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# FLEETWOOD PARK CORP.

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## HOUSE RULES

754-800 Bronx River Rd | Bronxville NY 10708



**REV.10.2021**

IN ADDITION TO THE OTHER PROVISIONS OF THE PROPRIETARY LEASE, THE FOLLOWING RULES AND REGULATIONS, TOGETHER WITH SUCH ADDITIONAL RULES AND REGULATIONS AS MAY HEREAFTER BE ADOPTED BY THE BOARD OF DIRECTORS SHALL GOVERN THE USE OF APARTMENTS AND THE CONDUCT OF ALL RESIDENTS AND OCCUPANTS THEREOF. THESE HOUSE RULES MAY BE ADDED TO, AMENDED OR REPEALED AT ANY TIME BY RESOLUTION OF THE BOARD OF DIRECTORS.

# IMPORTANT CONTACT INFORMATION

## ADMINISTRATION

### Managing Agent:

**Garthchester Realty** | 440 Mamaroneck Ave Ste. S-512 Harrison NY 10528  
Office: 914-725-3600

### 24/7 Emergency Line:

914-725-3600 Press 9

### Property Managers:

**On-Site:** Julie Pineda: Office: 914-725-3600 Ext. 145 | **Email:** [Julie@Garthchesterrealty.com](mailto:Julie@Garthchesterrealty.com)

**Off-Site:** David Guerrero: Office: 914-725-3600 Ext. 123 | **Email:** [David@Garthchesterrealty.com](mailto:David@Garthchesterrealty.com)

### Superintendent:

Raymond Ortiz

### Corporation's Attorney:

- **Finger & Finger, A Professional Corporation**
  - 158 Grand Street, White Plains, New York 10601
    - **Applications:** 914 949 0308 x 302; [lit@fingerandfinger.com](mailto:lit@fingerandfinger.com)
    - **Closings:** 914 949 0308 x 303; [ca@fingerandfinger.com](mailto:ca@fingerandfinger.com)
    - **General Questions:** 914 949 0308 x 309; [kenneth@fingerandfinger.com](mailto:kenneth@fingerandfinger.com)

### Corporation's Independent Auditor

- **Victoria A. Becerra, CPA, PLLC**
  - 2 Coyote Ct. Brewster NY 10509
  - 914-617-8430

### Resident Portal: Buildinglink

[www.FleetwoodParkCorp.com](http://www.FleetwoodParkCorp.com) - Contact Management for log-in information

### Payment Portal:

[www.Garthchesterrealty.com/pay](http://www.Garthchesterrealty.com/pay)

### Yonkers Building & Housing Department

87 Nepperhan Ave Yonkers NY 10701  
914-377-6500  
<https://www.yonkersny.gov>

### Yonkers Sanitation Department

<https://www.yonkersny.gov/live/garbage-recycling>

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## PUBLIC HALLS AND COMMON AREAS

- 1.1. The public halls and stairways of the buildings shall not be obstructed or used for any purpose other than entering and leaving apartments in the building. No articles including, but not limited to, bicycles, scooters, skateboards or strollers shall be placed in the halls or on the staircase landings. No boots, umbrellas, sleds or other weather protection articles shall be left in the halls. No individual door ("Welcome") mats are permitted in the hallways
- 1.2. No public hall shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves as a means of ingress and egress; in the event of a disagreement among such lessees, the Board of Directors shall decide.
- 1.3. No awnings, window air conditioning units, or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval. Upon approval, the proper placement of the air conditioner is the responsibility of the Lessee.
- 1.4. No article shall be placed in the halls or on the staircase landings nor shall anything be hung or shaken from the doors, windows, and terraces or placed upon the windowsills of the building.
- 1.5. No sign, notice, advertisement, or illumination shall be inscribed or exposed in on or at any window or other part of the building except such as shall have been approved in writing by the Lessor or the managing agent.
- 1.6. No bicycles, skateboards, rollerblades, or similar vehicles shall be used or stored in any common area. Baby carriages and the above-mentioned items shall not be allowed to stand in the public halls, basement and garage areas of the buildings.
- 1.7. Residents, messengers, and trades people shall use such means of ingress and egress as shall be designated by the lessor.
- 1.8. Nothing shall be placed on the fire escapes, terraces, roofs, or windowsills.
- 1.9. The lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- 1.10. The lessee shall keep the windows of the apartments clean. In case of refusal or neglect of the lessee during

ten days after notice in writing from the lessor or the managing agent to clean the windows such cleaning may be done the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the lessee.

- 1.11. There shall be no interference whatever with the passenger elevators by lessee or members of their families or their guests, employees, or subtenant.
- 1.12. No recreational activities shall be allowed in the basements and hallways.
- 1.13. The lessee shall use the available laundry facilities only on such days and during such hours as may be designated by the lessor or the managing agent.

## 2. SMOKING POLICY

- 2.1. Smoking of any kind is strictly prohibited in all "common areas" of the Fleetwood Park property, including but not limited to the lobby, elevators, hallways, vestibules, stairways, basement, laundry room, roof, playground, garages, and any area in or around entrances to the buildings. smoking shall include smoking or burning any product or substance containing tobacco, cloves, marijuana, or other substance intended to be smoked, including not limited to nicotine or any other substance that is vaporized and smoked (commonly referred to as vaping) and incense.
- 2.2. This policy applies to all shareholders, guests, visitors, subtenants, and any other person stepping onto Fleetwood Park property.
- 2.3. **Violations** – Residents shall promptly inform the Property Manager via a written statement of any incident where secondhand smoke is migrating into the resident's unit from sources within the building. A breach of this policy will result in a material breach of the proprietary lease and is grounds for termination.

