevant condo officer if the issue also pertains to a condo property. BVA Rules link:

<https://bromleyvillage.com/wp-content/uploads/2023/03/Jan-7-update-Final-Rules-Committee-report-to-BVA-Board.pdf>

You can request copies of the BVA Declaration or By Laws at village@bromley.com

Instructions: Email this completed form as instructed at the bottom of this page:

- Property address or location where violation was observed:

- A brief description of the issue(s) including approx. dates:

- It is very helpful to include one or more photos with date taken.

DATE: _____

Your Name: _____

Your BVA Property Address: _____

Your Contact information: _____

NOTE: We do not accept anonymous complaints.

For construction or maintenance issues, dangerous/unsightly site conditions, tree hazards or nighttime exterior lighting violations: **Email to Skip Omasta**, Chair of the Architectural Panel omasta@sbcglobal.net

For noise, nuisance behavior, parking, or misuse of BVA facilities such as the pool, gym, tennis courts etc.: **Email to Fallon Koprowski** village@bromley.com

All complaints are first addressed/reviewed by the emailed representative. If not resolved, it is referred to the Board to consider any remedies or to impose penalties authorized in BVA Rules and governing documents.