



# Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave., Suite S 512  
Harrison, New York 10528  
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

## SCARSDALE COUNTRY ESTATES OWNERS, INC.

(rev. 9/2025)

### APPLICATION FOR PURCHASE

Return to: Garthchester Realty  
440 Mamaroneck Ave., S-512  
Harrison, NY 10528

### INSTRUCTIONS

1. Please complete all sections of the application. If a section is not applicable to you, so state.
2. Purchaser must provide two **(2)** collated copies of the following documents prior to the Board considering the application. ***Please do not bind, staple or print double-sided.***
  - a. Fully completed application with all attached forms signed.
  - b. A signed copy of your last two (2) years Federal tax returns with all schedules attached. Also, a copy of all W-2's submitted with the tax return, as well as last two pay stubs.
  - c. Copies of latest bank statements.
  - d. Two (2) personal letters of reference and two (2) professional letters of reference for each applicant.
  - e. Letter of reference from your current employer stating annual salary and length of employment.
  - f. Letter of reference from current landlord or managing agent.
  - g. Fully executed contract of sale, together with any riders thereto.
  - h. A copy of your bank mortgage commitment if financing is being obtained.

*The information and forms provided on this website are subject to change and may, therefore, not be the most current versions. Accordingly, users of this site are advised to check the date of the forms to make sure it is the most current. Garthchester Realty hereby disclaims responsibility for the reliance by any users of this site on the information contained herein without independent verification of its accuracy.*

3. The application, documents and a non-refundable application fee, payable to **Garthchester Realty**, in the sum of Four Hundred and Fifty (\$450.00) Dollars, a Fifty (\$50.00) Dollars **per person** (for a credit check), **plus** One Hundred and fifty (\$150.00) Dollars **per person** (for a background check) must accompany your application for the background check. These fees are non-refundable. Checks must be a certified bank check or money order, no personal checks,
4. The Board reserves the right to request additional information prior to considering your application.
5. By submitting this application for the Board's consideration, you are representing that all statements contained therein are true to the best of your knowledge and are authorizing the Board to verify all statement, including the Board obtaining a current credit report.
6. Where there is more than one purchaser, the information requested is to be answered by all purchasers.
7. The purchaser(s) and all the persons to reside at the residence will be required to attend a personal interview with the members of the Admissions Committee of the Board of Directors prior to the committee's moving on the application

**NOTE:** Effective January 1, 2019 the flip tax payable by the seller at closing is \$10 per share.

**NOTE:** Effective March 1, 2001 the maximum amount which may be financed is 80% of the purchase price.

***\*NO APPLICATIONS ACCEPTED ON FRIDAY AFTER 12PM\****

***\*NO APPLICATION WILL BE PROCESSED IF THERE ARE ARREARS\****

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**SCARSDALE COUNTRY ESTATE  
SALE APPLICATION FOR BOARD OF DIRECTORS**

**INSTRUCTIONS:**

Please note that all questions must be answered. Please return the completed application to GARTHCHESTER REALTY, 440 MAMARONECK AVENUE #S-512 HARRISON, NEW YORK, 10528 ATTN: MARGIE CRUZ.

All maintenance fees and all application fees must be paid in full before the sales application is processed.

We require the sellers and buyers Attorney's information below.

**Seller's Attorney:**

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

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Buyer's Attorney:**

Name \_\_\_\_\_

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SCARSDALE COUNTRY ESTATES**  
**APPLICATION TO PURCHASE SHARES OF THE CORPORATION**  
**NOTICE**

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.



## *Scarsdale Country Estates*

*Campus Place, Sentry Place and Underhill Road*

### **Scarsdale Country Estates**

#### **Minimum Purchase Requirements**

- Minimum **20%** down payment.
- Maximum total debt to income **ratio 33%**, inclusive of Mortgage & Maintenance. (Overtime and bonuses will not be considered income.)
- Credit Score **750+** for all applicants with no judgments, bankruptcies, multiple late payments, etc.
- Applicants and occupants **18 and over** must submit a clear credit/background check.
- Reserves after closing: **6 months** of maintenance and mortgage combined.
- Three good reference letters that include personal knowledge of the referee and are not template letters.
- House Rules must be signed and agreed to.
- Acceptance of an application does not constitute approval.



**CHECK OR MONEY ORDER PAYABLE TO GARTHCHESTER REALTY MUST ACCOMPANY  
APPLICATION FOR CREDIT EXAMINATION. THIS FEE IS NOT REFUNDABLE.**

**EMPLOYMENT DATA**

**(Purchaser/Sublettee)**

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**COMPLETE IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:**

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**(Co-Purchaser/Co-Sublettee)**

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**COMPLETE IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:**

Previous Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Current Salary \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**THESE QUESTIONS APPLY TO ALL PURCHASERS/SUBTLETIES**

If a “yes” answer is given to a question in this column, explain on attached sheet.

|                                                                                     | <b>Purchaser</b><br><b><u>Yes or No</u></b> | <b>Co-Purchaser</b><br><b><u>Yes or No</u></b> |
|-------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------|
| Have you any outstanding judgements?                                                | _____                                       | _____                                          |
| In the last 7 years, have you been<br>declared bankrupt?                            | _____                                       | _____                                          |
| Have you had property foreclosed<br>upon or given title or deed in lieu<br>thereof? | _____                                       | _____                                          |
| Are you a co-maker or endorser on a<br>note?                                        | _____                                       | _____                                          |
| Are you a party in a law suit?                                                      | _____                                       | _____                                          |
| Are you obliged to pay alimony,<br>child support, or separate maintenance?          | _____                                       | _____                                          |



**SCARSDLE COUNTRY ESTATES OWNERS INC. – FINANCIAL INCOME - DEBT/INCOME SHEET**

Name(s): \_\_\_\_\_

**Source of Income (Monthly)**

|                     | <b>Applicant</b> | <b>Co-Applicant</b> | <b>Combined</b> |
|---------------------|------------------|---------------------|-----------------|
| Base Salary         |                  |                     |                 |
| Bonus & Commissions |                  |                     |                 |
| Interest Income     |                  |                     |                 |
| Dividends           |                  |                     |                 |
| Real Estate Income  |                  |                     |                 |
| Other Income        |                  |                     |                 |
| <b>TOTAL:</b>       |                  |                     |                 |