## 3. QUALITY OF LIFE

■ No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort, or conveniences of other residents. No lessee shall play upon or allow to be played upon any musical instrument or permit to be operated a stereo or a radio or television loudspeaker in such Lessee's apartment between the hours of 11:00- PM and the following 8:00 am or if the same shall disturb or annoy other

occupants of the building. No construction or repair work or any other work involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours

- 3.2. No radio or television aerial or satellite dish or any other appurtenances shall be hung from or attached to the exterior of the building.
- 3.3. The floors of each apartment must be covered with carpeting and sufficient padding to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms, closets and foyers.
- 3.4. No group tour or exhibition of any apartment or its content shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
- 3.5. 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 for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measure as may be necessary to control or exterminate such vermin, insects or other pests. If the Lessor takes measures to control or exterminate vermin, insects or other pests, the cost thereof shall be paid by the lessee as additional rent.
- 3.6. All tenants are banned from storing rifles, handguns, air guns, pellet guns or bb guns in the apartments or at the complex, unless the same are not loaded, properly registered and licensed, if required by law and in all respects are kept in compliance with all laws, statutes and ordinances.
- 3.7. No smoking shall be allowed in elevators or interior common areas.
- 3.8. All apartment renovation, installation or construction requires filing the renovation plan along with the alteration application. The plan must be reviewed by Management and approved BEFORE any work begins.
- 3.9. Please note that any contractor who is retained to paint an apartment must have the appropriate licensing as required by Westchester County. The resident must supply a copy of the painter's certificate of insurance, a copy of his or her license and the EPA certificate.
- 3.10. Approved renovations, repair work or other installation that causes noise shall be conducted only

on weekdays (not including legal holidays) and only between the hours of 9:00 a.m. and 5:00 p.m.

#### 4. COMMON AREA AMENITIES

- 4.1. Garbage and refuse from the apartments shall be disposed of only such times and in such manner as the superintendent of the Managing Agent of the building may direct. Recycling bins are located in the basement and garage areas of all buildings.
- 4.2. All wet debris is to be securely wrapped or bagged in a small package size to fit easily into the garbage chute.
- 4.3. Debris should be completely drip free before it leaves the apartment and carried to the compactor room in a careful manner and in a drip proof container then placed into the garbage chute for disposal
- 4.4. Bottles and cans must be disposed of in the recycling bins in the basement and garage areas in accordance with the recycling rules and regulations of the municipality.
- 4.5. Cartons, boxes, newspapers, magazines books, etc. should be disposed of in the basement and garage areas in accordance with the recycling rules and regulations of the municipality.
- 4.6. The City of Yonkers and Fleetwood Park cannot dispose of furniture, carpeting, or any other bulk materials from our property. Residents must make private arrangements to dispose of these items. Residents disposing of such items in any of the common areas of the cooperative are subject to administrative charges.
- 4.7. Under no circumstances should carpet sweepings containing naphthalene, camphor balls, or flakes, floor scrapings, plastic wrappings or covers, oil-soaked rags, empty paint or aerosol cans, or any other flammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the garbage chute.
- 4.8. Vacuum cleaner bags must never be emptied into the garbage chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then placed into the garbage chute for disposal.
- 4.9. No vehicle belonging to a lessee or to a member of the family or guest, subtenant, or employee of a lessee shall be parked in such a manner as to impede or prevent ready access to any entrance of the building or garage by another vehicle. Vehicles improperly parked will be towed. Drivers must enter one way on the south end of the property and exit one way on the

north end of the property. Please refer the parking license agreement for further details.

## 5. RESIDENT RESPONSIBILITIES

- 5.1. As stated in the Proprietary Lease in paragraph 18a, Residents are responsible for all appliances, plumbing, fixtures, and furnishings inside their own apartment from wall to wall, including the wall surfaces, and for damage caused to another apartment. Please refer to the proprietary lease for full list of residents' responsibilities.
- 5.2. As stated in the Proprietary Lease in Paragraph 4. The cooperative is not required to repair or replace, or cause to be repaired or replaced, equipment, fixtures, furniture, furnishings, or decorations installed by shareholders or any alterations performed by the current or prior owner, neither is the cooperative obligated to repaint or replace wallpaper or other decorations in apartments.
- 5.3. Residents are also responsible for the entire electrical system from the point that it enters the apartment from behind the breaker panel. This rule shall not be interpreted in a manner to expand the maintenance obligations of the Cooperative regarding individual apartments.
- 5.4. Water Apparatus: Toilets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings rubbish, rags or any other article be thrown into the toilets. The cost of repairing any damage resulting from misuse of any toilets or other water apparatus shall be paid for by the Lessee in whose apartment it shall have been caused. The lessee shall be responsible for any damage to the building, another apartment and its contents caused by floods or water leaks emanating from the lessee's apartment.
- 5.5. **Insurance:** All shareholders and subtenants are required to carry insurance covering personal property and personal liability and must provide management with proof on insurance on an annual basis.
- 5.6. Residents must supply apartment door keys to the management office. There shall be no washing machines, clothes dryers, garbage disposals permitted in the apartments.
- 5.7. Residents are banned from storing rifles, handguns, air guns, pellet guns or BB guns in the apartments or at

the complex, unless the same are not loaded, properly registered and licensed, if required by law and in all respects are kept in compliance with all laws, statutes, and ordinances. Any rifle, handgun, air gun, pellet gun, BB gun or other firearm must be kept in a locked and secured location in the apartment

- 5.8. Complaints regarding the service of the building shall be made in writing to the managing agent of the lessor.
- 5.9. In case of an emergency, management is required to have a updated phone numbers/email addresses of all residents living in Fleetwood Park. Please see the enclosed contact information and be sure that you as a shareholder complete the information for yourself and if applicable your subtenants

## 6. BUILDING STAFF SERVICES

- 6.1. No employee is permitted to leave his/her duties during that employee's working hours to do any private work for a Resident. Residents shall not request or permit any employee to do such private work, or any work that falls under the lessees' responsibility per the proprietary lease during the employee's working hours. No lessee shall send any employee of the Lessor out of the building on any private business.

## 7. PETS

- 7.1. No bird, insect, reptile, or animal shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. Dogs, regardless of their size, are not permitted. No pigeons or other birds or animals shall be fed from the windowsills, terraces, in the yard, court spaces or other public portions of the building or on the sidewalk, or streets adjacent to the building.

## 8. DISHWASHER POLICY:

- 8.1. Shareholders must request permission of Fleetwood Park Corp. (the Corporation" or "Fleetwood") to install a dishwasher in the Shareholder's apartment (the "Premises"), and Whereas Fleetwood has passed a resolution to the House Rules and Regulations allowing the installation of a dishwasher upon strict compliance with the terms and conditions of this Agreement.
- 8.2. Now therefore, for the consideration of allowing the Shareholder to install a dishwasher in the Premises,

the Shareholder agrees: Shareholder will be solely and completely responsible for all costs associated with the purchase and installation of the dishwasher at the Premises and any damage arising from the installation or use of the dishwasher.

