

High Meadow Cooperative No. 1, Inc.  
440 Mamaroneck Avenue, S 512  
Harrison, New York 10528  
914-813-1900/fax 914 813-1919

High Meadow Cooperative No.1 Inc.

Rules & Regulations

Ossining, New York, 10562

May 1, 2025

High Meadow Cooperative No. 1, Inc.  
440 Mamaroneck Avenue, S 512  
Harrison, New York 10528  
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## **Preface**

The following Rules & Regulations were adopted at a meeting of the Board of Directors held on October 8, 1965, and amended, updated and/or revised on October 10, 1966; July 10, 1967; May 16, 1973; April 1, 1979; January 1986; January 1989; November 1993; January 24, 1995; January 12, 1999; June 10, 2003; October 1, 2005; June 1, 2006; October 1, 2006; July 1, 2008; October 10, 2010. June 10, 2013; November 19, 2016; February 21, 2017; July 31, 2017; January 22, 2018; March 20, 2018, July 20, 2020; December 10, 2021, October 29, 2022, May 1, 2025.

These Rules & Regulations will remain in effect until rescinded or amended by this Board of Directors or any subsequent Board of Directors.

Rules & Regulations are the natural outgrowth of living together in High Meadow. Their aim is to maintain a high standard in home and community living.

The Shareholders and Shareholders' families, agents, employees, visitors, and licensees shall observe faithfully and comply strictly with the Rules & Regulations herein contained and set forth, and such other and further reasonable Rules & Regulations as may be adopted by the Cooperative, and by their acts of Cooperation bring about for themselves and their co-Shareholders, high standards of occupancy in their home and community.

Infractions of these Rules & Regulations may lead to processing fees and/or may be sufficient cause for eviction. Toward this end, your Board of Directors has set forth the Rules & Regulations contained herein.

Please check High Meadow Cooperative's website for updated information.

Board of Directors

May 1, 2025

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## **Terminology & Application**

The term "Shareholder" shall replace all other terms used in previous Rules & Regulations and shall be the sole term that will apply to tenant-Shareholder, Cooperator, tenant-stockholder, etc. These Rules & Regulations shall apply to all Shareholders and shall include their family, guests, visitors, agents, employees, licensees, and invitees.

## **Violation of Rules & Regulations and Damage to Property**

The Shareholder shall be held liable for the violation of these Rules & Regulations and/or damage to Cooperative property caused by the Shareholder and/or Shareholder(s) family, guests, visitors, agents, employees, licensees, and invitees. In addition, any Shareholder who notices such physical damage is requested to notify the Managing Agent or Facilities Manager immediately, especially if the damage represents a hazard to other Shareholders. Any Shareholder and/or Shareholder(s) family, guests, visitors, agents, employees, licensees, and invitees who violate any of these Rules & Regulations will be subject to among other things, to a processing fee noted in Addendum A.

## **Monthly Carrying Charges**

Monthly carrying charges (including maintenance fees, assessments, and surcharges), as determined by the Board of Directors, are due and payable by the first day of every month and are to be paid by check or money order, made payable to High Meadow Cooperative No. 1, Inc. or via electronic payment. To pay electronically, Shareholders can go on the Managing Agent's website and click on "Pay Online." There is If payment in full is not received during a ten-day (10) grace period for payment to be made in full. If full payment is not received by the 10th of the month, after the first of the month, a late processing fee will be added to the delinquent Shareholder's account.

\*Any Shareholder who is in arrears for two (2) consecutive months, or who has an outstanding balance equal to 1 1/2 times their total monthly fees, or who owes arrears in any amount for three (3) consecutive months, will have their files turned over to the Cooperative's attorney for the commencement of legal action. All processing charges and legal fees charged by the attorney will be added to the delinquent Shareholder's account. The Managing Agents, under the direction of the Board of Directors will strictly enforce this. If any Shareholder has a financial or personal problem, they must contact the Board before legal proceedings begin, so an attempt can be made to work out an acceptable solution.

If any Shareholder will at any time default in complying with the terms and conditions of the Articles of Incorporation, By-laws, Occupancy Agreement, or Rules & Regulations, as same may be amended from time to time, and the Corporation shall institute legal action because of such default against the Shareholder, the Shareholder shall pay to the

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Corporation any and all expenses incurred, including costs, disbursements, and attorney fees, and the Corporation shall have the right to collect the same as if it were a part of the maintenance fees for the unit occupied by the Shareholder.

### **Cable/FiOS, Satellite & Aerials, etc.**

The Cooperative has been wired for Cable/FiOS reception. Aerials, antennas, wire, satellite dishes and the like may not be installed or attached to any common areas of the building or the grounds of the premises. The use of any instrument that causes interference with the operation of television and radios is strictly forbidden. Repair costs resulting from misuse or abuse of cable or FiOS equipment will be the responsibility of the Shareholder. The Shareholder can arrange for Optimum or Verizon FiOS service on an individual basis during normal business hours, which are Monday thru Friday between 7:30 a.m. and 3:30 p.m. Outside of those hours, the technician will not be able to gain access.

### **Subletting**

The National Cooperative Bank (NCB), the Corporation's mortgage holder, and High Meadows By-Laws do not allow subletting.

### **Roommate Occupancy**

A Roommate requires physical occupancy contemporaneously with the shareholder of record and is permitted by the New York State Roommate Law, regardless of any restriction contained in your Occupancy Agreement. Anyone who is living with the shareholder for more than thirty (30) days is no longer considered a guest but rather a roommate and that person should be required to complete the demographic portion of the purchase application with all the ID and contact info involved. If the roommate will require a parking sticker, once the vehicle is registered to the Shareholder's High Meadow address, they can complete the application and follow the instructions. The application can be found on the High Meadow website.

### **Temporary Occupancy in the Physical Absence of the Shareholder**

When the shareholder is not physically present and in occupancy for an extended period of time and wishes to allow another person to occupy their unit for that period of time, the Shareholder must submit a written request at least thirty (30) days prior to leaving. The request should provide the person's name and personal information (primary address, phone number) the reason for the occupancy and the dates of the occupancy. Management will send an approval or denial letter. If this person will be parking in the Shareholder's assigned parking space the Shareholder must apply for a temporary parking tag.