**Projected Expenses (Monthly)**

|                       | <b>Applicant</b> | <b>Co-Applicant</b> | <b>Combined</b> |
|-----------------------|------------------|---------------------|-----------------|
| Coop Maintenance      |                  |                     |                 |
| Coop Financing        |                  |                     |                 |
| Other Mortgages       |                  |                     |                 |
| Bank Loans            |                  |                     |                 |
| Auto Loans            |                  |                     |                 |
| Insurance Payments    |                  |                     |                 |
| Credit Card Payments  |                  |                     |                 |
| Student Loan Payments |                  |                     |                 |
| Child Support         |                  |                     |                 |
| Alimony Payments      |                  |                     |                 |
| Other Payments        |                  |                     |                 |
| <b>TOTAL:</b>         |                  |                     |                 |

**Annual Debt to Equity**

|                                                          | <b>Applicant</b> | <b>Co-Applicant</b> | <b>Combined</b> |
|----------------------------------------------------------|------------------|---------------------|-----------------|
| <b>TOTAL MONTHLY<br/>INCOME X 12 MONTHS</b>              |                  |                     |                 |
| <b>TOTAL MONTHLY<br/>DEBT X 12 MONTHS</b>                |                  |                     |                 |
| <b>Debt to Equity Ratio<br/>(Debt divided by Income)</b> |                  |                     |                 |

Please Sign

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

Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **DETAILS OF PURCHASE**

- a) Purchase Price\* \$ \_\_\_\_\_
- b) Total Closing costs (est.) \$ \_\_\_\_\_
- c) Total ( a + b) \$ \_\_\_\_\_
- d) Amount of financing \$ \_\_\_\_\_
- e) Other financing \$ \_\_\_\_\_
- f) Amount of cash deposit \$ \_\_\_\_\_
- g) Cash required for closing (est.) \$ \_\_\_\_\_

**Source of cash required for closing** \_\_\_\_\_

If applicable, explain other financing:

\_\_\_\_\_

\_\_\_\_\_

**\*Copy of Contract of Sale to be submitted with this application.**

Estimated closing date: \_\_\_\_\_

**\*Maximum Financing 80%**

## **FOR PURCHASERS ONLY**

### **BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEDING DATE OF APPLICATION (see notes on attached page)**

#### **ASSETS**

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| Checking Accounts (Note 1 – Not including contract deposit) | \$ _____        |
| Savings Account (Note 1 – Not including contract deposit)   | \$ _____        |
| Marketable Securities (Note 2)                              | \$ _____        |
| Life Insurance Net cash Value                               | \$ _____        |
| Non-Marketable Securities (Note 2)                          | \$ _____        |
| Real Estate Owned (Note 3)                                  | \$ _____        |
| Automobiles/Pleasure Craft Owned (Note 4)                   | \$ _____        |
| Vested Interest in Retirement Fund (Note 5)                 | \$ _____        |
| Net Worth of Business Owned (Note 5)                        | \$ _____        |
| Notes Receivable                                            | \$ _____        |
| Other Assets (Note 5)                                       | \$ _____        |
| <b>TOTAL ASSETS:</b>                                        | <b>\$ _____</b> |

#### **LIABILITY**

|                                                |                 |
|------------------------------------------------|-----------------|
| Installment Debt Payable (Note 6)              | \$ _____        |
| Other Unsecured Loans (Note 6)                 | \$ _____        |
| Mortgage Loans (Note 6)                        | \$ _____        |
| Automobiles/Pleasure Craft Loans (Note 6)      | \$ _____        |
| Other Secured Loans (Note 6)                   | \$ _____        |
| Other Liabilities (Note 7)                     | \$ _____        |
| <b>TOTAL LIABILITY:</b>                        | <b>\$ _____</b> |
| <b>TOTAL NET WORTH (Assets – Liabilities):</b> | <b>\$ _____</b> |

**FOR PURCHASERS ONLY****NOTES TO BALANCE SHEET**

| <b><u>NOTE 1:</u></b> | <b><u>Account #</u></b> | <b><u>Name &amp; Address of banking<br/>Institution</u></b> | <b><u>Balance</u></b> |
|-----------------------|-------------------------|-------------------------------------------------------------|-----------------------|
| Checking 1)           |                         |                                                             |                       |
| Checking 2)           |                         |                                                             |                       |
| Savings 1)            |                         |                                                             |                       |
| Savings 2)            |                         |                                                             |                       |

| <b><u>NOTE 2:</u></b> | <b><u># of<br/>Shares</u></b> | <b><u>Type<br/>Security</u></b> | <b><u>Issuer</u></b> | <b><u>Market<br/>Value</u></b> | <b><u>Monthly<br/>Dividend/Interest</u></b> |
|-----------------------|-------------------------------|---------------------------------|----------------------|--------------------------------|---------------------------------------------|
|                       |                               |                                 |                      |                                |                                             |
|                       |                               |                                 |                      |                                |                                             |

| <b><u>NOTE 3:</u></b> | <b><u>Address of Property</u></b>         | <b><u>Type of Property</u></b>          | <b><u>Cost of Property</u></b>                                           | <b><u>Present Market Value</u></b> | <b><u>Amount of Mortgage &amp; Loans</u></b> |
|-----------------------|-------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|------------------------------------|----------------------------------------------|
|                       |                                           |                                         |                                                                          |                                    |                                              |
|                       | <b><u>Monthly Gross Rental Income</u></b> | <b><u>Monthly Mortgage Payments</u></b> | <b><u>Monthly Taxes, Insurance, Maintenance &amp; Misc. Payments</u></b> | <b><u>Monthly Net Income</u></b>   |                                              |
|                       |                                           |                                         |                                                                          | \$                                 |                                              |

**NOTE 4:** Make & Year: \_\_\_\_\_

Plate # of Vehicle: \_\_\_\_\_

**NOTE 5:** Briefly Describe Other Assets: \_\_\_\_\_

\_\_\_\_\_

**NOTE 6:** Please provide the following for all Debt (Credit cards, Student loans, Bank loans, etc.):

| <u>Creditor's<br/>Name &amp;<br/>Address</u> | <u>Account #</u> | <u>Monthly<br/>Payments</u> | <u>Months Left</u> | <u>Unpaid<br/>Balance</u> |
|----------------------------------------------|------------------|-----------------------------|--------------------|---------------------------|
|                                              |                  |                             |                    |                           |
|                                              |                  |                             |                    |                           |

**NOTE 7:** Briefly describe any other liabilities:

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I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. I understand that the filing of this application does not in any way bind the Cooperative to consent to the assignment (or sublet) of this apartment to me.