- 8.3. Shareholder will submit the name, brand, model number and specifications for the dishwasher, which must be “energy star” rated to Fleetwood for its approval prior to installation.
- 8.4. Shareholder will provide insurance in amounts, form and substance acceptable to the Board of Directors and will keep such insurance in force. The insurance policy will not be cancelable and cannot be modified to eliminate coverage for the dishwasher.
- 8.5. The installation of the dishwasher and any repairs to the dishwasher can only be performed by a licensed plumber who has provided proof of insurance to Fleetwood.
- 8.6. Shareholder will assure that the installation and all repair work is performed by a licensed plumber in a good and workmanlike manner and is performed in accordance county and municipal requirements.
- 8.7. Shareholder will assure that after the installation of the dishwasher all appropriate repairs will be made to assure that the kitchen is left in acceptable condition.
- 8.8. Shareholder will provide the Cooperative with a Certificate of Insurance from all of Shareholder’s contractors and plumber, naming the Cooperative as an additional insured for each contractor and plumber.
- 8.9. After the completion of the installation and restoration work to the kitchen, the Cooperative will inspect the work and must approve same before use of dishwasher.
- 8.10. Shareholder agrees that if any claim is made against Fleetwood as a result of the installation or use of the dishwasher then the Shareholder will hold Fleetwood its agents, servants, employees, officers, directors and Managing Agent harmless as against any such claim, judgment, loss, penalty, expense, damage, injury, attorney’s fees, costs, disbursements, and the like as result for any such action and will indemnify and hold Fleetwood and the Managing Agent harmless as a result of any such claim and for any judgment, claim, loss, penalty, expense, damage, injury, attorney’s fees, costs, disbursements and the like and will pay for same. Fleetwood and the Managing Agent will be entitled to retain their own counsel, at the

expense of the Shareholders for the defense of any such claim, action, or litigation.

- 8.11. Shareholder agrees that if any claim is made by another shareholder for damage arising out of the installation or use of the dishwasher, then the Shareholder will be solely responsible for defending and/or adjusting the claim with the complaining shareholder.

## 9. KEY POLICY

- 9.1. The lessee shall provide the lessor with a key to each lock providing access to the apartment, and if any lock shall be altered, or new lock installed, the lessee shall provide the lessor with a key thereto immediately upon installation.
- 9.2. Keys will be locked in a secure cabinet at all times. Keys will only be accessed during working hours for maintenance, if specifically coordinated with individual shareholder for entry, or for emergency purposes only, at which time the individual shareholder will be notified for access.
- 9.3. Keys will not be given out to any person, for any reason, including contracted outside maintenance for apartments, deliveries, and any other need for access. Authorization for any person other than the shareholder must be coordinated with the Management office in person.
- 9.4. Keys will be available for Shareholders, only to create copies, and for no other reason. Keys taken by a shareholder must be returned immediately. Should keys not be returned, Shareholders will be referred to legal counsel for further action.
- 9.5. In case of Sublet or Re sale, Realtors or future tenants will not have access to keys located at the Management Office. It will be the responsibility of the shareholder to provide copies of key for real estate sales purposes. This includes keys for the showing of apartments for lease or resale and any key to be provided at time of closing or acceptance.
- 9.6. All shareholders must provide the Management office copies of keys to all locks for emergency purposes. Shareholders will be referred to legal counsel for further action should copies not be provided.
- 9.7. In case of any lock being changed, the shareholder must provide management with a new copy of the key in a timely manner.
- 9.8. Building entrance door and mailbox keys are not kept by the management office. If these keys are lost,

management will provide new one at the shareholder's cost.

## 10. MAINTENANCE PAYMENTS & LATE FEE POLICY

- 10.1. Prompt payment of maintenance and other charges by all shareholders is extremely critical to the financial health of the cooperative. It enables the cooperative to meet its financial obligations which enhances the property values of our apartments and community.
- 10.2. All charges on the maintenance account are due by the 1<sup>st</sup> of each month.
- 10.3. Payment received by the cooperative after the 10<sup>th</sup> of the month in which they are due, will be considered late.
- 10.4. A late fee will be applied to the shareholder's account for any unpaid charges. Any shareholder maintenance account that remains in delinquent status will be referred to legal for collections.
- 10.5. All costs, fees/expenses incurred by the cooperative in conjunction with pursuing collection of delinquent maintenance or other charges posted to a shareholder's account will be added as a line item to the shareholder's maintenance account and considered payable in full when posted.

## 11. PARKING RULES

- 11.1. Parking in Fleetwood Park outdoor lot is a privilege allotted to resident shareholders only who are current in their payments owed to the co-op. Tenants and subtenants are not eligible for parking at Fleetwood Park.
- 11.2. The process for obtaining an outdoor parking spot is as follows:
  - a. To qualify for an outdoor spot, residents must place themselves on the waiting list. Residents are not automatically added upon purchase.
  - b. When a resident reaches the top of the waiting list, an outdoor spot will be assigned if:
    - i. Resident is current in payments owed the co-op for the previous six months or.
    - ii. Resident is current in payments owed the co-op for the duration of their ownership, should ownership be less than six months.
- 11.3. Shareholders must remain current with their monthly co-op payments to continue receiving the privilege of parking in an assigned parking space. If a

resident parking in an outdoor or garage space is late 60 days with their monthly co-op payments, then the shareholder is sent a notice explaining that their parking privileges will be revoked if the total outstanding amount owed to the cooperative is not remitted by the end of the month. If payment is not remitted, the parking space must be vacated by month's end or the car will be towed at the shareholders' expense. If a parking space assignment is revoked, the process to obtain a parking space once again is as follows: The shareholder must be current in payments owed to the co-op for six consecutive months before requesting being placed on the parking waiting list.

- 11.4. Upon reaching the top of the waiting list, management will review the shareholder's payment history to determine if payment has been consistently current. If not, the shareholder will be removed from the waiting list and must be current for another six months before being placed on the bottom of the parking waiting list. A one-time exception for late payment may be requested and its approval is at the discretion of management who will consider the long-term track record of on-time payments.
- 11.5. Residents with assigned parking must provide a copy of current Vehicle Registration and proof of insurance noting their Fleetwood Park address, for any car and motorcycle using the assigned parking area parking space. If there are two (2) vehicles alternating or sharing said space current registration will be provided for each.
- 11.6. As a privilege to the original issuance and sale of the Lessor's shares in June 1983, a lessee who is an original purchaser at the time of conversion (but not his successors or assigns) and held a parking space at the time of the original purchase may transfer their assigned parking space with the sale of their shares.

