

HOUSE RULES FOR SHAREHOLDERS

THE OAKS AT BROADLAWN MANOR REDEVELOPMENT CORP.

Revised October, 2018

YOUR RESPONSIBILITIES

We are all asked at the Oaks to work together by observing the guidelines necessary to achieve harmony and fair play. In your apartments, you are responsible for maintaining anything from the sheetrock in. If you have a problem with any appliance, plumbing, electricity, interior wall damage, it is your responsibility to have it repaired. If you have a maintenance contract, contact them first otherwise you will need to call your own plumber, electrician or repairman to fix the problem. IN ALL CASES, They must be licensed and insured and copies of these documents must be sent to Total Community Management (TCM). Failure to adhere to this rule will result in a fine to the Shareholder.

BOARD RESPONSIBILITY

The Oaks at BroadLawn Redevelopment Company Board of Directors has 7 elected members and is responsible for, but not limited to:

| | | | |
|-------------|--------------------------|-------------------------|----------------|
| Clubhouse | Snow Removal | Building Exteriors | Annual Budget |
| Landscaping | Sprinklers (Fire & Lawn) | Roadways & Parking | Board Election |
| Maintenance | Trash Removal | Instituting House Rules | Security |

Street Lights/ Signage
Collection of monthly maintenance charges and additional assessments
Supervision of monies collected and disbursed
Fire & Casualty insurance for the buildings and property
Payment of real estate taxes
Set policy with regard to the needs of the community

Monthly Maintenance Payments

When mailing in your maintenance check please DO NOT include anything with the check other than the tear off portion of the invoice. TCM does not receive this mail directly and cannot address your concerns.

There is a late fee for any payments received after the 15th of the month. Any additional assessments authorized by the Board must also be paid immediately!

Maintenance and Emergencies

All outdoor maintenance issues must be reported to TCM by letter, telephone or e-mail copy to Christina Mannino (516) - 826-9700 Ext.226- cmannino@totalmgmt.com with an additional copy to the Board. TCM office hours are 9am to 5pm Monday through Friday. If you have a question or complaint regarding the community, please do not ask any one particular board member. All questions or complaints should be referred to TCM in writing and a copy to the Board so that it can be **addressed by all board members**.

TO REPORT AN EMERGENCY INVOLVING YOUR APARTMENT BEFORE 9am OR AFTER 5pm OR ON WEEKENDS AND HOLIDAYS, CALL TCM @516-826-9700 and follow the instructions for leaving an emergency message and TCM WILL GET BACK TO YOU IMMEDIATELY TO HELP RESOLVE THE PROBLEM. EMERGENCIES REQUIRING AMBULANCE, FIRE DEPARTMENT OR POLICE SERVICES -- CALL #911

HVAC Units

You are responsible for selecting an outside service company for your HVAC unit upon the expiration of the 1 year warranty. A maintenance agreement for a Spring and Fall service call is recommended to maintain peak efficiency.

BALCONY/ DECORATIONS

No articles are permitted to be hung over the railing of the deck area, windows or terraces nor placed upon the windowsills of the buildings. All planters must be fully secured. No nails, screws, etc, are to be used on the brick or siding. No items should ever be affixed to the lamp poles or fixtures in front of each unit.

Bulk items

When you have items too large to fit in the dumpster (mattress, TVs, furniture, carpet etc.) Please call Total Community Management to schedule a pickup with Eagle Sanitation. There may be additional charges to be paid by the Shareholder. The Shareholder is responsible for placing that item by the dumpster on the date agreed upon. Shareholder must not leave any large items outside the dumpster before prior arrangement for pick-up has been made. Any violation will be fined \$50. Please breakup any cartons or boxes before putting them in the dumpster.

Carbon Monoxide Detector

New York State has enacted a law making it mandatory that all apartments with gas have a Carbon Monoxide detector. Carbon Monoxide gas will seep through walls and affect everyone in the vicinity. Each apartment should purchase a separate plug in detector Do not place it near the utility closet. If the alarm goes off, open the windows call the Fire Department and **LEAVE** your apartment. Replacement and maintenance of the Carbon Monoxide detector is the Shareholder's responsibility. The Co-op has arranged for every apartment to have an active working detector. The shareholder is responsible to change all batteries annually.

Car Leaks

Check your parking spot for leaks from your car. These leaks can ruin the blacktop. Solutions for this clean-up are available from any hardware store. If it is not cleaned, the Co-op will clean your spot and you will be billed for this service.