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Purchaser's/Sublettee's Signature

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Date

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Co-Purchaser's/Co-Sublettee's Signature

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Date

# COMPLETE ONE PER APPLICANT

## AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION

I \_\_\_\_\_ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their *vendors*. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as *valid* as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

  X   BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

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

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

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address:

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# Garthchester Realty

www.GarthchesterRealty.com

209 Garth Road  
Scarsdale New York 10583  
(914) 725-3600 F:(914) 725-6453

98-20 Metropolitan Ave. Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

## COMPLETE ONE PER APPLICANT

### **AUTHORIZATION FOR THE RELEASE OF BACKGROUND REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION**

I \_\_\_\_\_ hereby authorize  
GARTHCHESTER REALTY and the agencies used by this company or  
corporation, to obtain standard factual data needed to complete this  
background report including but not limited to information regarding my  
education, employment and criminal history.

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

Sign: \_\_\_\_\_

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





**SCARSDALE COUNTRY ESTATES OWNERS, INC.**  
**Campus & Sentry Places & Underhill Road • Scarsdale, NY 10583**

**MOVING AFFIDAVIT**

I/We, \_\_\_\_\_, proposed Purchaser(s) of the Cooperative Apartment known as \_\_\_\_\_, at the property known as **Scarsdale Country Estates Owners, Inc.** hereby acknowledge that:

I/We are aware and understand that there is a \$1,000 Refundable Moving Deposit that must be placed in escrow with the Corporation. This deposit will be refunded provided there is no damage to the common areas of the property during my move and further that there is no violation of the moving procedure.

I/We are aware and understand that moving is only permitted Monday thru Friday between the hours of 9:00 AM and 6:00 PM and further that moving is **not** permitted on weekends or holidays.

I/We are aware and understand that the Managing Agent must be notified in writing not less than one (1) week prior to the my/our actual move and that the Corporation will not permit any move without such advance notice. In addition, the Superintendent (914-723-0643) must be notified of the move at least two (2) days prior by the party moving in and the moving company.

I/We are aware and understand that any violation of or non-compliance with the moving policy will result in forfeiture of my/our Moving Deposit.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
PURCHASER

**SCARSDALE COUNTRY ESTATES OWNERS, INC.**  
Campus & Sentry Places & Underhill Road, Scarsdale, NY 10583

**PURCHASE AFFIDAVIT**

I/We, \_\_\_\_\_, proposed Purchaser(s) of the  
Cooperative Apartment known as \_\_\_\_\_ at the property  
known as **Scarsdale Country Estates Owners, Inc.** hereby acknowledge that:

I/We are aware and understand that the prior to my/our taking occupancy of the subject apartment, an inspection of the premises must be made by either the Superintendent or Managing Agent. I further understand that any violation of the Corporations Proprietary Lease, By-Laws and/or House Rules that exist within the apartment must be corrected and/or removed at my expense. \_\_\_\_\_(initial)

I/We are aware and understand that storage bins, garage, tandem, reserved spots and street parking spaces are non-transferable with the sales of a unit. Storage bins, garage, tandem and reserved spots and street parking spaces are not deeded and are subject to waiting lists. In addition, I/We are aware and understand that only two (2) vehicles per household are allowed to park on the premises. I have received and read the Parking Policy dated August 1, 2013 and Parking Notice dated February 6, 2019 (see attached). \_\_\_\_\_(initial)

I/We are aware and understand the Board Policy regarding pets amended May 2018 which limits dogs to two (2) per household and represent and covenant to the Board of Directors that I/we obtain a pet while residing at the property without first obtaining the prior written approval of the Board of Directors (see attached). \_\_\_\_\_ (initial)

I/We are aware and understand that i/we must obtain prior written approval of the Board of Directors for any construction, renovation or alteration work and will submit documentation to the Managing Agent as required. Further I/we are aware and understand that any such work is restricted to Monday through Friday between the hours of 8:30am and 5:00pm , and Saturdays between the hours of 10:00am and 5:00pm. \_\_\_\_\_ (initial)

I/We are aware and understand that in 2002, the Board of Directors approved a resolution requiring the mandatory carrying of comprehensive liability and casualty insurance by all Shareholders and subtenants. Written proof of coverage such as a Certificate of Insurance from your insurance company must be submitted to our office. Please contact your insurance broker and see resolution. Failure to comply is deemed a material breach of the Proprietary Lease (see attached). \_\_\_\_\_ (initial)

I/we are aware and understand that effective April 1, 2019, New York State law requires all NEW or REPLACEMENT smoke alarms in NYS to be powered by a 10-year, sealed, non-removable batter, or hardwired to the home (see attached). \_\_\_\_\_ (initial)



I/We have received, read and understand the Proprietary Lease, By-Laws and House Rules and agree to abide by same. \_\_\_\_\_ (initial)

I/We make these representations and covenants in order to induce **Scarsdale Country Estates Owners, Inc.** to approve my/our purchases and I/we understand the Board of Directors has justifiably relied on these representations and covenants in granting the approval to purchase. In the event these representations and covenants are untrue or violated, I/we understand this will constitute a default and grounds for eviction.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
PURCHASER



## **Scarsdale Country Estates**

3-13 Campus Place, 52 Underhill Road, 3-13 Sentry Place

Scarsdale, NY 10583

Phone: 914-723-0643

Email: [scarsdalecountryestates@gmail.com](mailto:scarsdalecountryestates@gmail.com)

### **Shareholders/ Tenants' Rights to Reasonable Accommodations for Person with Disabilities**

#### **Reasonable Accommodations and/or Reasonable Modifications**

The New York State Human Rights Law now requires housing providers to make reasonable accommodation or reasonable modification to a building or to residential spaces to meet the needs of people with disabilities. If you have a physical, mental or medical impairment, you can request Scarsdale Country Estates ("Corporation") to make common areas to the building accessible, or to change certain policies to meet your needs.

To request a Reasonable Accommodation, please contact the Scarsdale County Estates Property Manager, Steven Hegner at Garthchester Realty at 914-725-3600, Ext. 141 or email [steven@garthchesterrealty.com](mailto:steven@garthchesterrealty.com). Please also email your request to the SCE Board of Directors at [scarsdalecountryestates@gmail.com](mailto:scarsdalecountryestates@gmail.com). Scarsdale Country Estates will keep a record of all requests. Please note that you will need to show the Corporation that: (1) you have a disability or a health problem that interferes with your use and enjoyment of your housing accommodation; and (2) your request for an accommodation or building modification is necessary to provide you with equal access and the opportunity to use and enjoy your housing or the amenities and services offered by the Corporation.