## 12. SUB-LEASE POLICY

- 12.1. Prior to entering any sub-lease for an apartment at the Cooperative, the Sub-Lessor(s) will comply with the following terms and conditions and requirements:
  - 12.1.1. Must have owned and resided at Fleetwood Park for a minimum of 6 years before applying to sublease the apartment.
  - 12.1.2. Complete a sublease application, in the same form and requiring the same information as



required of prospective cooperators, will be prepared, and filed by the prospective Sub-Lessor(s), with the authorized representative of the Board of Directors.

12.2. All prospective Sub-Lessor(s) and Sub-Lessee(s) will be required to attend an interview by the Cooperative's designated committee, which may accept and/or reject the prospective Sub-Lessee(s) at its discretion.

12.3. The Sub-Lessor(s) will supply a copy of the proposed sub-lease to the cooperative for its review and approval. The Cooperative has the right to accept and/or reject the proposed sub-lease in its discretion. Prior to the sub-lease being effective, the Cooperative must approve the terms of the sub-lease. Said sub-lease cannot be for a period more than one (1) year and must include a "must vacate" date to be no longer than one (1) year after the start of the sub-lease. No renewals thereof will be permitted without a new consent by the Board of Directors at the end of the one year, if the Sub-Lessor(s) wish to sub-lease again, the Sub-Lessor(s) must again apply to the Cooperative for permission to sub-lease under the terms of a new sub-lease, which permission can be granted and/or denied by the Cooperative in its discretion.

12.4. The Sub-Lessor (s) must tender the Cooperative the sum of \$1,000.00, together with the application, which sum of money will be held by the Cooperative as security for full and faithful performance of the terms of the Proprietary Lease, the By-Laws, House Rules and any other regulations and/or sub-lease and also as security to be used by the Cooperative in the event of any damages to the Cooperative's property or in the apartment as well as compliance with the rules governing the use of protective pads during move in and move out.

12.5. The Sub-Lessee(s) can only move in or move out during the hours of 9:00 A.M. to 5:00 P.M., Monday through Friday.

12.6. The Sub-Lessor(s) must execute a hold harmless agreement in the form annexed hereto. The sub-lease must provide therein that it is subject to the Proprietary Lease and the Cooperative's House Rules, the Cooperative's Certificate of Incorporation and the Cooperative's By-Laws, as they all or individually may be amended or modified from time to time. The Sub-Lessor(s) agree, herein, to pay the Cooperative, in addition

to the regular monthly maintenance payment, on or before the first day of each and every month a sub-lease administrative fee. Please refer to our management company for the latest fee amounts per apartment size.

12.7. The Sub-Lessor(s) will keep the Cooperative always advised of his home and business addresses and phone numbers, as well as the and the home, business address and phone numbers of the sublessees

12.8. The Sub-Lessor(s) agree that it will continue to be responsible for all things required under the Proprietary Lease and Offering Plan.

12.9. If the Cooperative determines that it wants to terminate the permission to the sub-lease, the Cooperative **will** have this right at any time during the period of the sub-lease herein for any reason allowable under the law, Proprietary Lease or any other rules and regulations. In the event that the Cooperative determines that it does not want to renew the sub-lease, the Sub-Lessee(s) will vacate at the termination date thereof at the end of the one year (or shorter period if the sub-lease so provides) and the Sub-lessor(s) will guaranty that the Sub-Lessee(s) **will** so vacate. The Sub-Lessor(s) **will** notify the Cooperative, by certified or registered mail, return receipt requested, of the end of the sub-lease and the date the Sub- Lessee(s) will be moving out.

12.10. Approval of the sublease and terms of the sub-lease agreement does not constitute any obligation on behalf of the Cooperative under the sub-lease or bind or obligate the Cooperative, in any manner, to any of the terms of the sub-lease and does not constitute a representation or warranty on behalf of the Cooperative.

12.11. The Sub-Lessee(s) must agree to be bound by the terms of the Proprietary Lease, the By-Laws, the House Rules and any other rules and regulations of the Cooperative, as they may be amended and/or modified from time to time and by executing this document specifically agrees to same.

12.12. Failure on the part of the Sub-Lessor(s) or the Sub-Lessee(s) to comply with any of the terms of this Agreement will be deemed a breach of the Proprietary Lease by the Sub-Lessor(s) and may be enforced by the Cooperative against the Sub-Lessor(s) and/or Sub-Lessee(s), as the case may be, either through summary proceedings, or the filing of a lien and foreclosure of the unit against the Sub-Lessor(s) or through any other means allowed to the Cooperative's attorney fees.

