

FARMINGDALE COLLEGE APARTMENTS

(a cooperative)

House Rules and Regulations

1. The **Management Office** is available by appointment and the telephone number is 631-249-0652. Leave a message, and your call will be returned. The address is 74 Jervis Avenue, Farmingdale, NY 11735. In case of emergencies, please use the following telephone numbers:
 - **Superintendents:** Lili and Mike Redzic: 631-249-5458. In case of an **Emergency Only**, call 516-982-3040.
 - **All Storm Drains, George:** 631-404-6888 for **drain stoppages**—Please note that only appropriate toilet tissue may be disposed of in the toilet. **DO NOT USE FLUSHABLE WIPES DOWN THE TOILET!!**
 - **National Grid:** 1-800-490-0045, For **Gas Emergencies**
 - **PSEG: -1-800-490-0075** for **Electric Emergencies Only**

Website: www.Farmingdalegardenapts.com.

You may also contact the management office via e-mail at office@farmingdalegardenapts.com

2. All apartment keys are to be given to the Management office or the Superintendent for emergency use only. The keys will be kept locked up. Also, please keep the **Management office informed of your home, and work telephone numbers along with the make, model and license plate numbers of all vehicles. This information is vital in case of emergencies.**
3. In the summer period, we ask that you exchange the storm panel for the screen in your front storm door, so you will not have to use the air conditioner as often. However, when you leave the apartment, it is urgent that you close all windows (exterior and interior) so that rain water does not adversely affect the structure of the building.
4. Each apartment has a fire extinguisher, a smoke detector and a carbon monoxide detector. Please make sure that they are both in good working order. If not, please call the management office or the superintendent. Make it a habit to change batteries each time we change our clocks in the spring and fall.
5. There will be no organized play on the lawn area. Only children eight years and younger are permitted to use the lawn/walkways under the supervision of an adult up to 8:00PM. Bicycles, skateboards, scooters, and skates are not permitted on common walkways and are not allowed in the parking lot area. If a complaint is issued against a child for violating the rules, a letter will be issued; if a second complaint, then the child will lose above noted privileges and a fine of \$50.00 will be imposed. If violations continue, this may result in legal action.
Bicycle Racks have been provided so that bikes may be properly stored. Bikes should always be chained and locked for your protection. Every Bike must have a permit. Permits can be obtained at the management office at no charge.
6. Do not use the lawn as a pathway. Use the sidewalk for walking.
7. No Resident shall make or permit any disturbing noises in the Building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Residents. NO Resident shall play upon or suffer to be played upon any musical instrument or permit to be operated a stereo or a radio or a television loud speaker so loud as to be disturbing to neighbors in such Resident's apartment especially between the hours of 10:00PM and 9:00AM., including treadmills and exercise equipment. NO construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays- not including legal holidays – and such work shall be done between the hours of 8:00AM and 6:00PM. Minor work can be conducted on weekends. Please do not slam doors.

Construction work to be performed within apartment may not commence until written approval is received from the management. In addition to a written request for approval, the Shareholder must submit the following:

1. A written proposal of the work to be performed
2. Copies of the contractor's, plumber's, and electrician's license
3. Certificate of liability and workman's compensation insurance naming the Cooperative and Management as additional insured
4. Indemnification- Signed by shareholder

All materials must be carted away by contractor and no parking overnight on premises. The Shareholder takes full responsibility for any and all damages caused to the building or surrounding units by the proposed work in their apartment. Should there be damages, the owner will make arrangements for repair upon approval by management or pay the cooperative to make the necessary repairs.

