

**Longacre  
Gardens  
Cooperative**

**House Rules**

**Nov 2020**

## **General:**

1. Residents cannot make any disruptive noises from the hours of 10:00 p.m. to 8:00 a.m.
2. No loud music or musical instruments are to be played on Cooperative grounds.
3. Contractors for home renovations are allowed to work Mon to Fri, 8:30 a.m. to 5 p.m.
4. No ball playing on Cooperative grounds.
5. No articles shall be placed in the hall of entrances, nor shall anything be hung or shaken from the doors and windows, or placed upon the window sills of the building.
6. No clothing or personal belongings shall be draped or hung-over bushes, shrubs, railings, doors or windows.
7. No sign, notice, advertisement or illumination shall be allowed on, or at, any window or any part of the building.
8. All belongings of residents must be brought inside before nighttime.
9. No lawn furniture, toys, bicycles, brooms, gardening equipment, or any personal items are to be left on co-op grounds or stoops unattended for extended periods of time or overnight. When not in use these items must be properly stored away in the residents' units or garages. These items cannot be stored in the shared garden beds or on the front stoops.
10. All items found on the grounds not belonging to the cooperative will be removed and disposed of and subject to Administrative fees.
11. Residents are allowed to plant their own flowers or small bushes in their garden beds. However, anything planted by residents will become the property of Longacre Gardens and must remain in the garden beds upon sale of the unit or relocation of the resident.
12. Barbeques are permitted, but they must be stored away properly. Those living in "the circle" area may store their barbeques in the "barbeque pit" between units 27 & 29, or in the patio area next to the dog run. Other residents may store their barbeques **out-of-sight** along the sides of their buildings. Residents without those 2 options may place their barbeques **discretely** in their garden beds against their building, away from their front stoops, and hopefully camouflaged by bushes. All barbeques must be properly covered with a barbeque cover.
13. All barbeques must be stored away from Nov 1<sup>st</sup> to April 1<sup>st</sup>.
14. All gas dryers are required to be professionally installed by a licensed and insured contractor and be registered through Garthchester Realty Corp. by emailing Michele Liddy at [michele@garthchesterrealty.com](mailto:michele@garthchesterrealty.com). Since Longacre Gardens supplies the gas for the dryers, a \$25 monthly utility fee is charged and itemized on the monthly maintenance invoices.
15. All personal items must be removed from the front stoops from Nov 1<sup>st</sup> to April 1<sup>st</sup>.
16. The floors of each apartment must be covered with rugs or carpeting and padding, or equally effective noise reducing material, to the extent of at least 80% of the floor area of each room, including staircases, excepting only kitchens, pantries, closet and bathrooms.

17. Resident shall keep all windows of the apartment clean and covered with adequate window treatments, such as drapes, curtains, and blinds. The Co-op has the right to clean windows and window treatments at the shareholders expense if shareholder is found negligent.
18. The co-op and any contractor or workman authorized by the Board of Directors may enter any apartment at any reasonable hour of the day for the purpose of inspecting, controlling or exterminating vermin, insects, or other pest, or for plumbing, electric, and building maintenance issues.
19. If a resident suspects an infestation of bugs or rodents, they must inform the co-op immediately and not try to remedy the situation themselves. Some bug infestations require professional treatment and cannot be remedied without professional help.
20. All exterior red doors must be closed during the heating season, during precipitation year-around, overnight and whenever you're not at home for security reasons.
21. The new exterior front doors are metal. Nothing should be screwed, nailed, glued or attached to the exterior front doors. Shareholders will be held responsible to replace any door that they damage at a cost of approximately \$1,000.
22. Shareholders must refrain from door decorations, or any decorations that may cause possible damage to the doors, or any cooperative property.
23. Holiday lights can be put up no earlier than the weekend preceding Thanksgiving and removed no later than the weekend following New Year's Day. The board retains the discretion to remove any decoration deemed to be in bad taste.
24. Used Christmas Trees should be placed with the bulk garbage pickup no earlier than a Wednesday night preceding a Thursday pick up.
25. Subletting an apartment will only be considered by the Board after the shareholder has resided in the unit for a period of 2 years. Sublets are then allowed on a year to year basis for a maximum of 3 years, subject to Board approval.

### **Parking/Garage Rules:**

1. All parking is assigned by the Board of Directors.
2. One vehicle per outdoor parking space, including motorcycles; no double parking.
3. No parking in front of garages or fire hydrants, in fire lanes or in any zone marked "No Parking". Violators will be subject to Administrative Fees and towing at their expense. Repeated violations will result in the revocation of resident's parking privileges and reassignment of their parking spaces to the next resident on the wait list.
4. Residents must park head-into their parking spaces to avoid exhaust being blown into residents' homes and to avoid burn spots on the lawn.
5. Shareholders will be held responsible for their guests and for their Administrative Fees.
6. Garage doors must be closed and locked at all times. Longacre Gardens is not responsible for vandalism, lost possessions, or repairs to the optional electric garage door openers.