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## **Pets**

No Shareholder may own, keep and/or harbor dogs, outdoor cats, or any other outdoor pets on or in any portion of the Cooperative premises. Visitors' pets are prohibited.

Shareholders may own, keep, or harbor other indoor pets, including cats, within the confines of their units, providing they are not a nuisance or unreasonably disturbing other residents. The Board of Directors reserves the right in its absolute discretion to limit the nature and number of indoor pets. When the indoor pet is removed from the Shareholder's unit, it must be carried beyond the limit of the Cooperative premises. The same shall apply when returning to the premises. A violation of this rule may result in the termination of the offending Shareholder's right to retain the pet or the termination of the offending Shareholder's Occupancy Agreement and the commencement of eviction and/or foreclosure proceedings.

Any Shareholder who requires an accommodation to this no pet policy must submit information to Management in compliance with applicable law for consideration. Please provide Management with documents to evidence the need for the accommodation and if the documents are acceptable, they will provide you with the required documents.

## **Unit Upkeep and Access**

Each shareholder shall maintain their unit in a neat, orderly, and sanitary condition free from the accumulation of unreasonable debris and clutter or any condition which may create a danger to the health, safety, or welfare of the shareholder or other residents of the cooperative. No room or hallway within the unit shall be cluttered with property, items, or debris of any sort of the same shall prevent full use of the room or hallway for its intended use or impede entrance to or exit from any room, hallway, or the unit.

In addition to the right of inspection provided in Article 15 of the Occupancy Agreement, the Board, its agents and employees may, on reasonable notice (except in the case of an emergency, for which no notice is required) access any unit in order to inspect its condition or to make any repairs to correct any condition causing damage to the unit, another unit or the property of the cooperative.

## **Maintenance Responsibility**

In general, the Cooperative is responsible for repairs and maintenance to the structure of the buildings, the common walkways and hallways, parking lots, driveways, and grounds and those areas of the unit inside the walls, below the floors, and above the ceilings. Shareholders are responsible for repairs and maintenance within their unit from the time of purchase. Responsibility for repairs and maintenance is determined according to the Occupancy Agreement, except as specified in this document.

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To clarify, any replacement of original wiring, electrical panels, plumbing fixtures, equipment, attachments, connections, or any other original items within the Shareholder's unit—whether done by the Cooperative or the current or previous Shareholder—becomes the responsibility of the Shareholder for any future required replacements, repairs, or service. This includes structural changes, performed by the current and/or previous Shareholder.

All necessary maintenance repairs must be reported to the maintenance and/or proper authority. Failure to timely report maintenance needs will be deemed neglect on the part of the Shareholder, and any cost incurred due to such neglect will be the responsibility of the Shareholder.

### **Snow Removal**

Prior to the start of a predicted snowstorm, the staff will place barricades and/or cones in some of the unnumbered parking spaces. These spaces are needed to facilitate the clearing of snow. Any resident who removes any of these barricades and parks their vehicles in the spot will automatically be assessed a \$100 processing fee and may risk having the vehicle towed at the Shareholder's expense.

All main areas of the parking lots will be cleared first and then clearing of parking spaces will begin. Residents are responsible for shoveling out and moving their own vehicles to facilitate the clearing of the spaces. When shoveling the snow from around your car, shovel the snow toward the front of your vehicle, not behind your neighbor's vehicle or in areas of the parking lot that have already been plowed. Parking lots will be salted after the snow has been cleared.

Snow will be removed from sidewalks, walkway entrances, stairways, and stoops once the snow has stopped. The staff will de-ice wherever necessary. Calcium Chloride, sand and grit are the only approved materials to be used by the Shareholders for de-icing purposes.

If you need Calcium Chloride, please leave a message on the Maintenance answering machine (914-941-6208). Place a small bucket between your doors and the staff will come around and provide you with Calcium Chloride.

Notify the Managing Agent or the Maintenance staff of any icing conditions. Please use caution when moving around the complex during snow/icing conditions! Residents are responsible for their own care during snow and icing conditions.

### **Service Requests**

Service requests are to be directed to the appropriate department of the Corporation. Emergency requests for maintenance service are to be directed to the office of the Managing Agent. Routine maintenance requests can be submitted through High Meadow's website ([www.highmeadowcooperative.com](http://www.highmeadowcooperative.com)), or can be directed to the Maintenance Liaison via email ([hmmaintslip@gmail.com](mailto:hmmaintslip@gmail.com)). If the service request is of a nature such that it does not fall under



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the umbrella of the Facilities Manager, the Managing Agent is to be contacted. If any shareholder has concerns about the completion of work, contact Maintenance Liaison and the Managing Agent for assistance.

### **Emergencies**

For emergencies, after hours, weekends and holidays, shareholders must contact the Managing Agent's Emergency Number. Shareholders should never contact or visit a staff member's home for High Meadow issues; doing so will result in a processing fee being assessed.

Emergencies include, but are not limited to: flooding, no heat or hot water, no electricity, and fire. In the event of a fire, you must call 911 first.

Common repairs such as slow draining sink or tub or a lockout are not considered emergencies and will be addressed during regular business hours. Common repairs include but are not limited to: as a slow draining sink or tub or a lockout. These issues will be deferred to the next business day.

### **Structural Changes**

No change in the structure, including cabinets, plumbing and electrical wiring, of the corporate premises shall be made by, for, or on behalf of any Shareholder inside or outside the unit without the prior written consent of the Board of Directors. Application for renovations can be found on High Meadow's web site or requested from the Maintenance Department Office (behind 98CC). The Guidelines for Alterations Application shall govern changes. No change in the appearance of the exterior shall be made without the prior written consent of the Board of Directors. Erecting any structure on community property, for example, but not limited to fences, sheds, patios, storage room partitions is prohibited without approval of the Board.

Work hours for all alterations/construction within an unit must occur Monday thru Friday 8:00 a.m. to 6:00 p.m., Saturday & Sunday 9:00 a.m. to 5:00 p.m.

