

****EMERGENCIES: CALL 911 ****
NON-EMERGENCIES: GREENBURGH POLICE – (914) 682-5300

HOUSE RULES

EFFECTIVE MARCH 2020



CAMPUS PLACE, SENTRY PLACE, UNDERHILL ROAD

SCARSDALE, NEW YORK 10583

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Dear Shareholders and Residents,

Please direct all questions and concerns about the property and maintenance of the buildings directly to the SCE Staff and Garthchester Realty as follows:

Scarsdale Country Estates Owners Inc., shall be referred to herein as “SCE”, “Scarsdale Country Estates”, the “Cooperative”, or the “Co-op”.

- Contact the Managing Agent, Garthchester Realty (“Management”), for any financial, administrative or other business matters (see below for the Management contact list).
- Contact the SCE Staff or the Property Manager with any concerns related to the physical building or service requests.

**GARTHCHESTER REALTY CONTACT LIST
MAIN NUMBER – (914) 725-3600**

Property Manager: Mark Syku x141	Mark@garthchesterrealty.com
Assistant Property Manager: Michele Liddy x121	Michele@garthchesterrealty.com
Renovations: Rosemarie x115	Rosemarie@garthchesterrealty.com
Subletting/Sales: Margie x109	Margie@garthchesterrealty.com
Maintenance/Billing: Adele x103	Adele@garthchesterrealty.com
Star Rebate: Lee x116	Lee@garthchesterrealty.com

The preferred way to submit work requests is online. To do this follow these steps:

1. Visit www.garthchesterrealty.com.
2. Click on Work Requests and complete the form.

SCARSDALE COUNTRY ESTATES CONTACT LIST

Superintendent	(914) 723-0643
Assistant Superintendent	(914) 721-3669
Building Emergency After Hours Number	1-866-246-0370 **
Staff Email	SCEsuperintendent@gmail.com
Board Email	scarsdalecountryestates@yahoo.com

- **Staff Hours:** 7 days a week – 8:00am-5:00pm. Contact the emergency number after hours.
- Some Holidays staff might not be available. However, the emergency number is available 24 hours/7 days a week.
- ****HEALTH, FIRE, GAS, SAFETY or PERSONAL EMERGENCIES - CALL 911.**

**Please contact Management for clarification on any of the information in this book.
Rules and Policies can be changed at any time by the Board of Directors.**

INSURANCE

- The Corporation carries both comprehensive casualty and fire insurance which insures the structure and all public areas of Scarsdale Country Estates, as well as liability insurance which protects the Co-op from claims resulting from accidents from which the Corporation may be liable. Neither policy covers personal interests, property or liability of the individual Shareholders/Residents.
- Shareholders and Residents (sub-tenants) are responsible for maintaining their own individual insurance policy and must submit it upon request. All residents are required to complete an insurance compliance form. If you have not done so contact Management for the form or visit the website www.garthchesterrealty.com to download.

PAYMENTS

- MAINTENANCE payments are due no later than the 10th of each month.
- If payment is not received by the 10th, there is a late fee of \$50.00 for the first month and \$100.00 for each month after.
- If full payment is not received within 60 days, legal action will begin. All legal fees will be charged back to the shareholder. No exceptions.
- Any fees for returned bank checks will be charged back to the resident/shareholder.

SAFETY – UNIT ACCESS

- Use the intercom and buzzer systems to give safe entry into the building.
- NEVER prop any doors open without full-time attendance.
- Cameras have been installed in the garage and parking lot areas. Notify Management if you have any concerns.
- Any safety concerns at any time should immediately be directed to the Police.
- It is recommended that all residents and shareholders give a key to the Superintendent for emergency access into their apartment. Keys are kept in a locked box. If a key is not provided and in the event of an emergency, the door will be forced open and any and all charges will be charged back to the owner.