7. No car washing or vehicle maintenance on the premises.
8. During snowfalls, if you see or hear the snow plow in the driveway you should move your car in order for the plow to properly clean the parking spaces.
9. All vehicles in outdoor spaces and in garages must be registered, inspected and insured.
10. The garage space must be used to park registered vehicles. At no time may a garage be used **solely** for storage purposes. Any resident who use the garage solely for storage purposes will have the garage space revoked upon 30 days of notification.
11. When any outdoor parking space or garage is relinquished, the space will revert to the Cooperative for reassignment.
12. Any outdoor parking space or garage is immediately deemed relinquished upon sale or rent of the unit and/or the occupant moving out of the cooperative.
13. Parking/garage spaces shall not be reassigned, sold or sublet by shareholders.
14. As per White Plains Law, no commercial vehicle can be parked in an outside parking space. This includes any vehicle with advertisements or signage.
15. Outdoor parking spaces or garages may be terminated and/or reassigned by the cooperative at any time in sole and absolute discretion of the Board of Directors.

### **Rules for Pet Owners:**

1. All new dogs are subject to Board approval. Any dog not approved by the Board of Directors will be subject to a \$300 Administrative Fee and possible removal from Longacre Garden's property.
2. Dogs may be restricted according to size, weight, or breed.
3. The following breeds are not allowed on Longacre Garden's property: Pit-bulls, Rottweiler's and Doberman Pinchers.
4. Dogs must be leashed at all times while on Longacre Garden's property, where leashes may not extend beyond six feet in length according to White Plains law.
5. Dog walkers should always be considerate of their neighbors' privacy and not approach the ground floor windows of other residents, or allow their dogs in other residents' garden beds. Dog walkers should remain on the sidewalks and walkways when walking dogs.
6. Dog waste must be picked up and disposed of properly at all times. Failure to do so will result in an initial fee of \$100, thereafter \$200. Repeated violations may result in the revocation of resident's parking privileges. Dog waste may never be discarded in any sewer or storm drains. Such violations will receive a \$300 Administrative Fee. Shareholders and residents are responsible for their dog walkers.
7. Dogs may never be tied or chained and left unattended anywhere on the complex.
8. Excessive dog barking will not be tolerated.
9. No shareholder or subtenant may own more than one dog, or two cats, at any given time, except those shareholders who owned 2 dogs prior to Sept. 1<sup>st</sup>, 2016. There is a charge of \$25

per month for each dog owned by shareholders or their subtenants. There is no charge for cats at this time.

10. All dogs must be licensed through the City of White Plains.
11. Dog sitting may not exceed 2 weeks. In the event that a guest dog needs to exceed 2 weeks, residents must receive written approval prior to the arrival of the dog and will incur the monthly dog fee.
12. If any dog poses a threat to personal safety or is an excessive disturbance to any shareholder, the dog will be subject to review by the Board of Directors and may be subject to removal.

### **Garbage Pickup and Removal:**

1. Small household garbage and recycling, up to a 13-gallon bag, is picked up Monday through Friday from 6:00 to 8:30 a.m. There is no garbage pick-up on weekends or holidays.
2. No garbage is to be placed on the stoops outside your door; garbage must be placed on the grass next to the sidewalks in adequate garbage bags.
3. All bags must be tied up securely before being put out for pick-up.
4. Boxes must be flattened and placed in the dumpster that is used for boxes.
5. Cans, bottles, and jars must be rinsed clean prior to disposal in the recycling bin.
6. Bulk items may be brought to the curb by the lowest driveway Wednesday nights for Thursday pick-up. Call the superintendent (914-949-0437) to discard electronics.
7. Littering on the grounds is strictly prohibited. This includes cigarette butts, food for animals, and dog waste. Garbage and dog waste may never be discarded in any sewer or storm drains. Violators will receive a \$300 Administrative Fee.
8. According to the City of White Plains, all mattress and box springs must be fully encased with a sealed plastic bag or barrier before disposal. Plastic bags for disposal are available at local hardware stores or at U-Haul moving (914-949-2525).

### **Administrative Fees:**

1. Unless otherwise noted, first offense is \$50.
2. Second offense is \$100.
3. Third and subsequent offenses are \$100 plus revocation of parking privileges.