Carpeting

Unless expressly authorized by the Board of Directors in each case, the floors of each upper level apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of a least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyers.

When you are replacing the carpeting, please arrange for the store to remove all of the old carpet and padding. Do not allow them to use our dumpsters for this purpose.

Children

Residents are asked to supervise their visiting children. Roller skating, ball playing and bicycle riding are prohibited on the property. Children are not allowed in the Clubhouse or the Gazebos unsupervised.

Communications

If you have a letter for the Board of Directors or TCM, mail it directly to Total Community Management- 2375 Bedford Avenue, Bellmore NY 11710 Attn: Christina Mannino and/or drop a copy in the mailbox at the Clubhouse. You must include your name and unit number on any correspondence in order for your letter to be addressed by the Board of Directors.

Contractors

All Contractors must be licensed and insured when working in your unit. All work that is planned must have prior approval of the Board. The Shareholder must submit in writing a description of the project along with copies of the contractor's license and insurance for proper authorization. Failure to get Board approval in writing will result in a fine and a demand to return the apartment to its' original state. **This includes all Electrical, Plumbing, Flooring and Carpentry**

Co-Operative Insurance

All Shareholders must have a co-operative insurance policy. The Oaks at BroadLawn Manor Redevelopment must also be listed as "additional insured". To avoid fines, every resident must renew their insurance yearly and present a copy of the declaration page to The Oaks@ 2600 Bucknell Dr. each year. It is suggested that you make a request for your insurance agency to automatically send your renewal policy each year directly to the Oaks for your convenience and to ensure that your policy is always kept up to date in our records. The minimum insurance coverage is \$500,000 for Liability. Do not list on your policy that the address of the Co-op as 2375 Bedford Avenue which is TCM's address. Units with umbrella policies must present a copy along with the original policy. Check with your broker to see if you are covered for **Loss of Use**. This will cover costs for living elsewhere while repairs are made to your unit. The Co-op is not responsible for any items left in storage units, make sure your insurance covers off- premises theft. The Insurance Committee will work with each Shareholder to ensure proper coverage and timely renewals. Failure to obtain and maintain required coverage will result in a warning and a fine.

Dryer

You can help reduce the potential for lint buildup in the dryer and vent pipes by regular cleaning of the lint trap. Heavy build up of lint can be a fire hazard as well as be a cause of poor drying of your clothes.

The Co-operative will arrange for a cleaning of all dryer vents and ducts once every three years. The service will be provided to every building at the same time therefore, your unit must be accessible on the date chosen if necessary. The nominal cost will be added to your monthly maintenance. Those Shareholders that miss or refuse the service at the time offered will be responsible for having the cleaning done at their own

expense in a timely manner. The Shareholder must provide proof of service to the Board as proof. Failure to show proof will result in a fine.

Emergency Contact Form- It is mandatory that the Co-op have an emergency contact form on file only to be utilized in an emergency. This will allow a Board member to reach family members to assist in helping the shareholder. Failure to cooperate will result in a fine.

Exterminating

Exterminating the inside of your home is at the residents' expense. Any rodent or insect infested apartment will be entered into by the Board to render an extermination program when the shareholder has been notified that such action should be taken and does not correct the situation promptly. The shareholder will be charged for this service.

Fines

The Shareholder shall pay the following fines for each violation of the Cooperative's House Rules:

a) \$50.00 for the first violation

\$100.00 for the second violation of the same House Rule previously violated or continued violation of said House Rule after the expiration of any applicable cure period. An additional fine in said amount may be assessed for each day the violation occurs.

\$150.00 for the third and each subsequent violation of the same House Rule previously violated.

b) The foregoing fines are not the exclusive remedy of the Co-operative Corporation Board of Directors. The Board may take any other action permitted under the Co-operative Corporation Proprietary Lease and By-Laws in order to force and seek compliance of the Co-operative's House Rules. Such action may be taken simultaneously with the assessment of the fine(s)

c) The fines set forth herein above shall be deemed additional maintenance and shall be assessed and collected in the same manner as maintenance pursuant to the Co-operative's proprietary lease and By-Laws.

d) The fines shall be the responsibility of the Shareholder(s) regardless of whether the violation of the House Rules was by the Shareholder(s) or any other occupant, guest or visitor.