8. Nothing shall be hung from windowsills, terraces or ledges of the Buildings. Laundry is not to be left on terraces for drying. Only appropriate patio furniture or plants are permitted.
9. Only electric barbecues are allowed by Babylon Town ordinance, insurance concerns and for your own safety. The Board of Directors will impose a \$100.00 fine to any resident who does not comply. After 10 days, if noncompliance still exists, legal action will ensue. Gas and Charcoal barbecues are not permitted. Grill Pit usage by owners only. Use agreement along with rules and regulations must be signed prior to use. Contact Superintendent or management office for usage.
10. No sign notice advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except such as have been approved in writing by the Board of Directors.
11. Garbage and refuse for the apartments shall be disposed of in receptacles provided. Garbage is not to be left on terrace or outside of door. Large boxes and furniture need to be broken prior to disposing. For the general neat appearance of the complex, please do not leave litter or cigarettes on the grounds and be sure to return shopping carts to the breezeway.
12. Harboring of dogs is not permitted. Cats residing in the apartments of this complex will be permitted to walk on the sight when only on a leash and with a supervisory companion. After a first warning to the owner of said cat, the second occasion will bring a \$50.00 fine and any additional occasion may bring legal action by the co-op's attorney.
No pigeons or other birds or animals shall be fed from the window sills, terraces or in the courtyard or other public portions of the Building or on the sidewalks or streets adjacent to the Building. A warning letter will be issued for the first infraction, second infraction \$50.00 fine and third infraction notification from the attorney may be sent.
13. No radio, television aerial or satellite dishes shall be attached to or hung from the exterior of the Building without the prior written approval of the Managing Agent and the Board of Directors.
14. Eighty percent of each unit is to be carpeted.
15. No vehicle belonging to a Resident or to a member of the family or guest, subtenant, and licensed employee shall be parked in such manner as to impede or prevent ready access to any entrance of the Building by another vehicle. No washing or repairing of vehicles is permitted on the premises. Unregistered, uninspected vehicles are not permitted to be warehoused on the premises. No running of motor unnecessarily and vehicles are to reduce speed while driving in the parking lot to 10 miles per hour.
16. Complaints regarding the service of the Building shall be made in writing to the Managing Agent. Response shall be received within a 3 day work period.

17. If you observe any suspicious strangers loitering about the property, please call **911** Immediately.
18. Please be aware all Rents, Maintenance and Sponsor Financing payments are due and payable on the first day of each month. And late charges may be billed for all payments not received by the 9th day of the month. Payments may be paid by personal check, bank check or money order.
19. All lease holders(sub-tenants) and shareholders must provide the cooperative with proof of individual insurance as evidenced with a Certificate of Insurance showing at least \$500K in liability insurance and naming the cooperative as "additional insured", if possible. All must comply within two (2) months of moving in or will be charged \$100 penalty and every 2 months thereafter. If you would like advice or consultation, the general insurance broker used by the complex is Long Island Coverage Corp. You may contact them at 631-435-3200.
20. Laundry Room hours are as follows: Monday through Saturday, 8AM to 10PM and Sunday 10AM to 9PM. Also, please remember that **smoking is not permitted in the Laundry Room.**
21. The agents of the Lessor, Management Agent and any contractor or workman authorized by the Management Agent may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measure as may be necessary to control or exterminate any such vermin, insects or other pests. Also, the superintendent and Managing Agent or their assigns may enter any apartment at any time for emergencies only.
22. Residents are not permitted to use a waterbed in the apartment except with the express permission of the Management Agent and the Board of Directors. If said permission is granted, any damages would be the sole responsibility of the Resident.
23. Washing machines and clothes dryers are not permitted.
24. At no time shall there be stored any flammable items in the Building and in the storage areas.
25. **SMOKING:** Should any unit owner smoke in their unit and the smoke permeates from the smoker's unit to another unit, upon ten (10) days' notice from the Board, the smoker's unit must install a commercial smoke eater to prevent the smoke permeating into other apartments. Should the occupant of the smoking apartment fail to install the smoke eater or if the smoke eater fails to eliminate the infiltration of smoke to the adjoining apartment, then upon notice from the Board, no smoking will be allowed to take place within the apartment on the part of the smoker. A violation of this rule and regulation shall be a violation of the lease allowing the landlord to terminate same for such violation.
26. No shareholder or renter may sublet an apartment without first receiving written approval from the Board and complying with the sublet procedures.
27. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

Farmingdale College Apartments Owners Corp.
Board of Directors and Managing Agent

Amended: October 3, 2001, June 25, 2009, July 23, 2009, February 25, 2016, March 23, 2017