RENOVATIONS/REMODELING

- All policies and procedures related to any renovations or home improvements should be directed to Garthchester. Garthchester will advise the process.
- An application must be completed and approved by Management and the Board of Directors prior to beginning a project. The application can be downloaded and printed by

visiting www.garthchesterrealty.com; click on Properties and then choose Scarsdale Country Estates.

- Keep in mind it can take up to 3 weeks to review an application. Incomplete applications can take longer and will be returned.
- Renovations can ONLY be done Monday - Friday between 8:30AM and 5:00PM; and Saturday between 10:00AM and 4:00PM.
- SCE STAFF: work of a personal nature may be done by the staff for individual residents when the staff is not working for SCE. Staff must follow the same policies and procedures. The Co-op is not responsible for any such work.
- Attempting to complete renovations without Management approval may result in the imposition of fees and being reported to the Greenburgh Building Inspector.
- Carpeting and flooring work being done by a store in Westchester County does not require an application process. However, Management and the superintendent must be notified via email with the day the work will be completed along with the name/address of the business, e.g., Home Depot, Lowes, etc.

SALES-SUBLETTING-REFINANCING

- Any questions related to the paperwork required, sale of shares, subletting and refinancing should be directed to Management.
- A maximum of 15 units may be sublet at any given time.
- A shareholder must submit an email to Management and cc: Board of Directors to request to sublet their unit. If there are 15 units currently rented, the shareholder will be placed on a waitlist. If there are not 15 units rented, they will be granted permission to sublet their unit only if their account is up to date and they have lived in their unit for a minimum of 15 consecutive months.
- Once a shareholder is granted permission to sublet, they will be given 90 days from the date of approval to find a renter and submit a completed application to Management. If the sublet application is not submitted within 90 days, permission to sublet will expire. If the shareholder still would like to sublet, they must email the request again and ask for permission. All renters must go before the Board of Directors for an interview.
- Sublets are permitted for up to two years only. If your renter would like to extend their lease, you must notify Management and the Board of Directors 90 days before the current lease expires to request an extension. If there is no one on the waitlist, an additional 1-year or 2-year lease may be requested. The Board of Directors has full authority to approve or disapprove.
- No one is permitted to own and/or live in one apartment at Scarsdale Country Estates and purchase a second unit. Anyone wishing to purchase a second unit must first sell their

currently owned unit and move out. Once move out is confirmed, another unit may be purchased following the same procedures as a new buyer.

- Reserved, tandem and garage spots do not transfer with a unit.
- No lock boxes are permitted on the property.
- All required applications can be found by visiting www.garthchesterrealty.com, click on properties and then Scarsdale Country Estates or contact Management.

LAUNDRY ROOM

- Pricing is subject to change at any time.
- Money card refills are available in building 13 Campus along with additional or new cards.
- Shareholders/Residents are responsible for contacting the washing machine vendor directly (phone number and contact information is posted in each laundry room) to report a broken washer/dryer.
- Pet items should not be washed in the washers or dried in the dryers.
- Turn off the lights and fan when you leave the laundry room.
- Please refer to Laundry Room etiquette that is posted on the walls in each laundry room.
- No one is permitted to own/operate a washing machine or dryer in their unit.
- All items must be removed from the washing machines and dryers when the cycle is complete. Failure to do so could result in your clothes being removed from the machines and even discarded.
- No hanging of clothes in the laundry rooms.
- Lint screens must be cleaned by residents between use of the dryers.

STORAGE BINS

Storage bins are the property of SCE. Every unit is guaranteed one storage bin to use. The bin is not guaranteed to be in the building you live in as not all buildings have enough bins per units. Storage bins are different sizes and are available on a first-come basis. Storage bins do not transfer with a unit (but every unit does get one). Additional bins have been identified for rental only and are available for an additional monthly fee. Email the Board of Directors if you are interested in an additional bin to rent.

- Storage bins must not be used to store hazardous, explosive, or flammable materials, chemicals, etc. that will pose any danger to the residents and/or the building. All fire codes must be strictly observed; violation will result in the loss of use of the storage facility bin.
- Storage of personal property cannot be permitted in any basement area or in any hallway. Items left outside of bins or in hallways can be discarded by the SCE Staff.