Any approved work involving plumbing, electrical wiring or alterations that include common areas (hallways, front sidewalks, exterior of the buildings, etc.) must occur Monday thru Friday 7:00 a.m. to 4:00 p.m. and must be coordinated with the Facilities Manager.

### **Structural Repairs and Replacements**

The Cooperative is responsible for repairs to and maintenance of the building foundations, the structural frame, the sub floor and floor slabs, sidewalks, exterior walls, exterior doors, and windows (excluding storm doors and sliding doors), roofs and roof structures, cellars, fences, chimneys, common stairways, entrance ways, main entrances, and other public spaces as well as any painting needed for the above areas.

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The Shareholder is responsible for the repair and maintenance, within their unit, of all interior walls, ceilings, floors above the subfloor (hardwood floors, parquet floors, tile, linoleum, carpet, and the like), interior doors, trim and hardware and the normal painting and decorating work within the unit. The Shareholder is responsible for all interior wall coverings, including grout, caulking and tile, wallpaper, paneling, and paint. The Shareholder is responsible for all cabinets and counters and any appliances located in the unit. Replacement glass broken and/or damaged by the Shareholder or their guests, including storm doors, sliding doors and window/door screens are the shareholders responsibility to replace or pay for replacement. The Shareholder is responsible for any damages, including but not limited to, the shareholders unit or any adjacent unit.

### **Plumbing**

The Cooperative is responsible for repairs to, and the maintenance of the water supply and drainage piping and all pumps, tanks and plumbing fixtures located in public spaces. It is responsible for the entire heating system, including radiators, installed by the Cooperative. The Cooperative is also responsible for the proper functioning of original Cooperative installed faucets, toilets, sinks and tubs, including the pipes connected to these fixtures.

The Shareholder is responsible for the repair, maintenance and replacement of all piping, fixtures and other equipment installed by the Shareholder or by a previous Shareholder, whether installed with or without the approval of the Cooperative. The Shareholder is responsible for any damages, including but not limited to those affecting their own unit or any unit impacted by the damage.

### **Water Usage/Abuse**

To ensure the responsible use of water and maintain sustainability within the Cooperative community, residents are expected to adhere to the following guidelines regarding water usage in an effort to prevent water abuse:

- Reporting leaking of original faucets, toilets, pipes, etc. to maintenance staff.
  - Shareholders are responsible for obtaining an insured and licensed professional to promptly address leaking of non-original faucets, toilets, pipes, etc.
- Follow NY State and/or local restrictions during a drought (avoid watering gardens/plants, washing cars, etc).

### **Electric/Wiring**

The Cooperative is responsible for repairing, maintaining, and replacing all original wiring from the junction box to the wall outlets inside the unit.

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The Shareholder is responsible for all outlets, switches, and any new wiring or fixtures that were installed by them or by a previous shareholder—regardless of whether the work was approved by the Cooperative or not.

### **Smoke & Carbon Monoxide Detectors**

Effective April 1, 2019, New York State law a new law went into effect banning the sale or installation of any smoke detecting device that has a battery that can be replaced or removed. The new law requires that smoke detectors in New York State must be powered by a non-removable battery that lasts a minimum of ten (10) years, or it must be hardwired to the home's electricity. Shareholders are responsible for knowing the expiration dates of their devices and replacing them accordingly.

All Shareholders are responsible for installing and maintaining smoke and carbon monoxide detectors within your unit:

- One (1) smoke detector is required in each bedroom.
- One (1) combination smoke and one (1) CO<sub>2</sub> detector in the hallway outside of a bedroom.
- One (1) smoke detector on the lower level of a duplex.

Management has the right to inspect all units to confirm the required detectors are in place.

### **Entrances**

Entrance doors to each unit are Cooperative property and no changes are to be made to the entrance doors without written permission from the Board of Directors.

- Nothing is to be nailed and/or screwed into the trim around the entrance.
- If you wish to hang a decoration on your door, please use either a very thin over-the-door hanger or the damage-free hooks (e.g., Command hooks). These hooks can be removed without causing any damage to the paint/door. Nothing is to be nailed and/or screwed into the door.
- The Shareholder is responsible for all keys; replacement and additional keys are at the Shareholder's expense. Any Shareholder, who replaces the lock of the doorknob, must have that lock keyed to the corporation's Master Key.
- The Shareholder is responsible for the maintenance and repairs of the storm door.
- Any damages caused to either door or its paint are the responsibility of the Shareholder.

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## **Keys**

At the time that an unit is being sold, the Shareholder who is moving out must transfer the two (2) entrance door keys & a storm door keys, Laundry/Storage Room, and Mailbox (if applicable) keys to the incoming Shareholder at the closing and, if appropriate, two (2) keys for the exterior door to the one (1) bedroom units. Failure to do so will result in a processing fee as listed in Addendum A.

The common area keys are the property of the Cooperative and are provided to the Shareholders as a convenience solely for Shareholder use of the Laundry and Storage Rooms and garages (where appropriate). If a key is lost by a Shareholder, and a new key must be provided, that request must be submitted in writing to the Board of Directors, after which a new key will be provided. A processing fee as listed in Addendum A will be charged to any Shareholder requiring a replacement key.

## **Cooperative Employees**

High Meadow employs three (3) full time employees who work during standard work hours: Monday through Friday between 7:00 a.m. and 4:00 p.m. Shareholders are prohibited from directly contacting or going to the home of the High Meadow staff. Violators will be subject to a \$100 processing fee.

The hiring of Cooperative employees for personal business during working hours is prohibited. Any arrangement for services between a Shareholder and Cooperative employee, for personal business must be made during the employees off hours and is not covered by Cooperative insurance. It is the responsibility of the Shareholder and/or the employees' to obtain appropriate liability insurance having the Cooperative as named insured in that event and provide that documentation in the Renovation Package.

If work is to be performed by the Cooperative in any areas that have been altered, replaced, or installed by the current or previous Shareholder(s) or in any way are not original, those items must be disconnected and/or removed by the Shareholder before work can commence by the Cooperative.