If you believe that you have been denied a reasonable accommodation or reasonable modification for your disability, or that you were denied housing, or that you were retaliated against because you requested a reasonable accommodation or reasonable modification, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, medical or mental impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible. Please note that you are required to pay for these modifications, and in the case of rental housing, such as at the Corporation, you may be required to restore the unit to its original condition when you sell your apartment or move out.
- Changes to the rules, policies, practices, procedures or services of the Corporation.
- Changes to the common area of the building, so you have an equal opportunity to use the building. The Human Rights Law requires property owners and/or housing providers to pay for reasonable modification to common use areas.

Common examples of reasonable modifications or reasonable modifications which may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, the Corporation may be required to provide you with a ramp or other reasonable means to permit you to enter or exit the building.
- If your doctor provides documentation that having an animal will assist you with your disability, you should be permitted to have the animal in your home despite a “no pet” policy
- If you need grab bars in your bathroom, you can request permission to install them at your own expense.
- If you have an impairment that requires a parking space close to your apartment, you can request your housing provider to provide you with that parking space, or place you at the top of the waiting list if no adjacent parking space is available.
- If you have a visual impairment and require printed notices in an alternative format, such as large print or font, or need notices to be made available to you electronically, you can request this accommodation from Corporation.

### **Required Accessibility Standards**

All buildings constructed for use after March 13, 1991 are required to meet certain building and common area accessibility standards. Because Scarsdale Country Estates was constructed for use prior to that date, those standards do not apply to Corporation.

### **How to File a Complaint**

A complaint for violations of the New York State Human Rights Law must be filed with the New York State Division of Human Rights within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedure for filing a complaint, by going to [www.dhr.ny.gov](http://www.dhr.ny.gov) or by calling 1 (888) 392-3644 with questions about your rights. You can obtain a complaint form on the above-mentioned website, or one can be e-mailed to you or mailed to you. You can also call or email the Division regional office. All regional offices are listed on the above mentioned website.

Scarsdale County Estates  
By: Board of Directors

I have received the above notice of rights relating to reasonable accommodations in housing.

\_\_\_\_\_  
Purchaser Signature  
Print name:  
Date:

\_\_\_\_\_  
Purchaser Signature  
Print name:  
Date:

## 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:                | <a href="mailto:SCEsuperintendent@gmail.com">SCEsuperintendent@gmail.com</a>             |
| Board of Directors Email:            | <a href="mailto:scarsdalecountryestates@gmail.com">scarsdalecountryestates@gmail.com</a> |
| 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 10<sup>th</sup> 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 Dawn Johnson-Banks 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 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 Manager 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.
-

- 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.**

| <b>Fine Schedule</b>                          | <b>1st Instance</b> | <b>Subsequent Instance</b> |
|-----------------------------------------------|---------------------|----------------------------|
| 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

## **NEW BUYER**

At time of closing please  
make sure to ask seller for  
a minimum of 2 building  
entry keys.

These keys cannot be  
duplicated and cost  
\$25/each to make/replace.

**Scarsdale Country Estates Owners, Inc.**  
**Parking Policy**  
**Effective August 1, 2013**

Please read the following SCE parking policy and keep this document for future reference.

**For all policy violations, please note:**

- **A warning letter will be sent for the first violation of any of the below policies**
- **Immediate loss of any assigned parking space(s) will follow with the second violation of any policy.**

**General Overview**

1. All Shareholders are entitled to assigned parking in a garage, reserved and/or tandem spaces subject to waiting lists which are maintained and available for review at the Superintendent's office. The lists are updated and posted in each building's laundry room.
2. Individual waiting lists are maintained for Shareholders wanting a garage, reserved and/or a tandem space(s) in both cul-de-sacs. Shareholders can be on all six lists (if they like) and can relocate (from North to South or vice versa) when their name reaches the top of the applicable list.
3. **Note:** Shareholders can apply for either:
  - a) one (1) garage spot
  - b) one (1) garage spot and one (1) tandem spot
  - c) one (1) tandem spot OR
  - d) two (2) tandem spots
  - e) one (1) garage spot or one (1) reserved spot
  - f) one (1) tandem spot and one (1) reserved spot

The above defines what type of space(s) a Shareholder can hold at one time. To clarify, for item (e), you can apply for both a garage spot and a reserved spot and be put on the waiting list for both types, however, when one of these spots becomes available, you are no longer eligible for the other type of spot. Reserved spots are limited and typically represent an intermediate step prior to obtaining a garage spot. The Shareholder occupying the reserved spot can opt to remain there should a garage spot become available. Under no circumstances can any Shareholder occupy more than one (1) paying spot (i.e., either a reserved space or a garage). Once a Shareholder accepts a garage spot, his/her name is removed from any other reserved or garage waiting list.

4. Upon a Shareholder vacating his/her unit, all garage, reserved and/or tandem spaces must be surrendered immediately. This is regardless of whether or not the unit has been sold or has been rented. Garage, reserved and/or tandem spaces are NOT transferable to Shareholders or tenants (renters).
5. Any and all decisions regarding the assignment and revocation of garage, reserved and/or tandem spaces are at the discretion of the Board of Directors.

### Registration and Fees

1. Garage and reserved spaces are subject to a monthly fee as determined by the Board of Directors. Shareholders who are two (2) months delinquent in their monthly maintenance obligations and/or parking fees are subject to forfeiture of garage, reserved and/or tandem parking privileges. In order to reapply for a garage, reserved and/or tandem space after forfeiture, the Shareholder must maintain a timely payment record for six (6) months before qualifying for the garage, reserved or tandem parking space waiting lists.
2. All vehicles (including motorcycles) parked in garage or reserved spaces or in tandem or open/unassigned parking spaces:
  - a. Must be registered with the cooperative
  - b. Must be currently registered with the Department of Motor Vehicles
  - c. Must have a valid state inspection sticker
  - d. Must be in working order
3. Unregistered vehicles will be towed at the discretion of the Board of Directors.

### Who Can (Can't) Register for Assigned Parking

1. Each unit may register one vehicle for each licensed driver residing in said unit (with a maximum of two (2) registered vehicles per unit). In a situation where two licensed drivers reside in a unit with only one vehicle, then only one vehicle may be placed on the waiting list(s). If/when a second vehicle is obtained by said Shareholder, that vehicle will be placed on the bottom of the waiting lists. Of the maximum two (2) assigned spaces, only one (1) can be a garage space **OR** only one (1) can be a reserved space.
2. Renters are not eligible for garage, reserved or tandem spaces.