- All storage bins must be labeled. Contact the Superintendent or Management if you need a label. You can also download the label by visiting www.garthchesterrealty.com, click on Properties and Scarsdale Country Estates or contact Management/Superintendent.
- For the safety of all residents, storage bins not labeled can be opened and emptied by the SCE Staff. Storage bins are the property of SCE.
- The Cooperative is not responsible for any items stored by residents in these bins in the event of fire, water damage or any other natural disaster.
- The Board of Directors reserves the right to curtail the use of or relocate the storage bins provided in the basement of each building at any time.
- The Fire Code requires constant vigilance by both Management and Staff for compliance with the Municipal Fire Codes. Any belongings located outside of any storage bin at any time can be discarded by SCE staff.

FIREPLACES

- **Do not** use wood containing extra amounts of sap/creosote. All fireplaces must be professionally cleaned and maintained. This is for the safety of our community. Management and SCE Staff will notify shareholders with fireplaces when the yearly cleaning will take place.

FIRE SAFETY

- All apartments are required to follow all Local and State Fire laws. ALL units are required by law to have smoke detectors and carbon monoxide detectors. Shareholders and residents are responsible for their repair and maintenance, including battery replacement. All residents are required to complete a smoke detector/carbon monoxide compliance form. If you have not done so, contact Management for the form or visit the website www.garthchesterrealty.com to download.
- Staff and Management can inspect apartments to ensure compliance with local and state laws.
- Buildings have been equipped with 10-year smoke and fire detectors.
- Fire extinguishers are in the hallways.
- Residents are encouraged to purchase and keep a fire extinguisher in a location near the kitchen.

TRASH & RECYCLING

- For disposal of large bulky items such as mattresses, furniture, appliances, cabinets, etc., contact the Superintendent or the Town of Greenburgh at (914) 693-8121 for assistance. If left in the basement, outside or in the garage area without permission, the shareholder/resident will be charged a fee and will also be charged the cost for the removal of the item(s).
- For removal of larger trash items that will not fit in the basement garbage cans, contact the Superintendent.
- All boxes placed in the basement must be broken down.
- Follow posted guidelines for recycling which may change periodically.
- Christmas trees must be bagged and discarded next to the outside garbage garage.
- There are 3 types of household trash:
 1. Commingled recyclable items: rinsed glass jars, bottles, cans, tins, aluminum and plastic containers coded with any number 1-7.
 2. Paper, newspapers, magazines and corrugated cartons.
 3. All other garbage.

AIR CONDITIONERS

- NO through-wall air conditioners are permitted. Only window air conditioner units are allowed.
- None are permitted in any of the front windows of any buildings.
- The Superintendent must inspect all installation of window air conditioning units for proper installation and pitch.
- Air conditioner units that are broken or being thrown out for other reasons must be removed from the premises by private arrangement (or you may discuss removal with the Superintendent).

RADIATORS

- Radiators must be either fully opened or fully closed to avoid leaks. Contact the Superintendent with any concerns related to your radiators. All radiators must be checked by an SCE staff member in the Fall. Notify Management and cc: The Board of Directors via email if yours are not checked prior to the heat being turned on. It is your responsibility to work with the SCE staff to schedule a time to access and check your radiators. Failure to do so could result in liability for damage.

PLUMBING AND LEAKY FAUCETS

- Notify the Superintendent so your situation can be evaluated.
- BE CAREFUL – DO NOT let your tub, sink or toilet overflow. This can cause damage and you are liable for this damage.
- Keep tubs caulked properly as this can cause damage that you can be liable for.
- Toilets should not be misused. Do not use for disposal of rubbish. You may be responsible for the cost of any damage which may result.
- In the event of a plumbing emergency, you may call your own licensed and insured plumber. Only licensed and insured plumbers may do any plumbing and repair work. For any questions, contact Management.