If the work to be performed by the Cooperative is of an emergency nature, the Cooperative will not be responsible for damages that may occur to Shareholder's belongings or installations associated in any way with the area in which the emergency repairs are to be performed.

## **Appliance Installation**

The Cooperative has no responsibility for the installation, repair, maintenance, or replacement of any household appliances, including stoves, refrigerators, freezers, dishwashers, washers, dryers, or air conditioners. All window air conditioners must be installed with the recommended window bracket for support and drip kit if installed over a doorway.

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## **Home Appliances**

Written permission must be obtained from the Board of Directors prior to the installation of any major appliance, including air conditioners, washing machines, clothes dryers, dishwashers and/or freezers, if plumbing and/or electrical work is required.

Shareholders will permanently connect any approved dishwasher or washing machine to the existing plumbing at their own expense. All piping and connectors must be made of copper or approved polyvinyl chloride (PVC) material.

All washing machines and dishwashers must have check valves installed and maintained by the residing Shareholder. All washing machines must be installed with reinforced hoses to the hot and cold-water lines. All water using appliances must have shutoff valves installed within the unit, which shutoff and installation shall be inspected and approved by Management.

Licensed and insured contractors must complete all installations. Licenses shall include proof of compliance with the home improvement contractor provisions of the Westchester County Consumer Protection Code. Management has the right to inspect all units and installations to confirm that all regulations were followed. Non-conforming installations will be subject to removal.

All dryers must be properly vented. They may not be vented into any portion of the unit including closets, through the ceiling, into the attic, or into the basement. All venting installations must be reviewed and approved in writing by the Board of Directors prior to any work being performed. It is the shareholder's responsibility to ensure that clothes dryers installed in their units undergo regular duct cleaning to prevent fires. Any damage to the cooperative or neighboring units resulting from non-compliance with this requirement will be the sole responsibility of the shareholder.

Garbage disposals are prohibited.

## **Carpeting**

All units which are located above another unit must have floor coverings, rugs, or carpeting with pad/underlay or equally effective noise reducing material to the extent that neighbors are not disturbed by reasonable activities conducted therein. At least 80% of the entire floor space except for the kitchen, bathroom and closets must be covered on the main floor.

Any noise complaints received from residents will prompt a carpet inspection by the Managing Agent to confirm compliance with the above; failure to comply will result in the commencement of legal action to compel compliance. In addition, the non-compliant Shareholder will be liable for the imposition of a charge in the amount of \$150 per month or part thereof that the unit is not in compliance and all legal fees in connection with such action.

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Installation of a new flooring, floor, or similar installation, on top of the existing hardwood floors may be deemed acceptable, as an alternative to carpet/rugs and padding underlay, providing that an adequate noise-reducing underlay, such as 1/4" cork, is used and prior approval by the Board of Directors has been given to such installation.

## **Garages**

Any Shareholder wishing to rent a garage should contact the Community Room/Garage Rentals Liaison. High Meadow has thirty (30) available garages for rent and at times, there could be a waitlist. Upon written and dated request, interested parties will be added to the waitlist and will be notified once a garage becomes available. The Shareholder will have five (5) business days to respond to the availability notice; failure to respond will be considered forfeiture. Shareholders that do not respond will be moved to the bottom of the waitlist. Shareholders who opt out of the or pass on the available garage, for any reason, may request to remain on the waitlist, however will be moved to the bottom of the waitlist or removed, as per the Shareholder's request.

At the time of garage rental, Shareholders will receive one key to the garage being rented. At the time of giving up a garage rental, or move-out, the Shareholder must clean it out and surrender the garage key to the Maintenance Staff. Once an inspection is conducted and approved, the bookkeeper will be informed to discontinue the garage rental fee from the shareholder's maintenance. Failure to do so will result in a processing fee as listed in Addendum A.

If any Shareholder who is renting a garage falls behind in payment of any or all their monthly carrying charges for any three (3) months during a twelve (12)-month period, the Corporation may revoke the Shareholder's privilege of use of the garage. In the event of such an occurrence, the Shareholder will be required to vacate the garage and surrender the key immediately upon notification. Only one garage per unit is allowed.

Upon written request to the Board, two shareholders with garages may choose to trade garages. This is solely between the two shareholders with mutual agreement. The Board is not involved in this except for being informed by the shareholders that they have traded garages and the updated garage number.

You are responsible for properly maintaining your garage. The staff must have access to the back of each garage in case of an emergency. The Corporation reserves the right to enter the garage(s), remove all belongings, including any vehicle, stored there and dispose of them in an appropriate manner. If it becomes necessary, the Shareholder will be charged for any costs incurred by the Corporation to enter the garage(s). This would include removal and replacement of the lock(s) and keys, and the costs and/or efforts incurred while removing and/or disposal of property that is found stored within the garage(s). Any vehicle towed will be stored at the facility of the contracted towing company. It will be the Shareholder's responsibility to recover the vehicle and pay any fees incurred for towing and/or storage.

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Any Shareholder who is in arrears is not eligible for garage rentals.

### **Laundry Rooms**

The laundry rooms and equipment contained therein shall be used by Shareholders/residents only, and only during the hours of 8:00 a.m. through 10:00 p.m., daily solely for the purpose intended. Shareholders are reminded to clean machines, leave the washing machine doors open when not in use, remove dryer lint, lock doors, and to turn off lights in the laundry room before leaving. The washing and drying of pet items, such as beds and blankets, is not permitted. Drying lines are provided near all laundry rooms, please use these if you want to dry outdoors. Children are not permitted in the laundry rooms unless accompanied by an adult. Smoking is prohibited in all laundry rooms.

### **Storage Rooms**

The Corporation provides the use of designated space for storage or for placement of property or items within the buildings as an accommodation to Shareholders only and without charge. The use of these areas shall be at the sole risk of the person using them, and the Corporation and its Agents shall not be liable for any injury to the person, damage to the property or loss by theft, or otherwise, unless such damage or loss is caused by the gross negligence of the Corporation or its Agents. Shareholders are encouraged to confirm with their insurance company that their homeowner's policy covers such "off premises" property.