### Where You Should (Not) Be Parking

1. Shareholders with assigned garage, reserved and/or tandem spaces must park their vehicles in said spaces **AT ALL TIMES**. Shareholders may **NEVER** park their vehicles in the open/unassigned parking spaces.
2. Parking around the circle perimeters is only permitted for loading and unloading for a maximum of ten (10) minutes. Reports of violations of this rule will be treated confidentially. Confirmed violators of this rule will receive one (1) warning letter. **A second violation of this rule will result in the immediate loss of assigned parking.**
3. There is no parking permitted around the circle of either cul-de-sac at any time as per the Fire Department
4. There is no parking permitted within 50 feet of Central Park Avenue at all times.



5. There is no parking permitted in front of the "garbage" garages of either cul-de-sac at any time. Such cars will be subject to being towed at the discretion of the Board of Directors.
6. Shareholders with an assigned garage, reserved and/or tandem space(s) must use their spaces on a regular basis so they are not "unoccupied" for extended periods of time. If the Board of Directors learns that such space(s) are regularly left unoccupied, then the Board has the discretion to revoke said spot(s) and have them reassigned.

### **Commercial Vehicles**

1. Shareholders/renters are not permitted to park vehicles with commercial license plates on Scarsdale Country Estates' property.
2. Commercially licensed vehicles of workers performing work on the property are prohibited after 5:30 PM Monday through Saturday and any time on Sunday.

### **Vehicle Identification**

1. All registered vehicles must have an SCE sticker that is permanently affixed to the outside of the left rear window (for cars) and/or in a visible location on a motorcycle

There are **9 sticker types** which enable better control of SCE parking facilities:

1. **G** sticker for **G**araged vehicles
2. **T** sticker for vehicles with one **T**andem space
3. **GT** sticker for vehicles with one **G**arage space and one **T**andem space
4. **TT** sticker for vehicles with two **T**andem spaces
5. **RES** sticker for vehicles with one **R**eserved space
6. **GR** sticker for vehicles with one **G**arage and one **R**esident (unassigned) space
7. **RESR** sticker for vehicles with one **R**eserved space and one **R**esident (unassigned) space.
8. **TRES** sticker for vehicles with one **T**andem and one **R**eserved space
9. **R** sticker for other **R**esident vehicles without assigned spaces

### **Garage Space Rules**

1. Garage spaces cannot be used for the storage of personal property such that vehicle access is unavailable.
2. Shareholders cannot park both a vehicle and a motorcycle in any "one" garage, reserved and/or tandem spot at the same time. Each parking space is intended to accommodate only "one" vehicle at a time.

**Exception:** If both a vehicle and a motorcycle fit completely into a garage space such that the door can be completely shut, this is allowable.

3. Vehicle storage is not permitted at SCE. Such vehicles will be towed at the discretion of the Board of Directors.

**SCARSDALE COUNTRY ESTATES OWNERS, INC.**  
**Campus & Sentry Place & Underhill Road • Scarsdale, NY 10583**  
**scarsdalecountryestates@yahoo.com**

***The Board of Directors***

February 6, 2019

Dear Shareholders and Residents,

We write with some important parking information and updates at Scarsdale Country Estates.

In an effort to find some options and solutions to our parking shortage at SCE, we have reached out and met with Greenburgh Town Officials, our management team, and consulted with our co-op attorney. We have confirmed that the property in our parking lots, except for the garage areas, is owned by the Town of Greenburgh and maintained by the Town of Greenburgh. With that said, we have been informed that the Town of Greenburgh will continue to enforce "No Parking" prohibitions in all fire lanes. Anyone parked in the fire lanes and/or parked outside of marked parking lines on Town property is subject to the police ticketing and/or towing the vehicle. In an effort to ensure the safety of all residents, the Board supports the Town in enforcing these rules where a vehicle is parked in a way that prevents emergency vehicles from accessing the buildings.

The Town has reached out to nearby landlords on Central Park Avenue to ask if any businesses will rent parking spots to SCE residents for nighttime parking. We are preparing to speak with engineers while working with the Town to search for additional parking options that will benefit all our residents at SCE. Our next Board meeting is February 28<sup>th</sup> at which time we will discuss the options in depth. Trust that before any major final parking decisions are made, they will be presented to all shareholders for questions, comments or suggestions.

Effective immediately, based on the information we have received from the Town and our co-op attorney, the Board has voted to amend the Parking House Rules and their enforcement as follows:

- 1) For the safety of all residents, the Board will support the enforcement by the police of "No Parking" around the circle in the fire lanes. Parking in the fire lanes or anywhere on Town property outside of the white parking lines is prohibited under Town laws, regulations and ordinances, and will be subject to possible ticketing by the police or possible towing by the police.

(over)

2) Effective immediately: "No Parking between 7:00 am - 5:00 pm Daily" next to the garbage garage or opposite end garage parallel to the brick wall. This area requires clear and unobstructed daily access for our maintenance team, garbage trucks and delivery trucks. Also, "No Parking Anytime" in front of any garage door (including the garbage garages). The Board and our Superintendent will enforce this policy. Any vehicle not in compliance will receive a \$25.00 fine for the 1st violation, \$50.00 fine for the 2<sup>nd</sup> violation and a \$100.00 fine for the 3<sup>rd</sup> violation within a calendar year.

We thank everyone for their continued cooperation and patience as we look into different parking options. This is definitely not an overnight fix, but we are working as quickly as we can to find solutions and promise to communicate information as it is received.

Any questions or suggestions are always welcomed.

Thank you,

***The Board of Directors***

## **STORAGE BINS**

- ALL UNITS RECEIVE 1 ASSIGNED STORAGE BIN.
  - PLEASE NOTE: YOUR STORAGE BIN IS NOT GUARANTEED TO BE IN YOUR BUILDING.
  - STORAGE BINS DO NOT TRANSFER FROM ONE UNIT TO ANOTHER.
  - IT IS YOUR RESPONSIBILITY TO EMAIL THE BOARD ONCE YOU CLOSE ON YOUR UNIT TO REQUEST A STORAGE BIN.
- 
- ADDITIONAL STORAGE BINS ARE AVAILABLE FOR RENTAL FOR \$50.00 PER MONTH.
  - PLEASE ALSO EMAIL THE BOARD IF YOU ARE INTERESTED.

