



VALENTINE GARDENS COOPERATIVE, INC.

LIVING BY THE RULES

APRIL 30, 2018

RULES AND REGULATIONS

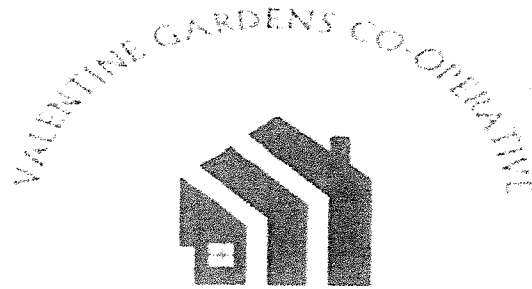
FOR COOPERATIVE LIVING

UPDATED JUNE 29, 2020
" MAR 30, 2023

VALENTINE GARDENS COOPERATIVE, INC.

501 RIVERDALE AVE.

YONKERS, NY 10701



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VALENTINE GARDENS COOPERATIVE, INC.
MANAGEMENT OFFICE
501 RIVERDALE AVE.
YONKERS, NY 10705

(914) 423-2650
FAX (914) 423-8204

Dear Fellow Cooperators:

By resolution of the Board of Directors, and in accordance with the By-Laws of Valentine Gardens Cooperative, Inc., the following Rules and Regulations have been established to promote harmonious living, enhance the quality of life, control operating expenses, and to safeguard the property and the fiscal integrity of the Corporation for its shareholders.

It is expected that in the interest of promoting the general welfare of the Corporation and its shareholders, **the following Rules and Regulations apply to ALL SHAREHOLDERS and all occupants of the premises and their family members, visitors, guests, aids and employees at ALL TIMES.**

These Rules and Regulations may be amended, supplemented or repealed at any time by a majority of the Board of Directors. Notwithstanding the above, violation of any of these Rules and Regulations shall constitute a violation of a substantial obligation of the Occupancy Agreement, and the violator shall thereupon be liable for payment of any damages and/or eviction.

These are not the only Rules and Regulations that a shareholder must abide by. Additional rules and regulations are instituted occasionally by a majority of the Board of Directors and communicated by the Management Agent.

If a shareholder damages or destroys building property, the shareholder will be responsible for ALL costs in repairing such damages and any legal expenses necessary to obtain payment. Shareholders should familiarize members of their families, contractors, employees and guests with the Rules and Regulations and make every effort to ensure that they are adhered to.

VALENTINE GARDENS HOUSE RULES

AMENDED FINES

JUNE 29, 2020

1 ST OFFENCE	A written warning
2 ND OFFENCE	\$150.00 fine
3 RD OFFENCE	\$250.00 fine
4 TH OFFENCE	Revocation of parking or bin privileges {or another \$250.00 fine}

The following additional offences for Shareholders who violate Valentine Gardens House Rules:

Not wearing a mask

Not social distancing

Improper disposal of masks or gloves

Smoking in indoor common areas

Spitting

Excessive noise

Dripping air conditioners

Board made a motion that all units above the first floor abide by the 80% floor covering with the exception of the bathroom, kitchen and closets.

The Board of Directors have voted to institute new fines and consequences for failure to continuously abide by our rules and regulations. Whenever a rule or regulation has not been adhered to the above penalties will be imposed.

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RULES AND REGULATIONS

REQUEST FOR SERVICES

1. Requests for service or repairs **MUST BE IN WRITING AND SIGNED** by the shareholder, on a **WORK ORDER** form designated for that purpose which may be obtained in the Management Office at 501 Riverdale Ave. A 24 hour-a-day answering service is maintained for emergencies. Please call (914) 423-2650.

GENERAL

Arrears

2. Any shareholder in arrears of sixty (60) days of maintenance must appear before the Board and show cause. The shareholder may also have his/her parking and storage bin privileges revoked. Such shareholder will be given thirty (30) days notice to remove his/her vehicle from the garage; and the same 30 days notice to vacate the storage bin.

Smoking

3. **NO smoking** is permitted in the common areas, including, without limitation, to the public hallways, elevators, laundry room, garage, playground, patio and lobby. This prohibition applies to **ALL** types of smoking.

No obstructions

4. Common areas such as hallways, stairways, elevators, fire escapes, etc., must **NOT** be obstructed for any purpose.
5. Children are **NOT** allowed to play or congregate in the public hallways, stairways, elevators, roof, laundry room, bin room, garage, lobby or fire escapes. Parents and guardians shall be held financially responsible for any damage resulting from the conduct of their children.
6. Flyers distributed anonymously will be removed and discarded. Anyone wishing to distribute information must have it approved by the Board before distributing it. Any information pertaining to the Cooperative will be from the Management Office or the Board of Directors.

COMPLAINTS

7. Ordinary complaints **MUST** be on a Work Order. Complaints of a more serious nature **MUST BE IN WRITING** to the Management Office at 501 Riverdale Ave. Management will not review any complaint made anonymously or given verbally.