Shareholders should be considerate of storage space and try to contain items to a maximum 6 x 8 space. Personal property placed in the storage rooms must be properly placed and tagged with the name and address of the Shareholder. Cages or border structures are not allowed in these areas. The storage of upholstered furniture, bedding material, carpets, propane tanks or other types of fuel, flammable materials, loose papers, or any items of a commercial or business-related nature is prohibited by both these Rules & Regulations and the Ossining Fire Code and subject to removal and disposal without notice and without liability on the part of the Corporation.

All storage rooms are to be used in compliance with all laws and edicts, promulgations, rules, and regulations of all governmental agencies. Current law forbids any storage that is less than two feet below the ceiling.

Children are forbidden to play, nor should anyone congregate in storage rooms or laundry rooms. Shareholders are responsible for any damage they may cause. Smoking is prohibited in all storage rooms.

### **Community Room**

The Community Room is available for rent to shareholders between the hours of 8:00 am and 9:00 pm daily. The process to rent and rules of use can be reviewed on the High Meadow

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website. Shareholders are responsible to review and acknowledge these rules prior to rental approval. Room capacity is limited to 60 people.

The rental fee is \$150.00, which will be added to the renter's next monthly maintenance bill. The room will be inspected before and after the event. If damage is found, the cost of repairs will be added to the following maintenance bill.

The Shareholder using the room is responsible for the conduct of their guests. The Shareholder is responsible to see that all activities are maintained within the confines of the Community Room. The Shareholder must see that guests do not use the parking lots at all. The Shareholder must see that guests respect the rights of fellow Shareholders. The Shareholder must ensure that noise of all kinds is always kept at a moderate level. Shareholders must notify all guests of the co-ops smoking policy and ensure all guests smoking on the premises do so at least 20 feet from all buildings.

Guests should be mindful of conversations and volume outside of the community room and between buildings and avoid congregating outside the buildings. It is the shareholders' responsibility to ensure all guests leave the community room and surrounding premises promptly at the conclusion of the event. Any decoration or signage placed outside the community room must be removed after Community Room usage.

Live music and excessive noise are always prohibited. Please see the Community Room Rules on the website for the start and end times. The Community Room must be left in broom clean condition by 9:00 a.m. the morning following the rental date. Keys must also be returned to the Maintenance Office mailbox/mail slot by 9:00 a.m. of the next day.

Shareholders will be assessed a processing fee, as in Addendum A, (or such other sum as deemed appropriate by the Board of Directors) for violation of any of the above Rules & Regulations governing the use of the community room which may be deducted from the refundable deposit.

Violators of these Rules & Regulations may be barred from further use of the community room, unless otherwise given permission by the Board of Directors. Costs incurred to cure abuse and/or damage to the community room or to any Cooperative property caused by the Shareholder or his/her guests will be deducted from the refundable deposit and/or charged to the account of the Shareholder.

### **Parking Areas**

All vehicles parked in the parking lots MUST have either a permanent parking sticker or a temporary pass. Applications are available on the Cooperative's website:

[highmeadowcooperative.com](http://highmeadowcooperative.com).



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Designated parking areas are for the sole use of automobiles, non-commercial vehicles, small vans, and motorcycles owned by Shareholders. Any vehicle parked in the parking lots must fit and be parked within the lines of the individual parking space. Designated spaces are provided to Shareholders as a courtesy. If a Shareholder fails to abide by the rules pertaining to parking, parking privileges may be rescinded and vehicles may be towed at the owner's expense without liability on the part of the Board or Cooperative.

Automobiles parked in designated parking spaces must be kept in proper working condition. If a vehicle is determined to be causing damage to a parking space because of dripping fluids such as oil, transmission fluid, etc., that individual will be required to pay for the repairs of the damaged area(s) as determined by the Board to correct the problem. In addition, the shareholder may be asked to remove the vehicle from the premises until written proof of repair is provided. Any costs incurred by the Cooperative to perform cleaning, repair, or replacement because of damages, will be the responsibility of the Shareholder. No vehicle repairs of any sort may not be performed on Cooperative property.

Inoperable, uninsured and/or unregistered vehicles may not remain for more than five (5) days in the parking areas. After such time, the vehicle shall be deemed abandoned and may be towed at the owner's expense without liability on the part of the Cooperative.

Parking in fire lanes, driveways, right-of-ways, grass, sidewalks, or anywhere in the parking lot except in a marked parking space is prohibited. Non-residents are subject to tow-a-way at their expense, as the Cooperative property is private. All vehicles must park such that the front of the vehicle points toward the curb and at least two (2) feet back from any shrubbery or sidewalk. Visitors may not park in numbered spots at any time whatsoever.

Unmarked parking spots are for the use of Shareholders only, on a first-come, first-served basis, and may only be used by Shareholders when their numbered space is occupied. Any vehicle that remains in an unmarked spot without being moved for seven (7) days will be towed at the owner's expense without liability on the part of the Cooperative.

### **Play Areas**

Parents are responsible for the supervision and conduct of their children at all times, everywhere on the Cooperative grounds. There are several designated Play Areas in High Meadow:

- Toddler Playground behind Building No. 7
- Toddler Playground behind Building No. 16
- Basketball Court behind Building No. 20
- Recreation Area behind Building No. 14

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Organized ball playing is permitted only in the areas designated for such use. No ball playing of any form whatsoever is permitted in the parking areas.

Pets are not permitted in play areas.

Personal property may not be left in the Play Areas. Any items left in these areas, and/or which create an obstruction or danger to the use of the corporate premises, will be removed by the Corporation.

Bicycle riding, rollerblading, skating, skateboarding or other vehicular toys, except tricycles, are prohibited from being driven or used in the playground areas, clothesline areas or interior sidewalks.

Adults should only be in or around playground areas when supervising a child. No loitering in these areas is permitted.

The use of playground areas after dusk is prohibited.

### **Garbage and Recycling**

Garbage must be placed in bags and shall be deposited in receptacles provided by the Cooperative for that purpose. Lids are to be kept closed. Refuse may not be burned or buried on Cooperative property. Containers in the laundry rooms may not be used for disposal of garbage.