Utility Room

Do not leave or hang any flammable materials (mops, clothing etc.) in the Utility room. Do not keep bleach, paint or any other flammable materials in the Utility Room. The door to this room is a fire door and should be kept closed at all times. It is suggested that there should be at least one FIRE EXTINGUISHER in each unit that can be easily reached.

Garbage

Wrap all garbage in a sealed plastic bag, break up all cartons and close the dumpster door. Never leave garbage outside your front door or outside the dumpster.

At no time is loose garbage (unbagged) allowed to be thrown in the dumpster. It will attract mice and other rodents. Remember, the driver of the garbage truck is not responsible to clean up your mess. Each dumpster has sliding doors on the side to make it easier for the shareholder. If the dumpster is full take it to another dumpster. Do not leave it on the ground. If you are found to be leaving the garbage on the ground or in non-closed bags, the shareholder not adhering to these rules will be subject to a fine according to the House Rule fine schedule.

Guest Policy

When you are expecting guests to stay longer than 2 days, you must get a visitor's parking pass from the Board. If you are having someone staying with you, it is your responsibility to notify the Board, c/o TCM in writing requesting permission for them to stay up to 15 days. No one is allowed to stay in any unit without the resident being present. Continuous violation will incur eviction. No shareholder is allowed to rent or sub-lease their property

Illegally Parked Cars

All residents must register all of their cars parked in the development. All residents are required to purchase parking stickers from the Cooperative for all of their vehicles. Illegally parked cars can be towed at the owners' expense. Failure to purchase the appropriate auto stickers will result in a fine.

Keys

It is mandatory that the Board have a copy of your house key and any alarm codes to be utilized only in an emergency. These will be kept in the safe in the clubhouse under the control of the Board of Directors.

Leaks

The shareholder's responsibilities in regard to plumbing problems are as follows:

- If the source of the leak is behind the walls, it is the co-op's responsibility
- If the pipe is visible, it is the shareholder's responsibility.
- If a leak originates upstairs and damages the downstairs unit, the upstairs owner is responsible for repairs, if applicable.
- If your faucet drips or your toilet keeps running, call your licensed and insured maintenance company for service

Library

When borrowing books, please remember to return them promptly in the same condition so they may be enjoyed by others. Anything removed from the Library must be returned in a timely manner.

License Plates

If, in the future, you get a new car or new license plate number, please register and apply through one of the Board members for a new sticker. No Commercial plated vehicles are permitted. Every car belonging to a shareholder must properly display a sticker for easy identification.

Parking

- a- Guest parking is permitted only in the visitor and unnumbered parking spaces designated by the Board of Directors or the managing agent as guest parking. In the event a guest will be parking overnight for more than two (2) consecutive nights, the shareholder must notify either a Board member or TCM to obtain a guest parking permit. The parking permit must be displayed on the dashboard of the guest's vehicle when parked on the premises.

- b- Only vehicles authorized by the Co-op may be parked in the parking spaces. All others will be towed at the vehicle owner's expense or the shareholder(s) whose space is being used (whichever is applicable).
- c- All vehicles must be registered and insured. This information together with any other information the Co-op requests must be provided to the Co-op's Board of Directors when requesting a parking space or at any other time when requested. A parking sticker will be issued and must be displayed on the rear side of the window (behind the driver) at all times. Shareholder(s) must park in the assigned parking space only.
- d- Handicapped spaces are generally not assigned and do not belong to any shareholder. A shareholder cannot claim a handicapped spot as their own nor use the handicapped spot to replace their assigned space. There is no storage of cars in a handicapped space- All cars in visitor and handicapped spaces must be moved every 48 hours or will be towed.
- e- The building's parking spaces may only be used by residents for operational vehicles. Storage of vehicles is prohibited at all times. Homeowners with two cars cannot assume possession of an unmarked space as their own.
- f- No repairs to vehicles are permitted in the parking facility or parking spaces.
- g- The speed limit in the parking lot/facility is fifteen (15) miles per hour.
- h- The Board reserves the right to change parking space assignments for any reason at any time. Each apartment will not be provided more than one (1) assigned parking space. If requested by the Co-ops Board of Directors or Managing Agent to move or vacate a parking space, the occupant of the parking space must move their space to the new assigned space or vacate the parking space within 48 hours notice of said request except during snow emergency.
- i- No commercial vehicles are permitted in the parking facilities.
- j- Only head- in parking is allowed. DO NOT OVERLAP THE CURB because there is not enough room for walkers and wheel chairs to pass.
- k- No vehicles are permitted to be parked blocking any parking spaces, hydrants or mailboxes. Dumpster areas are permitted parking on designated days within six feet of the swinging doors. Do not block the wheelchair access curbs at any time!
- l- Residents that park in unassigned or visitor spots must move their car within 48 hours.
- m- Vehicles left in visitor or unmarked parking spaces MUST be moved every 48 hours in order to allow all shareholders to have the opportunity to utilize same. Failure to do so will result in a fine for each occurrence.
- n- Shareholders that have two vehicles must place the second vehicle off the community property when away on vacation.