- 12.13. In the event of any breach of the sub-lease and this agreement by the Sub-Lessor(s) or the Sub-Lessee(s) or in the event of any litigation arising out of this agreement or any claimed breach of the Proprietary Lease, the By-Laws, House Rules or other rules and regulations, the Sub-Lessee(s) or Sub-Lessor(s) as the case may be, or both if both are party to the litigation, will be required to pay the Cooperative's attorney fees.
- 12.14. In the event of any litigation commenced by the Sub-Lessor(s) or the Sub-Lessee(s) arising out of this agreement, the Sub-Lessor(s) or the Sub-Lessee(s), as the case may be, will be required to pay the Cooperative's attorney fees, irrespective of the success or ultimate outcome of the litigation.
- 12.15. In the event of any litigation brought by the Cooperative arising out of this agreement or a violation of the Proprietary Lease, the By-Laws, House Rules and other rules and regulations by the Sub-Lessor(s) or the Sub-Lessee(s), including but not limited to summary proceedings, all parties specifically waive trial by jury.
- 12.16. In the event of any litigation brought by the Cooperative against either the Sub-Lessor(s) and/or the Sub-lessee(s), including but not limited to summary proceedings, the Sub-Lessor(s) and the Sub-Lessee(s) specifically waive the right to interpose any counterclaim, of any kind or nature, including a counter-claim for attorney fees or a counter-claim case on the "warranty of habitability," in the said litigation.
- 12.17. The Cooperative reserves the right to impose other conditions to a sub-letting as it may determine in its sole discretion.
- 12.18. The Sub-lessor(s) remains responsible for the monthly maintenance, and all other duly authorized charges, including the sub-let administrative fee, and the permission to sub-lease, if given, does not relieve the Sub-Lessor(s) of this obligation which remains their sole responsibility. Maintenance from the Sub-Lessee(s) will not be accepted.
- 12.19. The Management Office will be notified following the interviews of either consent or refusal to consent to the sub-lease. This notification will be no later than one week after the Board of Directors meeting following the interview.
- 12.20. In the event the shareholder of the leased unit ("Shareholder(s)") are delinquent in the payment of their maintenance, assessments or any other monies assessed by and due Fleetwood Park Corp., upon written notice from Fleetwood Park Corp. to the Shareholder(s) and the tenant for the leased unit ("Tenant(s)"), the Tenant(s) agree to immediately pay all rent payable by Tenant(s) to the Shareholder(s) to Fleetwood Park Corp. until such time as the Shareholder(s) will be current in all their maintenance and other obligations to Fleetwood Park Corp. In addition, thereto, upon such delinquency, the Shareholder(s) will, within 15 days of the date of the notice, deposit an additional security of \$1,000.00 with Fleetwood Park Corp. to be held by Fleetwood Park Corp. during the period of the sub-letting. In the event the payment of such additional \$1000.00 is not made within the 15-day period set forth above, the Tenant(s)'s payments shall continue to be made to the Cooperative until said \$1000.00 payment is made.
- 13. WAIVER**
- 13.1. Any consent or approval given under these House Rules by the lessor or managing agent shall be revocable at any time. The lessor shall not be responsible for any delay in or failure to give consent.
- 14. BREACH OF HOUSE RULES:** Breach of a House Rule shall be a default under the proprietary lease, subject to a \$500 administrative charge (unless a different charge amount is noted in the respective section of these house rules) and other remedies. Such charge shall be added as a line item on the maintenance invoice and shall become due along with the maintenance.

## EXHIBIT A - MOVING & DELIVERY PROCEDURES – INFORMATION FOR RESIDENT

Whether moving in or out, or receiving a large delivery, such as appliances, sofas, furniture set, etc. all current and new residents must schedule the date with management at the site office. The procedure is as follows:

1. ***Determine a Date:***
  - a. **At least one week before the move or delivery** call the on-site management to arrange a date at (914)-725-3600 Ext 145. Be sure the on-site manager confirms the date is available. Moves and deliveries must be completed within the hours of 9AM and 5:00PM, Monday through Friday, excluding legal holidays. Holidays and weekends are strictly prohibited.
  
2. ***Security Deposit:***
  - i. Enclose a check that will serve as a security deposit for potential damages; the check will be returned after the Superintendent, or a representative inspects the premises.
  - ii. The security deposit for a move-in or move-out or delivery is \$500.00 payable to Fleetwood Park Corp.
  
3. ***Attach Required Mover or delivery company Documents***
  - a. ***If Hiring a Move-in Company or delivery service:***
    - i. It is the responsibility of the resident to send to Garthchester Realty documented proof that the moving or delivery service carries current General Liability Insurance and has current Workers Compensation Insurance certificates. **SEE ENCLOSED PAGE FOR INSTRUCTIONS**
  - b. **If you are self-moving or making delivery yourself:**
    - i. Please complete and sign the enclosed indemnification form.
  
4. New (moving in) residents should send the required in one of the following ways:
  - a. **Drop Off: Fleetwood Park Corp. 754 Bronx Driver Rd B14 Bronxville NY 10708**
  - b. **E-Mail: Julie@Garthchesterrealty.com**
  - c. **Fax: 914-776-7428**
    - i. **Deposit will still need to be either mailed in or dropped off in our office regardless of which method of delivery you choose.**
  
5. **Failure to Follow Rules:**
  - a. Shareholders that do not comply with the moving/delivery procedures, will forfeit their deposit in full. If a deposit was not posted, it will be added as a line item on the maintenance invoice and will become due along with the maintenance.

### ON MOVING / DELIVERY DAY:

1. Be sure that you pick up the elevator pads at the site office prior to the start of the move or delivery.
2. If, during the move, any damage is done to any part of the building, the cost of repairs will be deducted from your deposit. If the repairs exceed the amount of your deposit, you will be billed the difference as a line item on your maintenance invoice.
1. In order to obtain reimbursement of your move-in/move-out deposit or delivery, you must contact the managing agent, advising them that you have completed your move. If all is in order, your deposit will be returned.

**EXHIBIT A – MOVING & DELIVERY PROCEDURES - INFORMATION FOR THE MOVING COMPANY**

Dear Resident,

Please provide a copy of this page to your moving or delivery company prior to the scheduled move in/out or delivery. Your move in/out or delivery request will not be processed if the required certificates of insurance indicated below are not provided or is completed incorrectly.

**To the Mover/delivery company:**

Fleetwood Park Corp. requires that you provide documents to serve as proof that you hold current General Liability Insurance and Workers Compensation Insurance certificates covering all employees, contractors or subcontractors engaged in the scheduled move in/out or delivery. Please ensure this document is faxed to 914-237-1166, or email to Julie@Garthchesterrealty.com.

On your Certificate of Liability Insurance, please list the following additional insured under “Description of Operations”

- a. Name of Resident/New Resident, Address and Apt #. \_\_\_\_\_,
- b. Fleetwood Park Corp.
- c. Garthchester Realty

The Certificate Holder of your Liability insurance and Worker’s Compensation insurance should be as follows:

**Certificate Holder:**  
Fleetwood Park Corp.  
c/o Garthchester Realty  
440 Mamaroneck Avenue Suite s-512  
Harrison, NY 10528

**HOLD HARMLESS AGREEMENT**

Fleetwood Park Corp.  
C/O Garthchester Realty  
440 Mamaroneck Avenue Suite s-512  
Harrison, NY 10528

Shareholder/Tenant(s): \_\_\_\_\_ Building \_\_\_\_\_ Apartment# \_\_\_\_\_

To the fullest extent permitted by law, shareholder/tenant (s) agree to indemnify, defend and hold harmless the Cooperative and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the contractor and/or hired individuals, its agents, servants, subcontractors or employees, at premises owned by shareholder/tenant (s) and/or the common area of the Cooperative.

This agreement to indemnify specifically contemplates (1) full indemnity in the event of liability imposed against the Cooperative and/or Managing Agent without negligence and solely by reason of statute, operation of law, or otherwise, and (2) partial indemnity in the event of any actual negligence on the part of the Cooperative and/or Managing Agent causing or contributing to the underlying claim, in which event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law, or otherwise.

