

Scarsdale Country Estates

DATE: October 20, 2023
TO: All SCE Shareholders, Residents, Renters and Employees
FROM: The Board of Directors

RE: 2023 House Rules, Effective Nov. 7, 2023

To stay current with local ordinances and changing times, the Board of Directors has updated the House Rules for Scarsdale Country Estates.

There are several important changes to previous versions of the rules. Whether you are a long-term resident or a newcomer, we ask that you read the attached carefully and specifically call your attention to the new policies for Proof of Insurance (Section 1), Noise/Carpeting (Section 4), Pets (Section 5), Safety & Security (Section 7), Legal Fees and Short-Term Rentals (Section 11).

House rules exist to support all Shareholders by protecting their equity in the Co-Operative, and creating an atmosphere conducive to the peaceful enjoyment of their homes. They apply to all residents, including Shareholders, sub-tenants, employees, and renters.

Non-compliance with the House Rules may result in fines and/or legal fees, which are added to Shareholders' maintenance charges. A violation of any House Rule is a breach of the Proprietary Lease. If a violation is not cured within 30 days after written notice, the Proprietary Lease could be terminated, resulting in eviction.

Any questions about the House Rules can be directed to the Board of Directors or to the SCE Property Manager at Garthchester Realty. **Please read and keep your copy of the 2023 House Rules for reference and discard any previous versions.**

**Thank you,
SCE Board of Directors**

Pam Bove, President
Barbara Friedmann, Vice President
Avinash Singh, Treasurer
Liz Widulski, Secretary
Tom Cheriyan, Director

Service Requests

To report a physical problem with the grounds or buildings or to make a service request for your unit, please EMAIL the Superintendent and the Property Manager, and copy the Board of Directors. Please attach photos of the issue if possible. If urgent, you may also call the Super, but please send the email so we can keep track of your report or request.

Administrative Questions

For questions about administrative, billing, sales/subletting, or renovation procedures, please contact the appropriate person at Garthchester Realty, our Managing Agent.

Emergencies

In case of fire, gas leak, health emergency, or water main rupture, please call 911 immediately. To report a police matter, call 914-989-1700.

SCE Contact List

- Superintendent: Ben Pjetrushaj 914-923-0643, Tue-Sat, 8 AM to 5 PM
- Asst. Superintendent: Carlos Morocho 914-721-3669, Sun-Fri, 8 AM to 5 PM
- Superintendent Email: SCEsuperintendent@gmail.com
- Board of Directors Email: scarsdalecountryestates@gmail.com
- After-Hours Building Emergency: 1-866-246-0370

Garthchester Realty Contact List

Main Number (914) 725-3600 Mon - Fri, 9 AM to 5 PM

- Property Manager: Steven Hegner x3142 Steven@garthchesterrealty.com
- Renovations: Rose Marie Sotero x3115 Rosemarie@garthchesterrealty.com
- Subletting/Sales: Margie Cruz x3109 Margie@garthchesterrealty.com
- Billing/Maint. Fees: Adele Frutkin x3103 Adele@garthchesterrealty.com
- STAR Program: Lee Lanzano x3116 Lee@garthchesterrealty.com
- Moving/Deliveries: Dawn Johnson-Banks x3220 dawn@garthchesterrealty.com

1. INSURANCE

All Shareholders/Residents are required to maintain current homeowners or renters insurance that covers apartment contents, damage to the unit, and liability for injuries and damage to property other than your own. **Proof of coverage must be submitted to the Property Manager at Garthchester Realty annually, on or before February 1st.**

Comprehensive casualty, fire and liability insurance is carried by the Co-Op. These policies DO NOT cover the personal property or liability of individual Shareholders/Residents.

2. MONTHLY MAINTENANCE

Payments are due no later than the 10th of each month.

Penalties: After 30 days in arrears, a late fee of \$50 will be charged. Late fees are cumulative and continue monthly until the arrears balance is zero. After 60 days in arrears, legal action will begin and legal fees will be charged back to the Shareholder without exception.

3. MOVING & DELIVERIES

Move-ins, move-outs, and delivery of bulky items (such as appliances and furniture) are permitted from 8:30 AM - 5:00 PM, Monday through Saturday ONLY. Moving and deliveries are not allowed on Sundays and holidays.

