

Top of the Harbour

4 Anchorage Lane Owners, Inc.
Oyster Bay, New York 11771



House Rules

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1. The common walkways and outside steps and stoops of the buildings shall not be obstructed or used for any purpose other than for entry to and exit from the apartments in the buildings.
2. Children shall not play on the driveways.
3. No walkway, stoop, or exterior wall shall be decorated or furnished by any Lessee in any manner without the prior written consent of all the Lessees to whose apartments such shall serve as means of entry and exit. In the event of disagreement among such Lessees, the Board of Directors shall decide.
4. No mopeds, motorcycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to obstruct common passageways and driveways.
5. No auction, garage or tag sales will be allowed on Cooperative property at any time.
6. No Lessee shall make or permit any disturbing noises in the buildings or do or permit anything to be done, which will interfere with the rights, comfort or convenience of other residents.
 - a. No owner or occupant shall operate or use any musical instrument or permit to be operated an electronic device including but not limited to phonographs, radios, televisions, CD players, or loudspeakers, in a manner disturbing to other residents of the buildings.
 - b. No construction, repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 5:00 p.m.

7. No exercise machines that cause noise or vibration to adjoining units are permitted.
8. No article of clothing, linen or rugs shall be hung from the doors, windows or railings or placed upon the windowsills or ledges of the buildings. No clotheslines are permitted.
9. Nothing shall be permitted to project out of any window of any building including but not limited to window air-conditioning units or ventilators. Awnings are not permitted.
10. No sign, notice or advertisement shall be displayed on or affixed to any exterior part of any building including but not limited to the windows.
11. No radio or television aerial or satellite dish shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor. Satellite dishes may be installed after submission of an executed and approved Hold Harmless Agreement along with any necessary permits required by the Town of Oyster Bay.
12. All water apparatus in the buildings shall be used only for any purposes for which they were constructed; nor shall any sweepings, rubbish, rags or other article be thrown into the toilets. If damage occurs, the Lessee in whose apartment the damage originates shall pay for needed repairs in the unit of origin and all other units affected.
13. No vehicle belonging to a Lessee or to a member of the family or guest, subtenant, licensee or employee of a Lessee shall be parked in such a manner as to impede or prevent access to any entrance of the building by other vehicles.
14. Shareholders who apply for handicapped parking must submit to Managing Agent proof of status and must display an un-expired handicap plate/sticker/hang tag while parked in a handicapped space. There are no assigned handicapped spaces. The designated space is subject to Board approval.

15. One car per licensed driver per cooperative apartment is allowed with a maximum of two per cooperative apartment. The vehicle or vehicles must be registered in the name or names of the approved shareholders or approved tenants of such apartment at an Anchorage Lane or Harbour Lane address.
 - a. All shareholders and tenants must supply to the Managing Agent a current copy of car registration for each vehicle. Upon receipt of parking sticker from Managing Agent, shareholder or tenant must affix parking sticker to vehicle.
 - i. Motorcycles may not be substituted for a car. Shareholders and/or tenants may not park an oversized vehicle on the cooperative property. No commercial vehicles may be parked on cooperative property.
 - ii. If a shareholder or tenant needs an additional or temporary sticker, not provided for in this rule, shareholder/tenant must write a letter to the Board of Directors describing the reasons for the additional sticker. Incorporated into this letter must be a copy of the current registration, the time during which this additional or temporary sticker is needed, and the name and relationship of the registrant to the shareholder or tenant.
 - b. If a shareholder or tenant has extenuating circumstances requiring an exemption to this rule, that person must write a letter to the Board of Directors describing the extenuating circumstances and explaining what relief is requested.
 - c. The maintenance superintendent will place warning stickers on any vehicle that has been in violation of this policy for three (3) consecutive days. The maintenance superintendent will notify the Managing Agent in writing of all vehicles that have been in violation for seven (7) consecutive days. The Managing Agent will then notify the shareholder or tenant in writing that he or she is being fined at a rate of \$50 per day. If the violation exists for fifteen (15) consecutive days, the vehicle will be subject to removal (towing and storage) at the owner's expense. The Managing Agent must receive any appeal in writing within thirty (30) days from the first day of violation.
 - d. Each shareholder shall be issued two laminated visitor parking passes, to be used when guests will be parking overnight on the premises. Visitor parking passes must be displayed from the rear view mirror of a guest's vehicle with the permit number facing front toward the windshield. Visitor parking rules apply as follows:
 - i. When a shareholder will have a guest parking on the premises overnight for up to three consecutive nights within a one week

period, the only action required is to display the visitor parking pass in the guest's vehicle.

- ii. When a shareholder will have a guest parking on the premises for more than three consecutive nights within a one week period, then in addition to displaying the visitor parking pass in the guest's vehicle, the shareholder must also notify the Management company (TCM - 516-826-9700, extension 232) to register the guest for an extended stay, providing the Management company with the guest's name, vehicle make, model, license plate number, and length of stay.
- iii. Shareholders may not utilize visitor passes in lieu of parking stickers for those vehicles required to be registered for parking stickers under House Rule #15; to prevent such abuse of visitor passes, extended stay registration is subject to refusal by the Board.