Pets

- a- No bird, animal or pet shall be kept or harbored in the building, apartment or common areas unless same shall in each instance expressly permitted by the Board of Directors. Notwithstanding the foregoing, shareholders who purchased their apartments at the time of the original offering(the first occupant of an apartment after the Co-op was constructed), are permitted to harbor one (1) dog 25 lbs. or less provided said shareholder(s) moved into the apartment with the dog. No new dogs are permitted. Special considerations for Companion dogs must be approved by the Board of Directors before purchase of the pet.

- b- Provided that you have an approved dog, pet or animal in accordance with subparagraph(a) hereinabove, same may only be harbored subject to compliance with the following rules and regulations:
- 1- No new dogs are permitted under any circumstances
 - 2- All approved dogs must be leashed at all times when outside the apartment
 - 3- No dog may be left unattended outside the apartment
 - 4- Dog waste must be immediately removed by the pet owner, placed in a plastic bag and thereafter placed in a dumpster only.
 - 5- Permitted dogs are allowed in the Co-op's common areas only for the purposes of taking them in or out of the apartment.
 - 6- No odors are permitted to emanate from the premises.
 - 7- Dogs and any approved pet/ animal must be groomed and bathed regularly.
 - 8- No barking or other disturbances are permitted.
 - 9- If any approved dog/pet/ animal dies or is removed from the premises, no other dog/ pet/animal may be harbored in the premises without prior written consent of the Board of Directors, which consent may be granted or refused by the Lessor's Board of Directors in their sole discretion for any reason or no reason at all. Notwithstanding the foregoing, no new dogs are permitted.
 - 10-No feeding of stray animals is permitted
 - 11- Dogs should be walked in the street or the woods.

Failure to follow these rules will result in a fine per the House Rule fine schedule.

Planting

Planting of Annuals is permitted in the areas under the front and rear windows only. Only potted plants are allowed on the decks or patios. Resident is responsible for their own plantings and the removal of said plants after the growing season is over. At no time are vegetable plants allowed to be planted or vines permitted to grow on the outside structure.

Repairs

If you need repairs, the cost of repairing any damage to toilets, sinks or any other water apparatus in an apartment shall be paid by the shareholder of the apartment.

Resale Information

All apartments that are being sold must be inspected by a Board Member prior to the closing date.

Any unauthorized changes made to the apartment by the seller must be corrected or credit given to the buyer who upon acceptance must agree to correct within 90 days. No person other than the shareholder can occupy the unit while it is on sale. All new Shareholders must meet with a representative of the Board of Directors prior to moving into their unit. This meeting is mandatory as to discuss the community's House Rules and move in procedures. UNITS CANNOT BE INHEIRITED AND ALL SALES MUST

BE PRIOR APPROVED BY THE TOWN OF OYSTER BAY. The Town of Oyster Bay must set the price and provide the buyer from Town approved list.

Smoke Alarms

The smoke detectors are hard wired, but have batteries for backup in case there is an electrical fire. Each smoke detector requires a 9 volt battery that fits into the compartment on the side. There are three smoke detectors in each apartment and maintenance and replacement is the shareholder's responsibility. **YOU MUST NEVER DISCONNECT THE ALARMS BECAUSE THE BATTERIES NEED REPLACEMENT!**

Snow

If there is an emergency, and you must leave your apartment, call the Fire Department non-emergency number 931-2660 or the 7th precinct 573-6700. The first priority of the plow is to clean the roadways so emergency vehicles have access. Sand and ice melt will be applied so that cars will have traction. Sometime after the snow stops, shoveling of the walkways, fire hydrants and mailboxes will be done. The contractor is not employed to clean the snow off of the residents' cars or dig them out. There are several areas marked for snow emergency, when snow is eminent, please be sure to move your vehicle from this area. If a car is parked in a snow emergency area the car **must be moved** or the shareholder will be fined.