DELIVERIES

Furniture, appliances and bulk items, etc.:

- Monday-Saturday: 8:30AM-6:00PM ONLY. NO SUNDAYS or holidays*.

Refrigerator trucks/bulk grocery deliveries:

- Monday-Saturday: 8:30AM-7:00PM ONLY. NO SUNDAYS or holidays*.
- ***Violation of these rules will result in a \$250.00 fee per violation.**

MOVING

The Shareholder/Resident and Moving Company (if being used) must notify the Superintendent at least 72 hours prior to any move for procedures and paperwork requirements.

Moving In:

- A \$1,000.00 refundable move-in deposit is required. This will be paid at the closing. The deposit will be refunded once the Superintendent inspects to confirm there is no damage or violation of any House Rules.

Moving Out:

- A \$1,000.00 refundable move-out deposit is required. The deposit will be refunded once the Superintendent inspects to confirm there is no damage or violation of any House Rules.

Moving Trucks:

- Notify the superintendent at least 72 hours in advance. Moving in/out is ONLY allowed Monday-Friday between 8:00AM–5:00PM. NO moving in/out on any holiday that falls on a weekday. Violation of this rule will result in a \$250.00 fee per violation.

NOISE

Most noise issues can be avoided simply by being considerate of your neighbors.

All adults and children must be considerate of their neighbors when inside the buildings, inside individual units and even when outside.

- Outside and inside the common areas, sound travels. All effort must be made to keep such noises to a minimum, particularly before 8:00AM and after 10:00PM.
- Children are not permitted to play in the hallways or on the staircases.
- Noise from television, speakers, loud talking/yelling, running, playing, musical instruments must always be kept to a moderate level particularly before 8:00AM and after 10:00PM.
- Exercise equipment cannot be used between 9:00PM - 8:00AM.
- Vacuuming hours are only 8:00AM – 9:00PM.
- Co-op patios, tables, private patios, playground areas: sound travels and using these areas in a manner that creates any noise issues is prohibited after 10:00PM.

CARPETING

- Eighty percent (80%) of each bedroom, 80% of foyers, 80% of hallways, 80% of dining rooms, and 80% of living rooms **must** be carpeted. If area rugs are used, a minimum of 3/8 inch padding must be under all area rugs***. Kitchens, bathrooms and closets do not require carpeting, however, throw rugs are recommended.

***Effective March 1, 2020, any noise complaints received will mandate compliance with these new requirements within 30 calendar days. Anyone who closes on their unit after March 1, 2020 must comply with these carpeting rules prior to moving in. An inspection will be done prior to returning the move-in deposit.

- The Board of Directors and Management encourage all Shareholders and Residents to report any unreasonable disturbances and reserve the right to take any steps necessary (including imposition of fees) to ensure peace and quiet for all.

PETS

SCE is a pet-friendly complex. We want our residents and their pets to enjoy the property and socialize with each other. We ask that pet owners be considerate of the property and residents. Any pet creating a nuisance or unreasonable disturbance, noise, or harm to the property can be permanently removed from Scarsdale Country Estates at the discretion of Management and the Board of Directors after 10 days' written notice. No written notice is required if a pet has caused any harm or injury to any person. The Board of Directors maintains full and complete discretion in making any and all decisions regarding pets on the property of Scarsdale Country Estates, including the removal of a pet from the property.

- Dog owners must follow town and state laws regarding the ownership of a dog.
- Dogs must always be leashed while on SCE property.
- Leashes may not extend beyond six (6) feet in length.
- Accidents happen – please make every effort to curb your dog off the property. Should an accident occur it must be cleaned up immediately. Notify SCE Staff if an accident occurs in the hallways for assistance in cleaning it up.
- BE considerate of barking at ALL TIMES OF THE DAY!
- Dog waste must always be picked up and disposed of. Garbage cans have been placed around the property and along Central Avenue.
- Dog waste may never be discarded in any sewer or storm drains.
- **PETS NOT ALLOWED:** all reptiles, rodents, weasels/ferrets.
- **NO FISH TANKS LARGER THAN 10 GALLONS.**
- No more than 2 pets permitted per unit in any combination of dogs, cats, or birds.
- The following breeds of dogs are not permitted: Pit bulls, Rottweilers, Doberman Pinschers, mixes with any of these, and any dogs with known vicious personalities.