Guest vehicles parked in violation of these rules are subject to towing at the expense of the shareholder hosting the guest. The shareholder is further subject to fines according to the following schedule: first offense - warning, second offense - \$25, third offense and each offense thereafter - \$100. Fee to replace a lost pass: \$5.

16. Shareholders who plan to stain and/or seal [polish] hardwood floors or who are painting interior walls must select the least noxious agent(s) available.
 - a. The shareholder must determine from a licensed and insured contractor, the optimal weather and ventilation conditions for the type of work being done, relative to health factors, and schedule the work accordingly
 - b. All neighbors must be contacted in writing and informed of the date and time of the scheduled work.
 - c. The shareholder must notify Managing Agent of the type of work being performed, the date, the time and provide written confirmation of compliance with items A and B.
17. The floors of each apartment must be covered with rugs or carpeting to a minimum of 80% of the floor of each room, with the exception of kitchens, pantries, bathrooms and closets. Stairways and hallways are not exempt. All rugs and carpeting must have padding that:
 - a. Meets or exceeds the standard of 40oz synthetic fiber cushion.
 - b. Meets minimal thickness of 3/8"
 - c. Meets or exceeds FHA-HUD flammability requirements.

18. Exterior and interior improvements are subject to Board approval. Shareholders seeking approval must:
 - a. Submit to the Managing Agent:
 - i. Sketches, blueprints, all materials to be used
 - ii. Contractor's name, license and certificates of insurance
 - b. Receive conditional approval from Board.
 - i. Submit to Managing Agent all necessary and required government permits.
 - ii. Submit proof that any condition imposed by the Board has been fulfilled.
 - c. In addition to the above, if requested by the Board, the shareholder must submit a fully executed indemnification/hold harmless agreement prior to receiving final Board approval.
 - d. Receive final Board approval prior to commencement of work.

19. Shareholders must have owned a unit for a period of no less than twelve (12) months and cannot have been in arrears for at least the prior twelve (12) months before the Board will grant approval for a sublease.
 - a. Shareholders who sublet a unit will be assessed a yearly sublease fee of fifteen percent (15%) of the annual maintenance charge of that unit, payable on the first day of the sublet lease.
 - b. Shareholders must reapply annually to renew a sublease.
 - c. Shareholders who sublease a unit or who renew a sublet lease, without first obtaining approval of the Board of Directors, shall incur a penalty as additional rent of fifteen percent (15%) of the annual maintenance charge of that unit. This penalty shall be in addition to the sublease fee of fifteen percent (15%) of the annual maintenance charge for that unit. Both the 15% penalty and the 15% fee shall be retroactive to the first day of residence by a tenant in the unit.

20. All garbage and trash must be placed into dumpsters. No garbage or trash may be left overnight on stoops, steps, sidewalks or grass. It is the responsibility of the shareholder to dispose of large items, such as carpet rolls, furniture or appliances at the Town Dump. All newspapers, cans, plastics and glass must be disposed in the recycling receptacle. Contractors are not permitted to use the dumpsters and are required to remove construction debris from the grounds of Top of the Harbour.

21. No plant material may be removed from any natural area. There shall be no permanent or temporary obstructions to walkways in front and in back of any unit, as there must be clear access for emergencies, maintenance and landscaping. No permanent or temporary structure or furniture, with the exception of plant holders may be placed beyond the perimeters of patios and balconies without permission from the Board of Directors.
22. No shareholder or resident may own more than two pets. Pets are not permitted on any common area property. No owners or occupants shall be permitted to have dogs on the Cooperative premises. If an owner or occupant presently has a dog, the dog will be allowed to remain. If the dog dies or the owner or occupant gives up the animal, he or she will not be allowed to replace the animal.
23. No birds or animals shall be fed from or on the window, windowsills, balconies, patios or any common area property. Bird feeders may be placed in the natural areas of the property with the permission of the Board of Directors. Such permission shall be revocable by the Board of Directors. Natural areas are the wooded areas around the perimeter and between Harbour Lane and Anchorage Lane.
24. The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day to correct or control an emergency situation(s).
25. The agents of the Lessor, or any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment or exterminating any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.
26. The Lessor shall have the right to curtail or relocate any space devoted to storage.
27. No owner or occupant shall be permitted to utilize any employee of the cooperative corporation without the approval of the Managing Agent or the Board of Directors.
28. Shareholder complaints regarding maintenance or service of the buildings shall be made in writing to the Managing Agent of the Lessor.

29. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Cooperative Corporation.
30. The Board of Directors is hereby authorized to impose monetary penalties for violation of these House Rules, the amount of which shall first be approved by said Board of Directors.
31. Any consent or approval given under these house rules by the Lessor may be revoked by Lessor at will and without prior notice to shareholder(s).
32. Shareholders who fail to comply with these rules shall be considered in violation of and subject to cancellation of their Proprietary Lease.