\_\_\_\_\_  
Shareholder/Tenant

\_\_\_\_\_  
Moving Company (If applies)

\_\_\_\_\_  
Date

**EXHIBIT B - SCHEDULE OF CHARGES**

As of: 01/1/2021

- **Sublease Administrative Fees:**
  - Studio: \$60 Per Month
  - One Bedroom: \$70 Per Month
  - Two Bedroom: \$80 Per Month
  
- **Parking:**
  - Outdoor Parking: \$60 Per Month
  - Indoor Parking: \$70 Per Month
  - Motorcycle Parking \$40 Per Month
  
- **Late Fees**
  - \$35 for 1<sup>st</sup> Month
  - \$35 for 2<sup>nd</sup> Month
  - \$35 for 3<sup>rd</sup> Month Plus Legal & other fees incurred by co-op.
  
- **Flip Tax:** \$5 per share
  
- **Purchase Application Fees:**
  - Refer to the purchase application
  
- **Sublease Application Fees**
  - Refer to the sublease application

# FLEETWOOD PARKCORP.

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

## Exhibit C -ANNUAL RESIDENT CONTACT FORM

### RESIDENT 1 CONTACT INFORMATION

<b>Name:</b>		
Home Phone		<input type="checkbox"/> Check to receive phone announcements here
Cellphone		<input type="checkbox"/> Check to receive phone announcements here
Other Phone		<input type="checkbox"/> Check to receive phone announcements here
Email		<input type="checkbox"/> Check to receive email announcements here
Away Address		

### RESIDENT 2 CONTACT INFORMATION

<b>Name:</b>		
Home Phone		<input type="checkbox"/> Check to receive phone announcements here
Cellphone		<input type="checkbox"/> Check to receive phone announcements here
Other Phone		<input type="checkbox"/> Check to receive phone announcements here
Email		<input type="checkbox"/> Check to receive email announcements here

### EMERGENCY CONTACT INFORMATION 1 (LOCAL PERSON)

Name		Relationship	
Phone		Email	
Can management provide access to apartment in the event of emergency? ____ Yes or ____ No		Address:	

### EMERGENCY CONTACT INFORMATION 2

Name		Relationship	
Phone		Email	
Can management provide access to apartment in the event of emergency? ____ Yes or ____ No		Address:	

### VEHICLE INFORMATION

VEHICLE 1	VEHICLE 2
Make & Model:	Make & Model:
Color:	Color:
Plate Number:	Plate Number:
Garage Space # (If Any) _____ Outdoor Space (If Any) _____	Garage Space # (If Any) _____ Outdoor Space (If Any) _____

**NOTE: Fleetwood Park Corp. reserves the right to enter any unit for emergencies. Shareholders must give the superintendent a key for each lock to the front door of their unit. If FPC does not have a key, a break in is necessary, it will be at the owner's expense. \*Fleetwood Park Corp nor Garthchester Realty accepts no responsibility by allowing the party noted on this form access to the apartment.**

# Exhibit D- Alteration Application

Date: \_\_\_\_\_

Shareholder: \_\_\_\_\_ Shareholder: \_\_\_\_\_

(Collectively referred to herein as the "Shareholder")

Building & Apartment: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

(Referred to herein as the "Apartment")

Licensed Contractor performing work – Use new application for **each** contractor: (Referred to herein as the "Contractor")

Contractor's Name (Company): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone & Contact: \_\_\_\_\_

**Please provide the following:**

1. Contract, including detailed description of all work to be performed- (Prices may be omitted)
2. Contractor's License(s) and contact information.
3. Contractor's Certificate of Insurance for Liability, Workmen's Compensation & Disability Policies naming both **Fleetwood Park Corp.** and Garthchester Realty as additional insured.
4. Hold Harmless Agreement for **each** Contractor.
5. Building Permit(s) if required by local regulations.
6. Minimum Damage/Security Deposit of **\$500**. – (Refundable after work is fully completed)
7. Proposed work dates and times.

**NOTE:** The Proprietary Lease prohibits alterations, structural additions or improvements to apartments without Written consent of the Board of Directors. Written consent **must** be obtained **prior** to the commencement of any work. All electrical and plumbing work **must** be performed by **licensed** contractors. All plaster/tile work **must** be conducted by **EPA certified** contractor.

**SHAREHOLDER Responsibilities:**

- Plans and drawings of proposed work, drawn to scale.
- Copies of all contracts with addresses, contact persons and phone numbers.
- All contractors must be licensed. EPA certification needed for plaster/tile repair.
- Certificates of Insurance from Contractors/Subcontractors Garthchester Realty
  - Must name both Fleetwood Park and Garthchester Realty as additional insured, with the Shareholder as certificate holder.
  - Must indicate a minimum of one million dollars (\$1,000,000) in general liability.
  - Must indicate proof of worker's compensation and disability policies.
- Building Permit(s) and all other municipal approvals: Please note that if required by law or governmental agencies having jurisdiction over the work and, not more than ten days after receipt of such approval, Shareholder must deliver to Management a copy of every permit or certificate issued. If there are any doubts as to the need for such approval, the Shareholder shall be the sole arbiter in resolving the doubt.
- A check made payable to Fleetwood Park Corp. in the amount of \$500 as minimum Damage Security Deposit. Refundable after work is fully completed and final inspection by Fleetwood Park.
- Construction Schedules including times for demolition and water shut off if needed.
- Contractor Licenses
- Hold Harmless Agreement signed by each Contractor/Subcontractor and Shareholder.