Advance Approval & Notification: A certificate of insurance (COI), MUST be submitted for approval to Michele Liddy at Garthchester Realty two weeks prior to the move/delivery. Please copy the Superintendent and Property Manager. Failure to comply will result in a \$100 fine.

Damage Deposit: A \$1,000 refundable deposit is required for EVERY move-in or move-out. It will be refunded once the Superintendent inspects to confirm that there has been no damage to the building, and that new residents have installed the required sound-absorbing carpeting and padding.

4. NOISE & CARPETING REQUIREMENTS

No Shareholder/Resident shall make or permit any disturbing noises in the building that interfere with the rights of other residents to the peaceful enjoyment of their homes. Non-compliance will incur a \$50 fine for each instance.

Quiet Hours: Noise and vibration-generating activities must be curtailed between 9:00 PM to 8:00 AM the next day. Such activities include, but are not limited to, playing loud TV/music, dog barking, the playing of musical instruments, throwing/bouncing balls, moving furniture, running/jumping/stomping, using exercise equipment, and operating power equipment.

Vacuuming: The use of a vacuum or carpet sweeper is limited to the hours between 8:30 AM and 7:00 PM. If there is an urgent situation that cannot wait, please do your best to vacuum quickly to minimize disturbance to your neighbors.

Rugs/Carpeting: Effective Nov. 7, 2023, new Shareholders/Residents are required to install wall-to-wall carpeting over 1/2-inch sound-dampening padding* in all bedrooms and bedroom closets.

Area rugs are allowed in foyers, hallways, dining rooms, and living rooms, and must cover at least 85% of each room and be placed over 1/2-inch thick noise-reducing padding*. Proof of proper rugs and padding must be provided to the superintendent before the move-in deposit is returned.

Shareholders/Residents whose occupancy/ownership precedes Nov. 7, 2023 are grandfathered unless their behavior generates noise complaints. All such complaints will be investigated by the Board of Directors. If warranted, the Shareholder/Resident may be required to implement the above carpeting/rug standards within 30 calendar days of notice.

Should noise complaints continue, the Shareholder/Resident resident responsible may be required to make additional noise mitigation changes, up to and including the installation of wall-to-wall carpeting and sound-mitigating padding* in the entire unit.

Children are expected to observe Quiet Hours and to show consideration for neighbors both inside and outside, upstairs and downstairs.

Playing/running in community indoor space is not allowed. This includes hallways, stairs, basements, entrance stairs and walkways.

* or an equally rated noise-reducing material

5. PETS & PET-OWNER RESPONSIBILITIES

SCE is proud to be a pet-friendly complex. Kindly remember that the privilege of pet ownership can be withdrawn by the Board should any pet cause unreasonable noise or disturbances, or does harm to people or property. The Board of Directors may, at its sole discretion, require permanent removal of a pet after 10 days' written notice.

Number of Pets Allowed: Effective October 31, 2023, the maximum number of pets permitted per unit is limited to:

- two cats, or
- one dog weighing up to 50 pounds*, or
- one cat and one dog with a combined weight of no more than 50 pounds*

Current Shareholders who own two dogs are grandfathered, but going forward, only one dog per household is allowed.

Pets Not Allowed: Reptiles, rodents, and weasels/ferrets

Fish tanks: 10 gallons maximum size

Dog Regulations:

- Shareholders are required to complete a **Dog Registration and Behavior Agreement Form** for any and all dogs living in their unit as of Nov. 7, 2023, along with proof of owner's liability insurance.
- Going forward, current Shareholder/Residents who do not currently have a dog but wish to get one at any time in the future **must seek approval from the Board in advance and submit the required forms prior to purchasing or adopting the dog.**
- New Shareholders/Residents will submit their forms as part of the purchase process. Completed forms from Grandfathered Shareholders/Residents are due to the Property Manager no later than December 7, 2023.
- Breeds not allowed: Pit bulls, Rottweilers, Doberman Pinschers, any mixes of these, and any dogs with known aggressive temperaments.
- Dog licenses and vaccinations must be up to date at all times, and owners are expected to adhere to all state and local dog laws.
- Dogs must be leashed at all times while on SCE property. Leashes may not extend beyond six (6) feet in length. If you use a retractable flexi-leash, it must be set to six feet or less.
- Dogs must be curbed on and off the property, and may not be walked on the Co-Op's lawns at any time.
- Owners/dog-walkers are responsible for picking up and disposing of dog waste in an appropriate exterior trash bin.
- **Nuisance barking must be managed at all times of day, whether the owner is home or not.**
- **Non-compliance with the Dog Regulations may result in a \$50 fine for each occurrence.**