### **Bulk Garbage White Shed**

The bulk garbage shed located in parking lot I may be used for larger items to be picked up as 'bulk garbage' (large pieces of furniture, carpets, etc.) Appliances (including, but not limited to, stoves, air conditioners, refrigerators (with the doors removed), dishwashers, clothes washers, and dryers) must be brought to the bulk garbage shed located in Parking Lot 'I.' Shareholders are required by law to obtain stickers from the Village for all items containing Freon or any other designated product. The sticker(s) must be affixed to any appliance requiring them (e.g., air conditioners and refrigerators) prior to disposal. It is the responsibility of the Shareholder to comply with all laws and environmental and safety regulations. This includes the removal of doors, etc. Anyone abandoning any item of this type on Cooperative grounds other than in the designated area will be subject to a processing fee as in Addendum A plus any costs incurred by the Cooperative for removing the item to the proper location. A violation of this rule may also result in the termination of the offending Shareholder's Occupancy Agreement and the commencement of eviction proceedings.

The bulk garbage shed in Parking Lot I is locked at all times. Residents must contact the Maintenance Office at 914-941-6208 to make an appointment to dispose of bulk items.

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Construction debris, paint cans, propane tanks, tires with or without rims, may not be disposed of on High Meadow Property.

The Cooperative recommends that when purchasing new appliances, mattresses, and box springs that you arrange for the vendor to remove these old items from the Cooperative's property.

### **Blue Dumpster**

Located in Parking Lot I is the only dumpster that is for paper recycling. Paper recycling must be placed inside the dumpster via the slot. All cardboard boxes must be flattened before being placed inside. No paper recycling may be left outside of the dumpster.

Improper disposal of garbage will be assessed a \$100 processing fee.

### **Red Dumpsters**

Red Dumpsters are for recycling only:

- Numbered plastics containers numbered 1-7, tin cans, glass jars (clear, brown, blue, green) and food containers (clear, brown, and green all included).
- All recycling items must be cleaned before discarding and otherwise must conform to Village regulations.
- The following items may not be placed in Red Dumpsters:
  - Foam, film plastics, paper or plastic bags, cardboard/paper, vinyl containers used for hazardous waste, petroleum-based products. Windows, mirrors, drinking glasses, light bulbs, non-food/beverage containers. Aluminum siding, paint cans, scrap metal wire, pipes, tubing motors, computers, printers, dirty aluminum foil or automobile parts.

### **Black / Large Dark Green Dumpsters**

Black and large Dark Green dumpsters are for non-recyclable garbage.

Anyone found to be violating these Garbage and Recycling Rules will be charged \$100 per incident by the Cooperative.

### **Outdoor Items**

1. Outdoor furniture, toys, grills and any other personal items should not impede landscaping and should not block walkways and entrances.

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2. Common areas and the space outside your unit may not be used for storage, and no personal items should be left on community property overnight or when not in use. Additionally, railings and fences may not be used for drying items—please use the designated clotheslines available within the co-op.
3. Barbeque grills should not be used under any soffits or left unattended when in use.
4. Lawn ornaments should be kept to a minimum in respect of your neighbors and should not impede landscaping work.
5. Only kiddie/wading pools are permitted. These pools must be inflatable or made of rigid plastic, with a maximum depth of 4”-6” and a diameter of 36”-48”. An adult must always supervise the pool while in use, and it must be emptied when not in use. After each use, the pool must be removed from the grounds and properly stored in your unit or the designated storage room. Any pool found in common areas and/or improperly stored will be removed and disposed of by the Cooperative, at the shareholders expense.
6. Bird baths or feeding wildlife is prohibited.
7. Trellises to support vines and plants against the buildings are prohibited.

By December 1st, all shareholders should:

- Put away or secure outdoor furniture that is in front or the rear of your unit.
- Gardening tools must be stored inside your unit or in the storage room.
- Move grills, when not in use, and any other items close to the building to facilitate lawn care and snow removal.

### **Bicycles and Motorized Vehicles**

Bicycle riding on interior sidewalks and all lawn areas is prohibited. Motorized vehicles, except those medically necessary, and maintenance equipment, are prohibited on all lawn areas and inside sidewalks.

Electric bikes (“e-bikes”) and all battery operated vehicles are only permitted to be stored indoors if the battery is removed and stored in a lithium safe box outside of the building. Charging of battery operated vehicles e-bikes shall not take place indoors and must occur outside of any High Meadow units, storage rooms, garages, laundry rooms, etc. lithium batteries should not be left to charge unattended. Any damage caused to co-operative property as a result of battery charging will be the owner’s responsibility. Proof of purchase for the battery storage box and the location for storage of the e-bike should be sent to the Managing Agent.

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### **Speed Limit**

Parking lot speed limit is 10 miles per hour. Please be mindful of pedestrians in the parking lots.

### **Landscaping**

High Meadow lawns and gardens are maintained by professional landscapers.

Walking through shrubs and bushes or climbing trees or the committing of any act which injures or damages any plant life on the Cooperative premises, including but not limited to digging on lawns, around shrubs, trees or bushes is prohibited. Any damage caused by a Shareholder, family, or guests thereof, will be repaired by the landscaping team Cooperative and the cost charged to the account of the offending Shareholder will be charged a processing fee. No tree climbing is permitted.

Personal gardens are permitted in the immediate area of your unit. Plants should be non-invasive. Gardens may not encumber designated Cooperative property and require prior Board approval. Prior to any planting, the Shareholder must submit a written request to the Board of Directors detailing the specification, size, and location, etc. of the garden. No work shall be performed prior to approval. After approval, any tree or shrubbery planted by the Shareholder will become the property of and will be retained by the Cooperative.

The Shareholder must maintain the approved personal gardens. Weeding, watering, and pest control is the sole responsibility of the Shareholder. If the Shareholder fails to do so, the Cooperative will withdraw the rights to a personal garden and resume landscaping responsibility of the area.