## Exhibit D- Alteration Application Procedures

### Procedures:

1. In order to allow for the timely processing of requests the Management Company must be allowed a minimum of **6 business** days to respond to your request. Do not schedule work with your contractors until you have received written approval of your request.
2. The Shareholder shall be solely responsible for the costs of any engineer(s) or other professional(s) employed by the Board of Directors to review application and or plans in connection with any proposed renovation or alteration, and such person's opinion regarding thenecessity of a building permit shall be binding. If this is required, you will be notified prior to theengagement of the professional.
3. On a case-by-case basis the Cooperative may require a greater damage security deposit than \$500, depending upon the extent of the renovation or alteration. Deposits will not be required for painting, bathtub refinishing and minor plumbing repairs.
4. Any renovations and/or alterations resulting in damage to an adjoining apartment or common area shall be the responsibility of the Shareholder conducting the work.
5. Any damage, which is a result of the Shareholders work, must be repaired to the satisfaction of the Board within **10 business** days of receipt of written notice of such damage. If the Unit Owner fails to repair such damage within this period the Board may make arrangements to have such damages repaired. The costs of such repairs will be deducted from the Damage Security Deposit and any balance remaining will be charged to the Unit Owner's maintenance account.
6. The hours of work are limited to 8:30 a.m. to 5:00 p.m., Monday through Friday. **No work may be performed on Saturdays, Sundays or Holidays.** (Holidays are: New Years Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Hanukkah and Christmas Day.)
7. The Shareholder shall be solely responsible for the prompt removal of any rubbish or debris caused by such renovation or alteration.
8. Alterations performed without written approval will be subject to a monetary penalty, plus any additional cost incurred through enforcement, to be paid by the Shareholder and considered maintenance charges, without limitations, including legal fees.
9. Shareholders performing work are required to notify units adjoining and across the hall, as well as directly below.
10. All contractors must check in and out with the building Superintendent and Management.
11. Work that requires water shutdowns within the building must be scheduled, with the Superintendent, a minimum of 6 business days in advance in order to allow adequate time to notify other residents within the building. This scheduling is the responsibility of the Shareholder.
12. When the work to be performed involves changes to the plumbing in the kitchen and/or bathroom(s) new/additional shut off valves must be installed at the time of renovation.
13. No materials or debris may be stored in the hallways or stairwells of the building. All materials must be kept within the unit and disposed of properly.
14. Shareholder shall be responsible for providing access to the Superintendent and Management, for the purpose of inspecting job progress and the scope of work being performed. Access may be required at any time during the job and at its completion.
15. Prior to refund of Security Deposit, Shareholder must coordinate with the Superintendent and Management to conduct a final inspection of work completed to ensure all work adheres to Fleetwood Park standards.

## Exhibit D – Alteration Application - Unauthorized Items and Specific Renovation Issues

### Electrical:

- Must upgrade to a circuit panel. You must install a separate 30amp main circuit breaker for the entire apartment.

### Kitchen:

- No Garbage Disposals
- If you are changing any electrical, you must install GFI outlets.
- Dishwashers are permitted only with signed Dishwasher agreement form.
- You must install new valve stops under the sink.
- You must install metal drains and piping under the sink. PVC or other plastic parts are not permitted.

### Bathroom:

- 1 You must install GFI outlets.
- 2 No Tank Toilets - Must have flush-o-meter. If you are replacing the flush-o-meter, it must be a gallon low flush model. Note that Fleetwood Park only maintains Rex Washer flush-o- meters.
- 3 Installation of other models is not recommended and at your own risk and maintenance cost.
- 4 If replacing the bathtub, it must be with a cast iron tub. No standing showers are permitted. The tub stopper must be replaced in its existing location.
- 5 You must install new valve stops in the apartment.
- 6 Note that pedestal sinks are not recommended. Install at your own risk and maintenance cost, as Fleetwood Park does not repair any issues with pedestal sinks.
- 7 Shower bodies are not the responsibility of the cooperative. Shareholders must replace their shower bodies when renovating.
- 8 You must install metal drains and piping under the sink

## Exhibit D – Alteration Application – Agreement

This agreement is made as of the date set forth above, by and between Fleetwood Park Corp. (herein referred to as the “Cooperative”), the Shareholder and the Contractor.

Whereas the Shareholder has requested permission of the Cooperative to perform certain work, labor and services (“Work”) with the Apartment, and Whereas the Cooperative requires certain protection relative to possible injuries by employees of the contractor, and Whereas there is other good and valuable consideration passing between the parties hereto, Now Therefore, it is hereby Agreed that:

The Contractor, in its own name and naming the Cooperative and Managing Agent as an additional named insured in its insurance policies covering the Work at the Apartment and the Premises, agrees that it shall, prior to the commencement of any Work of any type whatsoever at the Apartment and the Premises, including but not limited to construction, reconstruction, renovation, repairs, painting, plumbing, electrical, heating or maintenance (collectively referred to herein as the “Work”) within the Apartment at the Premises, it will obtain and maintain in continuous effect for the full period while the Work is being performed at the Apartment and Premises, policies of insurance providing coverage in the limits and subject to the conditions hereinafter set forth.

The Contractor shall defend, indemnify and hold the Cooperative, its Directors, officers, agents, servants and employees harmless from and against all liability, loss, injury, damage, claims, demands, costs, judgments, fees, reasonable attorneys fees costs and disbursements arising out of the performance of the Work in the Apartment of the Premises resulting from any cause whatsoever other than the negligence of the Cooperative.

Prior to the commencement of the Work, the Contractor shall obtain at its sole cost and expense the required insurance from an insurance company licensed in the State of New York, carrying a Best’s financial rating of “A” or better and the Contractor shall provide evidence of such insurance to the Cooperative in the form of a Certificate of Insurance. The policy or certificate thereof shall provide that thirty days prior to cancellation or material change in the policy, notices of same shall be given to the Cooperative, with a copy to the Cooperative’s Managing Agent, for all of the following state insurance policies. All notices shall name the Contractor, Cooperative and Managing Agent.

If at any time any of the policies required herein shall, in the sole discretion of the Cooperative, be or become unsatisfactory to the Cooperative, in form or in substance, or if the company issuing any such policy shall, in the sole discretion of the Cooperative, be or become unsatisfactory to the Cooperative, the Contractor shall upon notice to that effect from the Cooperative, promptly obtain a new policy, submit the same to the cooperative for approval and submit a certificate thereof. Upon failure of the Contractor to furnish, deliver and maintain such insurance, any agreement between the Shareholder and the Contractor, at the election of the Cooperative, may be declared suspended, discontinued or terminated. Failure of the Contractor to take out, maintain, or the taking out of maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Contractor concerning indemnification. All property losses shall be made payable to and adjusted with the Cooperative.

The Contractor shall provide proof of the following insurance coverage:

- 1 Workers Compensation-State Workers Compensation Board certificate form C-105.2 is required for proof of compliance with the New York State Workers Compensation Law. State Workers Compensation Board form DB-120.1 is required for proof of compliance with the New York State disability Benefits Law. Location of operation shall be “All locations in Westchester County, New York”. If the Contractor is self-insured for Workers Compensations, the Contractor should present a Certificate from the New York State Workers Compensation Board evidencing that fact.
- 2 Employers Liability with a minimum limit of \$1,000,000.00.
- 3 General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000.00 for property damage or a combined single limit of \$1,000,000.00 naming the Cooperative and Managing Agent as an additional insured.