**EMAIL: SCARSDALECOUNTRYESTATES@YAHOO.COM**

**THANK YOU!**

July 1, 2002

RESOLUTION

WHEREAS, the Board of Directors of Scarsdale Country Estates Owners, Inc. is aware that various situations have arisen and may arise in the future wherein personal injury and property damage has occurred to the person and property of both residents and non-residents in the premises of the apartment corporation and that such damage and injury has been or may be caused by residents and non-residents alike, and

WHEREAS, the adjudication of fault and responsibility has resulted and may in the future result in various findings of financial liability against residents of Scarsdale Country Estates Owners, Inc. and/or its residents, and

WHEREAS, the Board of Directors of Scarsdale Country Estates Owners, Inc. is charged with the duty to secure the financial protection of the apartment corporation and the benefits for all residents of the rights and obligations contained in its Proprietary Lease,

NOW THEREFORE, be it resolved that the House Rules are hereby amended to include the following:

1. All shareholders and all subtenants of Scarsdale Country Estates Owners, Inc. must obtain and maintain comprehensive liability and casualty insurance, in such amounts as the Board of Directors shall determine from time to time, covering their respective apartment units.
2. Written proof of current coverage which includes the name of the insurance company, the certificate policy number and name, address and telephone number of the broker, if any, must be delivered to the Managing Agent, Barhite & Holzinger, 71 Pondfield Road, Bronxville, New York 10708 by September 1, 2002 and by September 1<sup>st</sup> of each ensuing year.
3. The Resale/Sublet Policy is hereby amended to require that all purchasers and subtenants shall, before consent to purchase/sublease is granted, provide written proof of such coverage as provided above.
4. Failure to provide the information requested, or to obtain and/or maintain the required insurance, shall be deemed a material breach of the Proprietary Lease and shall subject the defaulting shareholder or subtenant to such legal action as is provided therein.

This resolution is pursuant to vote taken at a regular Board Meeting on July 1, 2002.

Approved: \_\_\_\_\_

*Eric B. Kantor*  
President, Board of Directors

Attest: \_\_\_\_\_

*Mary Jane Marro*  
Secretary Board

7-1-02

(corporate seal)



**Building Standards  
and Codes**

**Fire Prevention  
and Control**

## **New NYS Law Requires Smoke Alarm Upgrades by April 1, 2019**

Effective April 1, 2019, a new NY State law requires all **NEW** or **REPLACEMENT** smoke alarms in New York State to be powered by a 10-year, sealed, non-removable battery, or hardwired to the home.



**This does not affect your currently installed smoke alarms**

***You don't need to replace alarms that are currently in your home or apartment - but any that you replace need to be 10-year battery powered or hardwired.***

Important to note, smoke alarms have an estimated life of around 10 years before they become unreliable.

### **Breakdown of the new smoke alarm requirements**

According to NYS Law 399-ccc: "It shall be unlawful for any person or entity to distribute, sell, offer for sale, or import any battery operated smoke detecting alarm device powered by a replaceable or removable battery not capable of powering such device for a minimum of ten years."

Homeowners and landlords must upgrade their smoke alarms before selling or renting homes and apartments in New York State.

While these 10-year smoke alarms have a larger upfront cost than traditional alarms powered by replaceable batteries (approximately \$20 per unit) the lack

of yearly battery changes makes them cheaper over the life of the device.

As with ALL smoke alarms,manufacturesrecommends that the 10-year sealed smoke alarms still be tested at least twice each year using the button on the front of the unit to ensure they are working properly.

## **Some Frequently Asked Questions:**

***Do I need to replace the alarms I have installed already?***

*You are NOT required to immediately replace your current smoke detectors, but any that are replaced or added after April 1st are required to be 10-year battery powered or hardwired. After this date, traditional removable battery smoke alarms will be unavailable for purchase in NY State.*

***Are they more expensive than non-sealed alarms?***

Up front? Yes. In the long term? No. Most 10-year sealed smoke alarms range in price from roughly \$20-\$30, making their initial investment higher than a non-sealed alarm, but non-sealed alarms require annual battery changes. The cost of these replacement batteries average \$38 over their 10-year life span, meaning they ultimately cost more than the sealed version.

***Do they really last 10 years?***

Yes, they do, the sealed lithium battery (included) will never have to be replaced throughout the life of the alarm, giving you a decade of peace of mind even in the event of a power outage

***Will I activate the alarm when I'm cooking something?***

No. There are 10-year sealed alarms specifically designed for the kitchen with

advanced sensors that can tell the difference between cooking smoke and real fire.

***Why did the law change to require these upgrades?***

The dangerous habit of disabling or removing smoke detectors after an accidental alarm while cooking is a major part of why this new legislation went into effect, so alarm manufacturers considered this issue in the design of 10-year sealed alarms. You are very likely to experience less nuisance alarms than you did with your traditional battery alarm.

***Are 10-year sealed smoke alarms better than hard-wired smoke alarms?***

There are advantages to both systems. Hard-wired smoke alarms tie into your home's wiring and require professional installation, but generally do not require battery changes unless they feature a backup battery. 10-year sealed battery-only alarms are simple to install, and they work during a power failure. All smoke alarms have a life span of 10 years, sealed or non-sealed, and should be tested on a regular basis. When the battery wears out in a 10-year sealed alarm, the entire unit must be replaced, which helps prevent outdated units from staying in operation.

***What about landlords and their rental properties?***

10-year sealed alarms offer security and convenience to landlords, who are legally required by New York State to provide smoke detectors in their rental properties. The tamper-proof design of these alarms prevents tenants from removing the batteries due to nuisance alarms, or to use the batteries for another purpose. The 10-year lifespan of these lithium batteries means fewer changes and fewer equipment updates. Overall, there is a lesser chance of equipment failure in the event of a fire



## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

### Lead Warning Statement

*Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.*

### Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_  
(ii) \_\_\_\_\_ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) \_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_  
(ii) \_\_\_\_\_ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

### Purchaser's Acknowledgment (initial)

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

(d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) \_\_\_\_\_ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (initial)

(f) \_\_\_\_\_ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

|           |      |           |      |
|-----------|------|-----------|------|
| Seller    | Date | Seller    | Date |
| Purchaser | Date | Purchaser | Date |
| Agent     | Date | Agent     | Date |



# Protect Your Family From Lead in Your Home



 United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

June 2017

## Simple Steps to Protect Your Family from Lead Hazards

### If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](http://epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

1

## Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

### Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

### Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

### If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



## Lead Gets into the Body in Many Ways

### Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

### Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



### Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

2

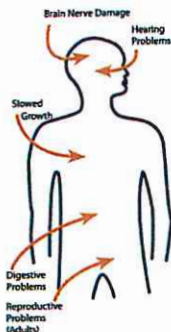


## Health Effects of Lead

**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

### In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

### In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

## Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

### Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](http://epa.gov/lead).

<sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

<sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

## Check Your Family for Lead

**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

**Your doctor can explain what the test results mean and if more testing will be needed.**

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint)** is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

**Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

## Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## What You Can Do Now to Protect Your Family

**If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:**

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

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## Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](http://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

## Reducing Lead Hazards

**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.



## Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills
- 400  $\mu\text{g}/\text{ft}^2$  for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](http://epa.gov/lead), or call 1-800-424-LEAD.

## Other Sources of Lead

### Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

### Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.\*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](http://epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

\* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

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## Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

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## Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.\*
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

\* In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

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## For More Information

### The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call 1-800-424-LEAD (5323).

### EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call 1-800-426-4791, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call 1-800-638-2772, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at [epa.gov/lead](http://epa.gov/lead), or contact the National Lead Information Center at 1-800-424-LEAD.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339.

## Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

### CPSC

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

## U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

### HUD

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)

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U. S. EPA Washington DC 20460  
U. S. CPSC Bethesda MD 20814  
U. S. HUD Washington DC 20410

EPA-747-K-12-001  
June 2017

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## U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

### Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

### Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

### Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

### Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

### Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-7836

### Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

### Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
WWPD/TOPE  
Lenexa, KS 66219  
(800) 223-0425

### Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

### Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

### Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Solid Waste & Toxics Unit (WCM-128)  
1200 Sixth Avenue, Suite 900  
Seattle, WA 98101  
(206) 553-1200

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## IMPORTANT!

### Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



# Garthchester Realty

## How to Make Monthly Maintenance Payments:

### (1) ACH, E-Check or Credit Card via our website:

Payments via the website - [www.garthchesterrealty.com](http://www.garthchesterrealty.com) - will require you to register and setup an online user profile. You will need to input your **Resident Account Number**. *The statement sample below indicates how to locate your Resident Account Number.* (an administrative fee will be charged for credit card payments)

### (2) Bill Pay Account via Your Bank:

Please note the bill payment service provided by your bank produces a manual check that is sent directly to NCB's lockbox at the address below. *Please initiate the payment 3-5 days prior to the due date to ensure the payment will be processed in a timely manner. Please indicate your Resident Account Number on the memo line (Ex. XX/XX).*

### (3) Mail a Check payable to:

**Name of Property**  
Garthchester Realty  
PO Box 5089  
White Plains, NY 10602-5089

## SAMPLE STATEMENT & ACCOUNT etc.

BOB SMITH  
123 MAIN STREET #1D  
SCARSDALE, NY 10583



|             |          |
|-------------|----------|
| DATE        | 07/01/15 |
| ACCOUNT NO. | XX/XX    |
| AMOUNT DUE  | \$654.87 |

Please Remit Payment To:

GARTHCHESTER REALTY  
P.O. BOX 5089  
WHITE PLAINS, NY 10602-5089

Make Check Payable To:

NAME OF PROPERTY

07130313104000000 0 090116 0065487 000 0

*Please note with cut backs at the United States Postal Service (USPS) any payments sent after business hours on Friday or anytime during the weekend or holidays will not be picked up until the following business day. In addition any documents in transit may not be delivered during that same period. Payments by paper check or bill pay service may experience delayed arrival. Normal business days for USPS delivery are Monday through Friday except for Holidays. Banking and financial services provided by National Cooperative Bank, N.A. Member FDIC.*





# Receiving your monthly invoices **just got easier**



## Register for eBills

### **Simplify your life... Go paperless**

Receive your invoice online:

- View current invoices
- Review past invoices anytime
- Update your email

**Register just once at: [www.garthchesterrealty.com](http://www.garthchesterrealty.com)**

1. Click on the '**Go Paperless and then Register**' button.
2. Complete the registration form (you will need the WebReg# from your invoice).
3. Click the 'Create your account' button.
4. You will receive an email shortly thereafter requiring you to click on the 'Complete your activation' button to finish the process.

It couldn't be easier! Simply visit [www.garthchesterrealty.com](http://www.garthchesterrealty.com) to register

**\* Registrations after the 18th of the month may take effect the following month**





# Garthchester Realty

www.GarthchesterRealty.com

209 Garth Road  
Scarsdale New York 10583  
(914) 725-3600 F:(914) 725-6453

98-20 Metropolitan Ave. Suite 1  
Forest Hills, New York 11375  
(718) 544-0800 F:(718) 520-7673

## SCARSDALE COUNTRY ESTATES

### ONE CALL NOW – Shareholder Contact Information Sheet

1. Please enter contact information for up to two people per apartment in the space provided below. If you select more than one electronic communication method, you may receive messages on all methods selected.
2. For cell phones you must choose EITHER voice or text messages below. To receive text messages on your cell phone, send a text to 22300, then type the word ALERT (all CAPS) and hit Send. You will get a thank you message from ONE CALL NOW. (You must ALSO give us your cell phone number below so we can send you messages.)

### RESIDENT 1 – PLEASE PRINT ALL INFORMATION CLEARLY

**NAME (first and last):**

**STREET:**

**APT #:**

|                                             |  |                                                                    |
|---------------------------------------------|--|--------------------------------------------------------------------|
| <b><u>Home Phone:</u></b>                   |  | <input type="checkbox"/> Check to receive phone announcements here |
| <b><u>Cell Phone via Voice Message:</u></b> |  | <input type="checkbox"/> Check to receive phone announcements here |
| <b><u>Cell Phone via Text Message:</u></b>  |  | <input type="checkbox"/> Check to receive text announcements here  |
| <b><u>Email address:</u></b>                |  | <input type="checkbox"/> Check to receive email announcements here |

### RESIDENT 2 – PLEASE PRINT ALL INFORMATION CLEARLY

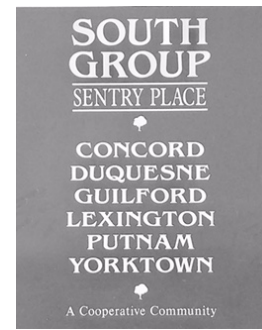
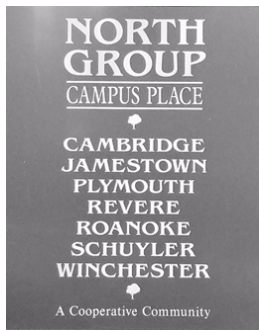
**NAME (first and last):**

**STREET:**

**APT #:**

|                                             |  |                                                                    |
|---------------------------------------------|--|--------------------------------------------------------------------|
| <b><u>Home Phone:</u></b>                   |  | <input type="checkbox"/> Check to receive phone announcements here |
| <b><u>Cell Phone via Voice Message:</u></b> |  | <input type="checkbox"/> Check to receive phone announcements here |
| <b><u>Cell Phone via Text Message:</u></b>  |  | <input type="checkbox"/> Check to receive text announcements here  |
| <b><u>Email address:</u></b>                |  | <input type="checkbox"/> Check to receive email announcements here |





## Parking Request Form

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

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

Email: \_\_\_\_\_

Contact Number : \_\_\_\_\_

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

Apartment Number: \_\_\_\_\_

Number of Licensed Drivers: \_\_\_\_\_

Number of Cars: \_\_\_\_\_

### Parking Available at Scarsdale Country Estates

- Garage – currently \$80.00/month\*
- Single Reserved Paid – located on the ends of the garages - currently \$50.00/month\*
- Tandem Spots (Free) – back-to-back spots \*
- \*Pricing can change at any time.