Vegetable gardens are restricted to an area not to exceed 6'x6', placed solely behind the Shareholder's building or unit. Written approval by the Board of Directors is required prior to the creation of such a garden. Such a garden must be neatly maintained, may not impede free access to pathways within the Cooperative property, nor obscure the windows of any other Shareholder or Cooperative property. No Shareholder may erect fences of any sort, including, but is not limited to picket fencing, wire fencing, decorative edgings, etc., without prior written permission of the Board of Directors.

### **Littering**

Littering on the premises, buildings or grounds is prohibited.

### **Noise & Orders**

No Shareholder shall make or permit any unreasonable disturbing noises or odors in their unit, the building or on the grounds by himself/herself, or by said Shareholder's family, guests,

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visitors if same shall unreasonably disturb or interfere with the rights or convenience of other Shareholders and their families, at any time of the day or night.

There shall be no smoking or vaping of tobacco, marijuana, or other material in any of the common areas, (Community Room, Laundry and Storage Rooms and common hallways). There shall be no smoking or vaping of any substance containing tobacco or marijuana or other material allowed within twenty (20) feet of the exterior perimeter of any building.

The Shareholder is responsible for adhering to the building's quiet hours. There shall be no excessive disturbing noise between the hours of 10:00 p.m. and 8:00 a.m. Please be considerate of your neighbors and keep all noise at a reasonable level to ensure it is not disruptive or heard outside your unit.

If the Shareholder violates the aforementioned rules quiet hours, noise, or odor policy and/or the above stated rules on two separate, documented occasions, the Shareholder shall be deemed to be in violation of the Rules and Regulations. The Corporation reserves the right to charge the Shareholder a processing fee as noted in Addendum A of the Rules and Regulations. Shareholders with multiple similar violations of these rules may be subject to eviction. and/or commence eviction proceedings against the Shareholder, the decision of which shall be at the sole discretion of the Board of Directors, for the second or each subsequent violation.

### **Holiday Lighting & Decorating**

Outdoor holiday lighting must be plugged into outlets within your unit or operated by solar lighting or batteries. No outdoor lighting shall be plugged into an outside outlet. Outdoor holiday lighting should be installed and removed timely.

Fresh Christmas trees can be disposed of in Parking Lot I and should be placed alongside the bulk trash shed. If you are disposing of an artificial tree, please contact the maintenance staff and arrange to place it inside the bulk trash shed.

Shareholders are responsible for ensuring the safety of all holiday decorations. All holiday lighting must have UL-approved wiring. If reusing lights, carefully inspect them, and do not use any with cracked or frayed wiring. If you have a fresh Christmas tree, you must keep it well-watered to reduce fire risk.

### **Outdoor Advertising & Soliciting**

No signs, flags, or displays—including but not limited to advertisements, political messages, solicitations, or advocacy signs may be placed in unit windows, on balconies, or anywhere visible from the exterior without prior approval from the Board of Directors. Additionally, no signs or flags may be posted on any Cooperative premises without Board permission. Soliciting is strictly prohibited.

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### **Reporting Violations**

All shareholders reporting violations of the Rules & Regulations, By-laws, or other governing documents must submit their reports in writing. Reports can be sent via email or through the Co-op website, with copies provided to both the Board of Directors and the Managing Agent. Violations may also be reported by mail to the Board at 98 Charter Circle.

Mailed reports should be addressed to the Board President in a sealed envelope and must be signed and dated. Oral complaints will not be accepted or acted upon.

For the Board or Managing Agent to take appropriate action, all reports must include the shareholder's signature and the date of submission.

In case of an emergency, shareholders may report the issue by phone or in person to the Managing Agent, an appropriate Cooperative staff member, or a Board member. The reporting party should also provide their name.

### **Violation Processing Fees**

All Shareholders who have been notified that they have committed a violation or breach of the contents of the Articles of Incorporation, By-laws, Occupancy Agreement, and/or these Rules & Regulations of the Cooperative, may be subject to a processing fee as provided in Addendum A.

Any unpaid processing fees will incur an additional late fee.

### **Stock Transfer/Sale of Stock**

The sale of any stock in High Meadow Cooperative No. 1 Inc., without the express prior written approval of the Board of Directors will be considered null and void.

The responsibility for the payment of all maintenance, assessments, and utility charges, late or legal fees of the Cooperative will remain that of the selling Shareholder until such time as a proper closing is held. At such time, all outstanding fees, the move-out deposit, and the appropriate waiver fee must be paid to complete the transfer of any stock. Without such fees being actually paid, the transfer of stock will not take place.

### **Waiver Fee**

At the closing and the transfer of stock in High Meadow Cooperative No.1 Inc., the Shareholder who is transferring stock shall remit to the Corporation by bank, attorney escrow or certified check, a sum called a waiver fee. The Transfer Agent at closing collects the waiver fee.

This fee is paid to the Cooperative at the closing for waiving its option to purchase the shares at par value and allowing said Shareholder to sell his/her stock for whatever prices the Shareholder

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deems appropriate. The Board of Directors may adjust this fee periodically. Any increase in fee will not affect a Shareholder who has filed a notice of intent to sell until such notice is no longer valid. A notice of intent to sell is valid for six (6) months. Any change in fees will not become effective until sixty (60) days after such change.

Any Shareholder transferring stock to their unit, who remains a Shareholder of the Corporation by purchasing another unit in the Cooperative, will not be subject to a waiver fee on the sale of the first unit.

### **Move in/Move Out Process**

The Shareholder(s) is to pay a \$1,000 refundable move-out deposit, in the form of a money order, certified or bank check at the time of Board approval.

The move-out deposit will not be returned until both the common property and the Storage Room(s) are inspected. The seller should notify the Maintenance Staff as soon as all their personal belongings have been moved out.

The Facilities Manager will conduct an inspection of the property and the condition of the Storage Room(s) after the move. The deposit will be refunded in full within two weeks of the inspection, provided that no damage is found to have been caused to the property and no items are left in the Storage Room(s). If any violations are found, any expenses incurred will be deducted from the \$1,000 deposit.