* The 50-pound weight limit will not apply to Registered Dogs residing at SCE prior to 11/7/23. Dog(s) must be registered with the Co-Op to qualify for grandfathering.

6. RENOVATIONS, IMPROVEMENTS, & SIGNIFICANT REPAIRS

Scarsdale Country Estates supports home improvements and appreciates that upgraded units contribute to the collective value of our shared property. At the

same time, the Co-Op recognizes the rights of immediate neighbors to peacefully enjoy their homes.

The following rules apply to any and all work that:

- extends over multiple days, weeks, or months, or
- involves alteration/replacement of plumbing, fixtures, electrical, interior walls, or
- involves ongoing excess noise and/or vibration such as hammering, sanding, scraping, drilling, etc. which can be heard or felt by neighbors above or below, or to the left or right, of the unit being worked on.
- involves paint, solvents, glues, or any substance with strong chemical odors

Application & Approval: At least four (4) weeks prior to beginning ANY renovation or improvement project, Shareholders/Residents MUST submit via email a Home Improvement Application Form to the Property Manager, the Board of Directors and the Superintendent. **No work may begin until approval has been obtained.**

The Application can be downloaded from the SCE area on Garthchester's website, and requires the following information:

- scope of work
- proposed start and end date
- names, addresses and phone numbers of any/all businesses and/or contractors involved, for example, Home Depot, Finest Painting LLC, Tile Renew, Inc., etc.
- all pertinent licenses and COIs

Major Projects require a \$300 application fee, and may also require architectural drawings and/or permits from the Town of Greenburgh. Please discuss any questions about this with Rose Marie Sotero at Garthchester Realty.

Contractors/Subcontractors: Only licensed and insured contractors may work on SCE premises. Shareholders are responsible for ensuring that those they hire have current insurance and licenses, and for submitting this information along with the application. **Failure to do so will result in fines and work stoppage.**

SCE Staff: Shareholders may hire the Superintendent or Assistant Superintendent to complete repairs or improvement projects when they are not on duty working for SCE. Staff must follow the same policies and procedures as outlined above. The Co-op is not responsible for any such work. A price list is included on the last page of this document.

Do-It-Yourself: **Shareholders/Residents planning to execute a repair or remodeling project by themselves or with a family member must still complete an application and obtain approval in advance from the**

Managing Agent and Board of Directors. Failure to do so will result in fines and work stoppage.

Renovation/remodeling work is limited to the hours of 9:00 AM to 5:00 PM, Monday - Friday. Saturday work is limited to the hours of 10:00 AM - 4:00 PM. No work that involves excess noise or vibration shall be done on a Sunday or holiday. Excess noise or vibration is defined as any noise that can be heard or felt by neighbors above or below, or to the left or right, of the unit being worked on.

Maximum Number of Days: Renovation projects must be completed within 90 days. Extensions can be requested through the Managing Agent.

Notice: The Managing Agent will notify building residents at least one week in advance of upcoming work in their buildings, including the unit number being renovated, the start date, and estimated completion time. If the project is due to an emergency, notice will be given as soon as possible.

Penalties: Attempting any renovations, improvements or significant repairs without approval from the Board and Managing Agent will result in a fine of \$250 and suspension of work. Subsequent violations will result in a \$500 fine for each instance.

7. SAFETY & SECURITY

Access Key: It is strongly recommended that every Shareholder/Resident provide the Superintendent with a key for emergency access to their apartment. Keys are kept in a locked box in the Super's office. If a key is not provided and emergency access is required, the door will be forced open, with any and all repair costs charged back to the Shareholder/Resident.