Snow Birds

If you leave the Oaks for the winter months, you must make sure that your thermostat is set no lower than 55 degrees. Pipes freeze if set any lower. Leave a key with a neighbor or Block Captain in case of any problems. Your unit should be checked regularly. If we must force entrance to your unit you will be fined as well as the shareholder being held responsible for any repairs needed. If you leave your car here while away, you must leave a key also in case cars have to be moved for the plow to clear snow from the parking spots. Only one car can be left on the premises and it must be in the assigned shareholder's spot. There is no long term parking allowed for additional vehicles

Solicitors

There have been several instances of local businesses ringing door bells or leaving notices in our doorways. **DO NOT OPEN YOUR DOOR TO STRANGERS!** You have the right to demand them to leave or call the police.

Star Program

It is your responsibility to file for either the Star or Enhanced Star Program with Nassau County to receive any reduced school taxes since you have been living at the Oaks (which must be your primary residence). If you are approved, the notice indicating the reduction will be sent to Total Community Management. TCM will apply 1/12th of the

reduction each month to the monthly maintenance charges. Call the Nassau County Department of Assessments (516-571-1500) to obtain the application or download it on their web site.

Storage Units

Each unit has a storage area assigned in the Clubhouse. The Co-op is not responsible for any items left in storage. Make sure your insurance covers off-premise theft. To conform to Fire Department's regulations with regard to the sprinklers, the top rack must not be piled higher than the top of the cage. At no time is the resident allowed to store toxic or flammable items in the storage areas. The Board will not make any changes to a Shareholders assigned cage. If you make an arrangement with a neighbor or friend to utilize their cage written consent must be submitted to the Board of Directors from the person allowing you permission to utilize their cage. You must remove your belongings in the event that the neighbor or friend is no longer an occupant at the Oaks at Broadlawn Manor. If your belongings are found in a cage other than the one you have been assigned to without prior written consent the Board will have your belongings removed and will assess your account \$200.

Television/Radios

No shareholder shall make or permit any disturbing noises or do anything to interfere with the rights, comforts or convenience of other shareholders. No shareholder shall be permitted to play TV, stereo, radio or musical instruments loudly between the hours of 11pm to 7am. No TV antenna, outside wiring or Satellite dish of any kind may be placed on the outside of any building.

Toilet Tanks

Do not use any type of fresheners in the tank itself. It clogs the jets under the rim and prevents flushing as well as eats through the plastic tubing in the tank. **DO NOT THROW ANY PAPER TOWELS, SANITARY WIPES, DIAPERS OR BULKY ITEMS IN THE TOILET.** There are shut off valves under the kitchen sink, laundry area, under the toilet and inside the vanity. If you experience a water problem, you can immediately turn the control valve to the right to shut the water off.

Water Shut Off

In an emergency, you may need to shut off your water. The lever is in the Utility closet. It is a handle painted yellow. Turn it to the left to shut off.

Winterizing

The hose bibs at the rear of every unit must be drained and shut off for the winter. No hoses can remain connected during the winter months/ they can freeze and damage the pipe attached to your unit. The spigots in the front of each building are different; they are non-freezing type that does not require to be turned off in the winter. No hoses however, can be left attached to them.

Other Important Items

Inform family members and guests to observe the speed limits (15 mph) and traffic rules, and parking restrictions. They should never park in a numbered parking space that does not belong to you. "No parking" areas designated by signs should be obeyed. Violations will make the shareholder eligible for all fines.

Apartments are for residential use only! Your unit is not to be used for storage or warehousing. No commercial business can be operated from your apartment. This is a Fire Violation and subject to penalties or eviction.

Any tenant that requires an Aide or Live in assistance should notify the Board so we are aware of the need to be on the property.

Any tenant can wash their car at the Clubhouse and keep the area clean.

Do not post signs or advertisements on the mailboxes, windows, doors or any part of the Community

Do not feed the birds or geese

Keep your utility room door closed at all times, do not hang clothes in or near the burner.

House Rules may be modified, repealed or amended by a resolution of the Board of Directors

The Board has the right to revoke any consent or approval given under the House Rules at any time.

Approved and agreed to by the Board of Directors- Oaks at Broadlawn Manor

October 2018