### **Transfer of Keys**

The Seller is responsible for turning over to the Purchaser/ Transfer Agent at closing, the key(s) for the front door, storm door, common door, laundry/storage room and the mailbox, if any. The garage key, if any, must be turned over to the Maintenance Department. If lost, the replacement cost for each key is \$50, except for the mailbox key which must be obtained from the US Post Office.

The Purchaser is responsible to collect the key(s) for the front door, storm door, common door, laundry/storage room and the mailbox, if any, from the Seller at the closing.

### **Moving Dates & Times**

Monday - Friday 8:00 a.m. to 5:00 p.m.

Saturday - 9:00 a.m. to 4:00 p.m.



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### **Prospective Purchaser(s)**

The prospective purchaser(s) shall at the time of application, pay a \$500 refundable move-in deposit, in the form of a personal check or money order.

The deposit will be returned when both the common property and the storage room are inspected. Please contact the Maintenance Office as soon as you are moved in.

The Facilities Manager will conduct an inspection of the property and storage room(s) after the move. The deposit will be refunded in full within two weeks of the inspection if no damage to Cooperative property or violations are found. If any are found, any expenses incurred will be deducted from the deposit. The Purchaser must call the Facilities Manager to schedule inspection upon completion of move in.

**REMINDER:** The Purchaser is personally responsible to collect the key(s) for the front door, storm door, common door, laundry/storage room and the mailbox, if any, from the Seller at the closing. The Purchaser must call the Facilities Manager to schedule inspection upon completion of move in. The Cooperative is not responsible for these items.

### **Insurance**

The Corporation's insurance for damage to a unit from fire or any other cause covers only structural damage to the unit and does not cover damage to personal property or expenses for alternate lodging, meals, etc.

All Shareholders of High Meadow Cooperative No. 1, Inc. must obtain and maintain comprehensive liability and casualty insurance covering their respective units. Written proof of current coverage which includes the name and address of the insurance company and the policy number, and the name, address, and telephone number of the broker, if any, must be delivered to the Managing Agent upon the anniversary or renewal date of the policy every ensuing year, or whenever the policy is renewed. Failure to provide the information requested, or to obtain and/or maintain the required insurance, shall be deemed a material breach of the Occupancy Agreement.

### **Equity Loans/Mortgage Refinancing**

Any Shareholder wishing to apply for a home equity loan, or to refinance their mortgage, must submit, in writing, their request to the Transfer Agent. The request must include the following information:

- Name of present mortgage lender
- Name of new lender

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- Original mortgage amount
- Proposed mortgage/equity loan
- Monthly payment on current mortgage
- Monthly payment on proposed mortgage/equity
- Copy of the new mortgage/equity loan commitment and a copy of a current lien search must be included when received by the Shareholder

Based upon the above information, the Board may require additional information and an updated credit search to be conducted. Shareholders will be required to pay for the cost of the credit report and the attorney/transfer fees for preparing the documents that the banks will require (Recognition Agreement, Consent and Maintenance Letter, Indemnity Agreement, Insurance Certificate, etc.) and to coordinate the closing process.

In order to be eligible for home equity loans, shareholders must not be in arrears with maintenance payments. In order to be considered for refinancing or home equity loans which will substantially increase monthly mortgage costs, shareholders may be required to present proof of debt to income ratio, credit score, etc.

### **Amendments to the Rules & Regulations**

The Board of Directors reserves its right to rescind, amend, or change any of the Rules & Regulations, by a majority vote of the directors in attendance at any meeting of the Board of Directors, as it may deem necessary for the welfare of High Meadow Cooperative No. 1 Inc. and its Shareholders.

Violation of these Rules and Regulations relating to parking shall be deemed a material breach of the Occupancy Agreement and may subject the offender to a processing fee and leading up to termination if not resolved in a timely manner. to termination of the Occupancy Agreement and the commencement of summary (eviction) proceedings and/or foreclosure.

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**Addendum A**

Current Fees, Effective May 1, 2025

The Board of Directors deems all fees mentioned below proper and necessary. The Board of Directors, at its discretion, will adjust such fees periodically. Shareholders are urged to keep this list with their current copy of the Rules & Regulations, and all other significant documents and papers concerning High Meadow Cooperative No. 1 Inc., and which shall be published periodically.

<b>Garage Rental per month \$100.00</b>		
<b>Community Room</b>		
	Usage Fee	\$150.00
	Key Replacement	\$75.00
	Violation Processing Fee	\$100.00 plus, cost of repairs
<b>Late Maintenance Fees &amp; Surcharges</b>		
	1st Month	\$25.00
	2nd Month	\$50.00
	3rd Month and All Ensuing Months	\$75.00
<b>Processing Fee Assessment</b>		
	1st Letter	WARNING
	2nd Letter	\$50.00
	3rd Letter	\$75.00
	4th Letter & Summary Proceedings	\$100.00
<b>Charges for going directly to the staff's home \$100, plus, staff's overtime</b>		
	Lost Storage room or Laundry Room Key	\$50.00
	Lost Garage or Entrance Key	\$50.00
	Water Abuse Processing Fee	\$25.00
	Appliance Disposal Violation	\$100.00
<b>Non-Surrender of Entrance, Laundry Room, Storage room, or Garage Keys at Time of Stock Transfer,</b>		
Per Key \$50.00		

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<b>Improper Abandonment or Placement of Appliances or Bulk Garbage or Recyclable items</b>		
	Per occurrence	\$150.00 Plus Actual Cost of Removal and/or Any Fines Incurred by The Corporation.
<b>Waiver Fees</b>		
	One Bedroom Unit	\$2,200.00
	Two Bedroom Maisonette Units	\$2,450.00
	Two Bedroom Duplex Units	\$2,800.00
	Three Bedroom Duplex Units	\$3,200.00
	Move Out Deposit	\$1,000.00
	Move In Deposit	\$500.00
<b>Bulk Trash Disposal Fees</b>		
	Electronics - computers, TV, printers, etc., Appliances - Refrigerators, ranges/stoves, dishwashers, washing machines, dryers, air conditioners	\$40 each