Air Conditioners: Units may be installed in side windows only. Through-the-wall installation is not allowed, nor can AC units be installed in the front of buildings. All AC installations must be inspected by the Superintendent for safety and proper pitch, whether the work is done by an outside vendor or by the Shareholder.

E-Bikes, E-Scooters, Hoverboards, etc: The local Fire Department has advised that the lithium batteries used in these products pose a serious fire hazard. Accordingly, they may not be charged anywhere at Scarsdale Country Estates, including apartments, hallways, basements, storage bins, patios, and garages. Violators will be fined \$100 for the first offense, and \$250 for each subsequent offense, without exception.

Exterior Doors: Keep all doors closed and locked. Do not prop exterior doors open without full-time monitoring.

Foyer: For the safety of all residents, keep foyers free of obstructions. All packages and deliveries must be retrieved on the same day to ensure safe, clear and accessible entryways. Any parcels left for pick-up (donations, laundry, etc.) MUST be removed after one day should the pick-up not occur.

Fire Safety: Shareholders/Residents are required to comply with local and state fire laws. To ensure this, the Superintendent or the Property Manger may inspect any unit, storage bin, garage, or patio as needed.

- Smoke and carbon monoxide detectors are required in every unit.
- 10-year smoke & fire detectors, as well as fire extinguishers, have been installed in each building.
- Shareholders are encouraged to buy a household fire extinguisher and keep it near the kitchen.

Outdoor Grills/BBQs: When in use, all propane-, pellet-, or coal-heated outdoor cooking equipment must be located a minimum of 10 feet away from any building, and operated on a common or private slate patio. When not in use, they may be stored closer to buildings. The 10-foot rule does not apply to electric grills.

- smokers and outdoor fryers of any kind are not permitted.
- only one grill/BBQ per household is allowed.
- place your grill/BBQ away from neighbors' windows to avoid smoke entering their unit.
- should your use, operation, or storage of a grill/BBQ result in a fine to SCE from the town, the cost will be added to your maintenance fee.

Security Lighting/Video: The front, back, and side doors of all buildings feature security lighting for your safety. Please report any non-working fixtures to the Super as soon as you notice them. Lighting and video security cameras have been installed in garages and parking lots.

8. SALES, REFINANCING & SUBLETTING

Sales & Refinancing: Please contact Margie Cruze at Garthchester.

Subletting: SCE allows a maximum of 15 units to be sublet at any given time, which ensures that the Co-Op is primarily owner-occupied.

Liability: The Shareholder shall remain responsible for all monthly maintenance, assessments, surcharges, and any fines that may be levied due to the actions of a sub-tenant.

Requirements: To qualify for subletting privileges, a Shareholder must be current with maintenance payments, must have had no arrears in the previous 12 months, and must have lived in their unit for at least 15 months.

To request authorization to sublet, please email the Property Manager and cc the Board of Directors. Should 15 units already be rented, you will be placed on a waitlist.

90-Day Time Limit: Once permission to sublet is granted, Shareholders have 90 days from the date of approval to find a renter and submit their completed Sublet Application to Management. If the application is not received within 90 days, permission to sublet will expire. Should the Shareholder still wish to sublet, another authorization request must be submitted.

Interview Required: All prospective Sublessors must go before the Board of Directors for an interview.

Two-Year Maximum Term: Sublets are permitted for up to two years, during which time the Shareholder is required to maintain their maintenance payments without interruptions. Should any arrears occur, the Shareholder will forfeit their future sublet privileges.

Sublease Extension: Permission to extend the lease can be granted by the Board provided the Shareholder is up-to-date on maintenance payments and there have been no issues with the Sublessor in question.

The request must be made a minimum of 90 days before the current lease expires and will depend on whether there is a waitlist of other Shareholders who wish to sublet their units. The Board of Directors has full authority to approve or disapprove the request.

9. SERVICES & AMENITIES

Basement Storage Bins: All storage units are the property of Scarsdale Country Estates. They do not transfer with an apartment when it is sold. Each apartment is allocated one storage bin. However, some bins may be located in an adjacent building because certain buildings have smaller basements with fewer bins than there are apartments.