**I would like to be added to the following parking wait list (check all that apply) once I have been approved to purchase and I close on the unit :**

Garage (1 per unit):                      **North Side** \_\_\_\_\_                      **South Side** \_\_\_\_\_

Tandem (max 2 with 2 cars):      **North** 1 spot \_\_\_\_\_ 2 spots \_\_\_\_\_

**South** 1 spot                      2 spots

Single Reserve Paid (1 per unit): **North** **South**

**IT IS THE SHAREHOLDER'S RESPONSIBILITY TO EMAIL THE BOARD ONCE YOU HAVE CLOSED ON YOUR UNIT. YOU WILL NOT BE ADDED TO THE PARKING LISTS UNTIL WE RECEIVE YOUR EMAIL.**

**SCARSDALE COUNTRY ESTATES OWNERS, INC.**  
**Campus & Sentry Place • Scarsdale, NY 10583**

**PETS**

The following guidelines must be observed regarding conduct of pets:

**Permitted Pets:**

1. Shareholders may keep only one (1) dog per household.
2. The following breeds of dog are not permitted:
  - a. Pitbulls,
  - b. Rotweillers,
  - c. Doberman Pinchers,
  - d. Any mixed breed dogs containing any percentage of the above mentioned breeds,
  - e. Any dogs with known vicious propensities.

**Exception:** Shareholders who own any of the above dogs as of November 1, 2009, may keep those specific animals. Any replacement pets must conform to the above breed restrictions.

3. Shareholders may keep only two (2) cats per household except those that also keep a dog in the household. Said shareholders shall be limited to only one (1) cat.
4. No animals may be kept, bred or maintained at Scarsdale Country Estates for commercial purposes.

**Registration of Pets:**

1. All dogs shall be registered with the Managing Agent (form attached hereto).
2. All dogs shall be inoculated for rabies and other diseases at least once a year or otherwise required by law (proof to be submitted to the Managing Agent annually).
3. Any violation shall result in the imposition of an administrative charge against the shareholder in the amount of \$50 (Fifty Dollars) per day and, at the discretion of the Board of Directors result in the removal of the animal from Scarsdale Country Estates without liability to the Board of Directors.
4. All pet owners shall indemnify and hold harmless the Board of Directors, Scarsdale Country Estates and its Managing Agent from and against any and all claims arising out of such pet ownership.

**Conduct of Pets:**

1. Dogs shall be leashed at all times when outside the apartment.  
**Exception:** Dogs may be unleashed within shareholders' private and enclosed patios and/or garden areas.
2. Dogs shall be walked along the public streets and off of the property of Scarsdale Country Estates.
3. Cats shall be controlled so that problems are not created for other residents (example: urination in hallways, on door mats or in the basements).
4. Cats shall not be permitted to run free in the buildings or anywhere on the property of Scarsdale Country Estates.

**Miscellaneous Rules:**

1. Birds and/or animals shall not be fed from window sills, fire escapes, nor any public portions of the buildings, nor in the streets or on the sidewalks within the property of Scarsdale Country Estates.
2. Bird feeders are expressly prohibited.

**Penalties:**

1. As stated in the Town of Greenburgh Animal Control Code, it is the responsibility of the owner to remove and dispose of all feces left by his or her dog. Violations will be reported to the Dog Warden by the Board of Directors, which may result in civil penalties ranging from a \$25 fine to a \$250 fine and up to 15 days imprisonment. Permitting a dog to run unleashed is subject to the same penalties.
2. Violators of any of the above mentioned policies will receive an administrative charge by the Board of Directors in the amount of \$50 per violation.
3. Any pet causing or creating a nuisance or unreasonable disturbance or noise can be permanently removed from Scarsdale Country Estates at the discretion of the Board of Directors after ten (10) days written notice.
4. Any pet causing harm or injury to any person or property can be permanently removed from Scarsdale Country Estates at the discretion of the Board of Directors without any prior notice being given.
5. 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 particular pet from the property.
6. In addition to any other penalty enumerated herein, violators of any of the above mentioned policies may also be subject to termination of their proprietary lease and the commencement of summary eviction proceedings.

**SCARSDALE COUNTRY ESTATES**  
**PET REGISTRATION FORM**

A separate copy of this form must be submitted to the Managing Agent for each dog kept within any unit at Scarsdale Country Estates and must be signed by all Shareholders for said unit.

Proof of most recent vaccinations must be submitted with this form and updated annually.

**Attach a recent photograph of each dog being registered.**

BUILDING/APARTMENT NUMBER: \_\_\_\_\_

NAMES OF ALL SHAREHOLDERS (PRINT): \_\_\_\_\_

\_\_\_\_\_

BREED: (mixed breeds – specify all parts)

\_\_\_\_\_

DATE OF BIRTH OF PET: \_\_\_\_\_

NAME/ADDRESS/TELEPHONE OF VETERNARIAN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have received, read and agree to abide by all portions of Scarsdale Country Estates' Pet Policy.

I agree to indemnify and hold harmless the Board of Directors, Scarsdale Country Estates and its Managing Agent from and against any and all claims arising out of my pet ownership.

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

Signatures of all Shareholders

\_\_\_\_\_

\_\_\_\_\_

# SCARSDALE COUNTRY ESTATES

## DOG/CAT REGISTRATION FORM



PLACE PET PHOTO HERE

Apartment #: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Name of Dog/Cat: \_\_\_\_\_

Approximate Age or Date of Birth: \_\_\_\_\_

Sex and Breed: Male \_\_\_\_\_ Female \_\_\_\_\_

Brief Description (color, markings, etc.): \_\_\_\_\_

\_\_\_\_\_

NYC Dog/Cat License Number: \_\_\_\_\_

I (we) agree to walk our dog only in the proper areas and to remove the waste as required by the Laws of the City of New York and the above policy of SCARSDALE COUNTRY ESTATES ,

Owner Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

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