PARKING

- There is a garage, reserved and tandem waitlist for the North and South sides. Your name can be added to both sides. Spots have a monthly charge which is added to your maintenance.
- At the time of move-in, please make sure you complete a parking request form and submit it to the Board. You must email the Board upon closing to be added to the list(s) at scarsdalecountryestates@yahoo.com. Very important: if you move in with only 1 licensed driver and/or 1 car and this changes later, you must notify the Board of Directors if you want your name added again for a second spot.
- There is no way to tell how long the waitlist will be. Spots become available when someone moves out or gives up their spot.

- Parking along the fire lanes is not allowed. Greenburgh Police drive through and have ticketed cars. The Police can be notified if your car is parked in the fire lanes. This is for the protection of our community.
- Cars must be parked within the lines delineating the spaces. Parking over or outside lines could result in ticketing by the Greenburgh Police.
- Parking is limited – one car per licensed driver (maximum of 2 cars) per unit.
- Shareholders with assigned parking must always use their assigned parking spots. Failure to do so could immediately result in the loss of your assigned parking.
- All cars must have an SCE parking sticker. If you do not have one, contact Management.
- Please note that most of the parking area is Town property. SCE has limited control of the actions of residents on this property. The police will be notified of any situations that cause an unsafe situation.
- Follow SCE parking rules posted by garages.

GENERAL RULES and POLICIES

- NO FEEDING of any outside animals from windowsills.
- NO outside bird feeders.
- NO in-sink garbage disposal units are allowed in apartments.
- NO in-apartment washing machines or dryers under any circumstances.
- NO one is permitted to tap into and use any Co-op utilities (i.e. water, electricity, etc.) from any common areas including garages at any time for any purpose.
- NO chairs or towels or any sitting or sunbathing on the front lawns or sides of buildings.
- NO toys or playing on the front lawns or sides of the buildings.
- All barbeques must be used either behind the buildings on the Co-op patios or next to the Co-op provided picnic tables. All barbeques must be positioned a minimum of 10 feet from any building when in use. No barbequing is allowed on the front lawns or on the fire escapes. Please be courteous of your neighbors and their windows with regard to smoke.
- All UPS, USPS, FedEx, DHL, etc. deliveries left in the foyers must be retrieved on the same day to ensure the foyers are safe, clear and accessible.
- **No Smoking** in the front of any building. This includes on the steps, front walkways or outside of any doors.
- **No Smoking** in the foyers, hallways or basements of buildings.
- The use of generators by shareholders and residents anywhere on the premises is strictly prohibited.
- Never prop open any common doors or windows.
- No waterbeds are allowed in any units.
- Adults and children are not permitted to play on the front lawns at any time.
- No sunbathing or sitting on the front lawns at any time.

- No leaving of any personal items in the hallways, foyers, staircases or basements.
- No washing of vehicles in the parking lots or garage areas. This includes waxing cars.
- No working on cars in the parking lots or garage areas at any time, unless in the case of an emergency (e.g., flat tire, dead battery.)
- No music may be played at any time from cars in the parking lot.
- No drones may be flown or utilized in any way on the premises.
- No paint ball guns, BB guns or archery.
- No articles shall be hung or shaken from windows, terraces or fire escapes.
- No posting of any notices, signs or advertisements on the building, windows, doors or trees.
- No attaching of radio/television antennas or satellite dishes to a building.
- Bulletin boards in the laundry rooms are provided for the use of residents. If you would like to sell an item or advertise a service, please post here. All postings must have a date and be removed after 30 days. Any notices without a posting date will be removed. Bulletin boards in the foyers of each building are for Co-op information only. No personal posting may be done on any of these bulletin boards.
- Individuals who wish to establish gardens anywhere on the property, including in the garden area in the South Group, must obtain written approval from the Board of Directors prior to planting. Enjoyment of the grounds by all residents should not be limited by the establishment of gardens which encroach upon the open space.
- Adult supervision is always required in the play areas. Equipment is only to be used in a manner consistent with its intended purpose. For example, standing on swings or climbing on top of the playground structure is strictly prohibited.
- No lock boxes by realtors.
- Complaints of any kind should be made in writing to Management.