- It is expressly forbidden to keep explosive or hazardous materials in your bin, or to store ANY personal property outside your bin in the basement. Violations may result in a fine and/or removal of the items, or the forfeiture of the storage unit.
- Should you require extra space, a limited number of storage bins are available for rent at \$50/month. Please contact the Superintendent.
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- All storage bins must be labeled with the Shareholder's name and unit number. Please contact the Superintendent if you need a label.
- No one is permitted to use an open bin without permission from the Board. Should your belongings be found in a bin not assigned to you, they will be removed.

The Board of Directors reserves the right to curtail the use of, or relocate, any storage bin at any time. The Cooperative is not responsible for the loss or damage of any personal property placed in the storage bins due to theft, water damage, fire, or other natural disasters.

Heat & Radiators: SCE has a steam-based heating system that cannot be adjusted; radiators must be fully on or fully off.

- please note that partially open radiators could result in water damage. You, not the Co-Op, would be responsible for any repairs to your and/or others' units.
- all radiators must be checked by the Superintendent in the fall prior to being turned on. Your cooperation in scheduling a time is greatly appreciated.

Fireplaces: Shareholders with working fireplaces may not use any additives, fire starters, or logs containing extra amounts of creosote or sap. All fireplaces must be professionally cleaned and maintained every two years. Management or SCE Staff will notify you when the cleaning will take place.

Laundry Room: Shareholders are not permitted to own or operate a washing machine or dryer in their unit under any circumstances.

- commercial machines from an outside supplier are available in our basement laundry rooms. The supplier is responsible for all repairs, but residents are asked to do their part by keeping the rooms tidy and using the machines responsibly.
- Shareholders/Residents are responsible for reporting any maintenance issues directly to the supplier. Contact information is posted prominently.
- refillable money cards are available from the machine outside the Superintendent's office at 13 Campus Place.
- no pet beds, car mats, paint rollers, nor any items involving hazardous material can be washed or dried in the laundry rooms.
- please check and clear the dryer lint screen before you use it.
- prices for operating the equipment are subject to change at any time.
- the Laundry Room Etiquette sign is an extension of the House Rules and must be followed as such.

- please remove your laundry from the washers and dryers PROMPTLY when the cycle is complete to give your neighbors access to the machines without delay.
- Shareholders/Residents who find unattended laundry sitting in the machines are permitted to remove it in order to gain access to the equipment.

Parking Lots & Garages: Both the North and South parking lots are owned by the Town of Greenburgh; spaces are unassigned and open to the public. Any Shareholder/Resident may use them free of charge on a first-come, first-serve basis. Town of Greenburgh parking laws are in effect; no one is permitted to "reserve" an exclusive unassigned space with a traffic cone or other means.

Garages and Reserved Spaces stand on land owned by SCE; a monthly fee is charged and added to Shareholders' maintenance bills.

- Tandem spaces stand on Town property and are free of charge. This is subject to change in the future.
- Town codes allow only licensed, registered, and operational vehicles in the parking lots; Mini-bikes, E-Bikes, and/or scooters are not allowed, nor are unlicensed/unregistered, or non-working vehicles of any kind.
- No parking is allowed in the posted fire lanes. Greenburgh Police will be checking for violations regularly. All vehicles found in the Fire Lanes are subject to ticketing and/or towing.
- Assigned Garage, Reserved, and Tandem spaces are limited and available by waitlist. Shareholders with accounts in good standing may add their names to the waitlists for either or both the North and South lots. Please contact the Property Manager to apply. Accounts in arrears will be removed from the lists until current, and will be added the bottom of the list.
- Winter Parking Regulations: Between December 1 and March 15, the Town of Greenburgh imposes winter parking restrictions for snow removal. At this time of year, the North lot fills up quickly but spaces are often available in the South lot. The Town offers Hardship Parking Permits which allow holders to park on local streets. Contact the Town of Greenburgh for information.

Trash & Recycling: There are several types of household trash, and each has a designated area in the SCE basement trash rooms. Updated signage will be installed soon; until then please make note of the summary below.

- Co-mingled recyclable items: rinsed glass jars/bottles, food cans, milk cartons, tins, and plastic containers bearing the numbers 1 through 7 should be placed in the marked trash bins. Note that these items should NOT be placed in plastic bags, which are not recyclable.
- Recyclable paper: newspapers, magazines, catalogs, junk mail, and printed boxes go into adjacent marked trash bins.