- 4 This insurance shall indicate on the certificate of insurance the following coverage:
1. Premises – Operations
  2. Broad Form Contractual
  3. Independent Contractor and Sub-Contractor
  4. Products and Completed Operations
  5. All policies and Certificates of Insurance of the Contractor shall contain the following clauses:
  6. Insurers shall have no right to recovery or subrogation against the Cooperative (including its directors, officers, agents and employees), it being the intention of the parties that the insurance policies to effected shall protect both parties and be primary coverage for all losses covered by the above described insurance
  7. The clause “other insurance provisions” in a policy in which the Cooperative is named as an insured, shall not apply to the Cooperative.
  8. The insurance company’s issuing the policy or policies shall have no recourse against the Cooperative for payment of any premiums or for assessments under any form of policy.
  9. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of the Contractor.

In Witness Whereof, the parties have affixed their hands on the date first set forth above.

**Shareholder:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Fleetwood Park Managing Agent:** \_\_\_\_\_

# Exhibit D – Alteration Application – HOLD HARMLESS AGREEMENT

Fleetwood Park Corp.  
C/O Garthchester Realty  
440 Mamaroneck Avenue Suite s-512  
Harrison, NY 10528

Contractor: \_\_\_\_\_

Shareholder/Tenant(s): \_\_\_\_\_ Building \_\_\_\_\_ Apartment# \_\_\_\_\_

To the fullest extent permitted by law, shareholder/tenant (s) agree to indemnify, defend and hold harmless the Cooperative and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees including attorneys’ fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the contractor and/or hired individuals, its agents, servants, subcontractors or employees, at premises owned by shareholder/tenant (s) and/or the common area of the Cooperative.

This agreement to indemnify specifically contemplates (1) full indemnity in the event of liability imposed against the Cooperative and/or Managing Agent without negligence and solely by reason of statute, operation of law, or otherwise, and (2) partial indemnity in the event of any actual negligence on the part of the Cooperative and/or Managing Agent causing or contributing to the underlying claim, in which event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law, or otherwise.

\_\_\_\_\_  
Shareholder/Tenant

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

# Exhibit E – Incident Report

## Incident Report

To report an incident to the management of Fleetwood Park Corp. – 754-800 Bronx River Rd, Bronxville New York, please complete this form and submit it via mail, email or fax to:

Garthchester Realty C/O David Guerrero  
440 Mamaroneck Ave Ste 512 Harrison NY 10528  
Fax: (914) 725-6453  
Email: David@Garthchesterrealty.com

By filing this report, management is not obligated to act upon the report, or to further investigate the report. Management will review each report with the Board and the appropriate action will be determined at that time.

In the event of an emergency, or suspected criminal activity, you must first report the incident to the appropriate police department, and then file this report with management.

1. Date and time of incident: \_\_\_\_\_.
2. If the incident spans more than one day, between what dates did this incident occur? \_\_\_ / \_\_\_ / \_\_\_ and \_\_\_ / \_\_\_ / \_\_\_.
3. Where did the incident occur? \_\_\_\_\_
4. Is this an:  initial report?      addition/modification to an existing report?
5. Please describe, in detail, what occurred. Attach additional pages, if necessary.

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6. Do you know the person(s) involved?    Yes    No    Some of them

7. If yes, provide any information about the person(s) that you may have:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Other Information: \_\_\_\_\_

8. Has this matter been reported to the Police?    Yes    No

If yes, please provide the complaint no. \_\_\_\_\_ and attach copy of complaint.

PLEASE NOTE, IF THIS INCIDENT CONSISTS OF ALLEGED CRIMINAL ACTIVITY, YOU MUST REPORT THE INCIDENT TO THE LOCAL POLICE AND PROVIDE MANAGEMENT WITH A COPY OF THE COMPLAINT ALONG WITH THE COMPLAINT NUMBER.

15. Were there any witnesses, other than yourself, to the incident?    Yes    No

If yes, provide the names, addresses and telephone numbers of the witnesses.

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

Your name: \_\_\_\_\_

Are you over 18 years of age?  Yes  No.

Are you a resident of Fleetwood Park?:  Yes  No

Are you an employee of Fleetwood Park?:  Yes  No

Your address and/or apartment number: \_\_\_\_\_

**Certification**

I, \_\_\_\_\_, residing at \_\_\_\_\_, certify that the above information is true and correct, knowing that Fleetwood Park Corp., their attorneys and managing agent will rely upon the truthfulness of this report. I agree to make myself available to aid in the investigation of the alleged incident and to give testimony in court, if necessary. I understand that by filing this report I am making assertions against the alleged suspect(s). I agree to indemnify and hold harmless Fleetwood Park Corp. and their attorneys and managing agent against any claims or damages resulting from my allegations upon which they will rely, as well as resulting from the filing of this incident report. I understand that Fleetwood Park Corp. has the sole discretion whether or not to keep this report confidential, and in deciding how to handle the allegations made herein. I understand that the filing this report does neither bestow any rights upon me that I do not already possess, nor creates any additional obligations due to me.

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Exhibit F – Vehicle Registration

FLEETWOOD PARK CORP

VEHICLE REGISTRATION FORM

One form per vehicle. Please leave completed form with copy of registration in the site office located unit B14, in building 754. Your contact information allows us to reach vehicle owners if necessary. Thank you

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Apt #. \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Cell Number(s) (optional) \_\_\_\_\_

I HAVE

- INDOOR PARKING SPACE (Fill In Space # \_\_\_\_\_)
- OUTDOOR PARKIG SPACE (Fill in Space# \_\_\_\_\_)
- NO PARKING SPACE, CURRENTLY ON WAIT LIST

NOTE: A PHOTOCOPY OF YOUR VEHICLE REGISTRATION MUST BE ATTACHED.

Vehicle \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Vehicle Model \_\_\_\_\_

Plate # \_\_\_\_\_ Expiration of NYS Registration: \_\_\_\_/\_\_\_\_/20 \_\_\_\_\_

**Important:** The records for vehicles parked in the garage or outdoor spaces must be accurately maintained. If you change vehicles, you must update this information. Vehicle must be properly registered, inspected and insured in accordance with the laws of The State of New York.