VIOLATORS OF ANY OF THE HOUSE RULES SHALL BE SUBJECT TO THE TERMS OF THE PROPRIETARY LEASE AND MAY BE SUBJECT TO THE IMPOSITION OF ADMINISTRATIVE FEES AND/OR THE COMMENCEMENT OF SUMMARY EVICTION PROCEEDINGS.

THESE HOUSE RULES EFFECTIVE MARCH 2020



Garthchester Realty

www.GarthchesterRealty.com

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Forest Hills, New York 11375
(718) 544-0800

To: All Residents, Scarsdale Country Estates
From: Mark Syku, Garthchester Realty
Re: Barbeque Rules & Safety Procedures – House Rules Update April 2021
Date: April 15th, 2021

Dear Residents and Shareholders:

This memorandum has been written by the Board of Directors to provide recommended guidance from the Greenville Fire Department regarding safety procedures for the operation and use of a barbeque which will serve as an update to our House Rules Book published March 2020.

Please be advised that the Greenville Fire Department recently informed Management that the Fire Department safety procedures require that all barbeque grills using a propane tank, charcoal or other light material (other than an electric grill) must be operated at a minimum of ten (10') feet from the buildings but may be stored closer when not in use. Please note that the failure and/or refusal to comply with this Rule & Safety Procedure could result in the issuance of violations and impositions of fines by the Municipality, and/or not being allowed to BBQ.

Accordingly, the Board of Directors considers this directive to be a serious quality of life issue. Therefore, we have adopted the following House Rules effective immediately:

SCE Common Slate Patio Areas: All grills must be stored on common slate patio areas only and are strictly prohibited from being stored in grass landscape areas anywhere on the property.

All grills, when in use, must be on a common slate area positioned at least ten (10') feet away from the building, with a limitation of only one (1) grill allowed per unit.



<<<OVER>>>

Garden Space behind 11 Sentry: Grilling with charcoal or gas grills is permitted in this area as they are located ten (10') feet away from the building.

Private Patios and the units with private yards: Grills can be stored anywhere on your patio/yard space, when not in use. When your grill (charcoal or gas) is in use it must be moved at least ten (10') feet away from the building or it cannot be used. If you choose to use an electric grill, it can be stored and used anywhere on the patio. There is a limitation of only one (1) grill allowed to be used on a private patio/yard at a time.

Additional BBQ Rules:

- No Smokers or Fryers are permitted to be stored or used on private space or common areas.
- No Electric Grills in common areas.
- Grilling hours are 12:00 PM – 9:00 PM only.
- All grills on **common slate areas** must be tagged/registered with the Superintendent (This does not include grills on private patios/yard or in individual gardens behind 11 Sentry). Grills not tagged may be removed from SCE property.
- In the event SCE receives a violation or fine from the Municipality that determines your use, operation and/or storage is improper, inappropriate, unsafe or dangerous, the charges will be billed to your account.
- Moreover, the Board of Directors of SCE reserves all of its rights and/or remedies to ensure compliance and prevent unsafe or dangerous operation, including the revocation or termination of grilling privileges.

All grills on common space only must be tagged/registered by April 23rd, 2021. Please contact the Superintendent for a tag. Grills not tagged/registered may be removed.

If you have any questions, please contact Management.

Thank you for your attention to this matter.