- Non-recyclable household rubbish such as food scraps, coffee grounds, plastic bags, greasy pizza boxes, used diapers, etc. go into a third set of receptacles.
- Cardboard boxes, such as those used by Amazon and other home delivery services, must be broken down flat so they can be removed by the staff efficiently.
- Wire hangers, such as those from dry cleaners, are not recyclable at this time.
- Christmas trees must be bagged and placed outside the garbage garage.
- For removal of larger discards such as furniture, mattresses, appliances, and similar bulky items, please contact the Superintendent for assistance.

Pipes/Leaks: As with most Co-Ops in New York State, SCE is responsible for issues that occur with pipes inside the walls, while the Shareholder is responsible for any pipes/fixtures located outside the walls.

For example, if the drain pipe visible under a sink requires replacement, the repair cost is borne by the Shareholder. On the other hand, if a pipe inside a wall begins to leak, the Co-Op is responsible for the repair. If a Shareholder's sink, dishwasher or ice maker leaks and causes damage to the apartment underneath, that Shareholder, not the Co-Op, is responsible for the cost of repairs to the unit below.

- If you see a leak, notify the Superintendent promptly so your situation can be evaluated. In addition to calling, please send an email to both the Super and the Property Manager, and copy the Board of Directors.
- Please DO NOT use toilets or sink drains for the disposal of wipes, cat litter, rubbish, or for any item other than what it was designed for. The cost of repairing any damage resulting from the mis-use of any toilets or drains shall be paid for by the Shareholder/Resident.
- Please DO NOT walk away from a tub or sink while it is filling. Should a neighbor's apartment be damaged by your water overflow, you are responsible for the cost of their repairs in addition to any damage to your own unit.
- In the event of a plumbing emergency, you may hire your own licensed and insured plumber or utilize someone recommended by the Super or Property Manager. Only licensed and insured plumbers may do plumbing and repair work on the premises.

10. COMMON AREAS

SCE Shareholders place a high value the Co-Op's well-kept, peaceful, and uncluttered atmosphere. To maintain this, everyone's co-operation is needed. Violations of the rules below may result in a \$50 fine for each instance.

Outdoor Space: The front and side lawns of all SCE buildings are not to be used for inflatable pools, bike-riding, toy or bike storage, games, sports, sunbathing, picnics, loud gatherings, or any activity detracts from the peaceful enjoyment of

the grounds. Drones, paintball guns, bows & arrows, remote-control cars, and BB guns are specifically prohibited and may not be used anywhere on the property. Engaging in such activities will result in a \$50 fine plus the cost of any repairs. Subsequent transgressions will incur \$100 fines.

Patios & Picnic Tables: No loud gatherings or noisy activities after 9 PM.

Parking Lots & Garages: Car washing/waxing and/or vehicle repairs may not be done in the parking lots or garage areas at any time, unless in the case of an emergency (e.g., flat tire, dead battery.) Additionally, it is specifically prohibited to play music from stationary cars in the parking lots.

Personal Belongings may not be placed or stored in the hallways, on staircases, in common basement space, in front of buildings, or on fire escapes. This includes (but is not not limited to) shoes, bicycles, scooters, umbrellas, furniture and decorations/artwork. This rule applies regardless of whether these item(s) have been placed there in the past.

Personal Decor: No article, including flags, decor, holiday lights or wreaths, statuary, artwork, or signage of any kind may be hung on window exteriors, window sills or ledges; placed on fire escapes; or positioned on or near any building entrance or patio fence.

The Board of Directors maintains that it is in the best interest of the Co-Op for SCE buildings to maintain a uniform exterior appearance. Anything that visually disrupts this appearance must be removed immediately upon request. Failure to comply will result in removal by Management.

Personal Plantings/Potted Plants/Removal of Plants: Shareholders/Residents who wish to make any additions or changes to SCE landscaping MUST obtain written approval from the Board of Directors beforehand. This includes any and all plants, trees, shrubs, bulbs or plant containers/pots that are visible from the front walkways. Unapproved plantings are subject to removal and/or fines. This does not apply to plants or pots that are located within a private patio behind hedging.

Play Areas: Adult supervision is always required. Equipment is only to be used in a manner consistent with its intended purpose. Standing on swings or climbing on top of any playground structures is strictly prohibited.

Smoking or vaping of tobacco or marijuana is prohibited in the foyers, hallways, basements, and on front entry stairs and walkways. Non-compliance will incur a \$50 fine initially, and a \$100 fine for subsequent infractions.

11. OTHER RULES & POLICIES

Co-Op Utilities: No one may tap into the Co-Op's water, electricity, WiFi, or other utilities at any time or for any purpose.

Generators: The use of generators by Shareholders/Residents anywhere on the premises is strictly prohibited.

Legal Fees: Any and all legal costs incurred by the Co-Op to ensure compliance with the Proprietary Lease and House Rules shall be charged to the Shareholder/Resident without exception.

Short-term Rentals: Shareholders may not, under any circumstances, advertise their units, or any rooms within their units, for short-term or day-to-day rental, nor may they list their units with rental agents for short-term rental. Shareholders found engaging in short-term rental will be fined one month's maintenance for the first infraction. For the second infraction, they will be fined an additional month's maintenance and their Proprietary Lease terminated.

Posting: Notices, signs or advertisements may not be posted on any building, window, door or trees. The foyer bulletin boards may be used with permission from the Board of Directors. Postings must be dated and removed after 30 days.

Tag Sales or Auctions: Shareholders/Residents may not hold sales or auctions in their units or anywhere on the grounds of SCE.

Wildlife: The feeding of birds, squirrels, or other wild animals from windowsills or terraces/patios is not allowed, nor are bird feeders allowed in any outdoor areas.

VIOLATORS OF ANY OF THE HOUSE RULES SHALL BE SUBJECT TO THE TERMS OF THE PROPRIETARY LEASE, INCLUDING THE IMPOSITION OF FINES AND/OR THE COMMENCEMENT OF SUMMARY EVICTION PROCEEDINGS.

Fine Schedule	1st Instance	Subsequent Instance
30 Days Maintenance Arrears	\$50	\$50
Personal Items in Public Space	\$50	\$50
Improper Use of Basement Storage	\$50	\$50
Unapproved Changes to Landscaping	\$25	\$50
Noise Offenses	\$50	\$100
Non-Compliance — Smoking Rules	\$50	\$100
Non-Compliance — Dog Regulations	\$50	\$100
Non-Compliance — BBQ Regulations	\$50	\$100
Non-Compliance — E-Bike/E-Scooter Regulations	\$100	\$250
Unauthorized Move-In/Move-Out/Delivery	\$100	\$250
Unauthorized Renovation/Alteration	\$250	\$500

Short-Term Rental Policy Violation is subject to a fine equaling one month's maintenance. Subsequent infractions will result in termination of the Shareholder's proprietary lease.

PRICE LIST FOR REPAIRS & HANDYMAN WORK

Shareholders and Residents may hire SCE staff to perform repairs and handyman projects during their off-duty hours.

Cost and timeframe agreements should be negotiated with Ben or Carlos directly; the Co-Op is not responsible for any work-for-hire that they may do as independent agents.

The prices below are subject to change based on the specific details of the project.

Toilet Repairs

Flushometer Repair \$60

Flushometer Replacement \$60 + Materials

Flapper Repair \$60

Reset Toilet Bowl (Flange and Gasket) \$160 (may vary based on toilet type)

Hose Replacement \$25 + Materials

Sink Repairs

Faucet Installation \$100 + Materials

Kitchen or Bath Valve Replacement \$240 (may vary based on type)

Tub or Shower Repairs

Diverter Spout \$35 + Materials

Shower Head Installation \$35 + Materials

Spindles \$75 + Materials

Electrical Repairs

Outlets \$60 each

Switches \$60 each

Circuit Breaker \$75 each

Light Fixture Installation \$60 + Material

Miscellaneous Repairs

Air Conditioner Installation or Removal \$30

Dishwasher Connection \$160

Refrigerator/Ice Maker Connection \$160

Window Screen Mesh Replacement \$25 (small windows \$15)

Ceiling Fan Installation \$100

Door Locks \$60 + Material