SAFETY AND SECURITY

8. Except when in use, all entrances and access doors to Corporate property shall be closed and locked. The bell/buzzer or intercom system may **NOT** be used to admit unknown or unidentified persons. Persons on the corporate property not properly identified are deemed trespassers and are subject to removal by Police.
9. In cooperation with the Yonkers Fire Department, no permanent fixtures shall be placed in any apartment that would block access to the fire escapes, **nor shall any object whatsoever be placed on the fire escape.** No unauthorized persons are permitted on the roofs or fire escapes for any reason, except for emergency purposes. Movement on sidewalks, passages, courts, public areas or through entrances, vestibules, stairs or hallways shall not be obstructed or encumbered by hand trucks, dollies, baby carriages, strollers, bicycles, tricycles, wagons, carts, skateboards, or any like objects. Such objects may not be left unattended on the corporate premises. The staff or security will confiscate any objects left unattended.
10. No dust, dirt, refuse, garbage or substances of any kind (**e.g., cigarettes or matches**) **may be swept or thrown from the doors or windows of any apartment.** No articles shall be hung from the windows or placed on the windowsills or fire escapes (e.g., plants) of the building. No apparel or personal belongings of any kind should remain in the hallway or at the apartment door over 24 hours.

NOISE

11. In the interest of **harmonious** living, no shareholder shall create or permit any sounds capable of being heard **outside their apartment between the hours of 10:00 p.m. and 7:00 a.m.** Engaging in any activity, such as making of or permitting to be made loud or disturbing noises, whether in the apartment or on the corporate grounds, which would interfere with the rights, comfort, or convenience of other shareholders. When entering and leaving the building, in the early morning or returning late at night, please do so quietly, so as not to disturb other shareholders. Shareholders are **required to cover all bedroom floors and hallways wall to wall and 80% of the floors in all other rooms, exclusive of the bathroom and kitchen floors, with carpeting and padding or any other noise abatement**

material that is thick enough to absorb noise. Shareholders whose floors are already covered are required to maintain or replace such coverings as necessary. (Floor covering DOES NOT include furniture pieces such as beds, dressers, tables, couches, etc.) Parents should supervise young children in their indoor quiet play.

Use of exercise equipment for example (e.g., stationary bike) should be used between the hours of 9 am and 8 pm. The equipment should be placed on a noise abating material, so as not to disturb other shareholders.

When using stereo equipment or surround sound systems, the volume should be turned low enough as NOT to disturb other shareholders. Use headphones or ear buds.

MOVING IN OR OUT AND DELIVERIES

12. Persons moving into or out of an apartment located on floors two (2) through six (6) must use the basement entrance. In order to facilitate the move, and to keep the elevators free, residents moving into or out of an apartment located on the lobby floor may use the front entrance of the building. As with the delivery of large items of furniture, large appliances or bulk items, persons moving in or out must notify the Management Agent in advance of the date and time of the delivery or move so that rubber floor mats and protective elevator pads may be put in place. Hand trucks, dollies and other like devices used for moving and making such deliveries, must be equipped with rubber wheels to prevent damage to tiles and floor coverings. **Movers and persons making deliveries must be instructed to begin no earlier than 9:00 a.m. and work no later than 4:30 p.m.** Moving or delivery trucks **may NOT block access to authorized vehicles to or from the parking spaces.** Whenever possible, persons making deliveries must use the service entrance. Elevators must be used sparingly so as not to inconvenience other residents.
13. No permission is to be given to any purchaser to enter any apartment until after the closing.
14. Delivery trucks must leave a sign in the truck window while making deliveries. Any truck deliveries must have the contact information on that sign. You can obtain a copy of the sign in the Management Office.
15. The party moving in and the party moving out must indemnify Valentine Gardens and Stillman Management, Inc., additional insured. Shareholders are individually responsible for any damage to corporate property.

16. The corporation assumes NO responsibility for any article delivered to the corporate office or left with any employee, and any such articles shall be delivered or left at the shareholder's own risk.

LICENSE AGREEMENTS

17. Requests for privileges such as parking spaces, storage bins, the installation and use of air conditioners, stand-alone freezers, dishwashers, and certain other appliances and fixtures, **MUST BE MADE IN WRITING**, in duplicate, to the Management Agent. A Work Order form can be used for this purpose. Permission for the installation of such items is contingent upon the agreement and understanding by the shareholder that the **shareholder is solely and completely responsible** for any damage caused by or related to such item or its installation.
18. Where there is a waiting list, as for parking spaces and bins, new requests will be added to the list and honored in the same order in which they are received.
19. Requests for such privileges may only be granted by the execution of a written license agreement in a form designated by the Board of Directors, which must be issued prior to the exercise of the respective privilege.
20. Privileges granted by license shall be contingent upon full compliance by the shareholder with the terms and conditions of the license. Any additional charges for such privileges will be approved by the Board of Directors and specified in the license agreement. Such charges shall be paid monthly in advance.
21. The terms and conditions contained in the license agreements shall be in addition to and not a substitute for these Rules and Regulations.

MAINTENANCE OF APARTMENTS

22. No shareholder shall make any changes or upgrades to an apartment except upon issuance of the appropriate license and completion of the proper paperwork (see renovation agreement package). Shareholder's who are having their apartments upgraded must use a Westchester County licensed and insured contractors. **License and insurance certifications must be provided to the Management Office prior to the start of the work, and the Board must approve the proposed work. Failure to comply will result in a \$250 fine for each day the work is being performed in violation of the House Rules. Renovations are to take place between the hours of 9 a.m. and 5 p.m., Monday through Friday. There are to be no renovations on Holidays. Each day that a violation continues shall be considered a separate violation and shall be subject to a separate fine.**

As a courtesy, please notify your neighbors when upgrades are being done.

23. Each shareholder shall keep the apartment clean and in a good state of repair.
24. **In accordance with the Occupancy Agreement, an authorized agent of the corporation shall have the right of access to each apartment and bin. In accordance herewith, the corporation shall retain a set of keys to each apartment and bin, and if such keys are not available, the cost incurred in gaining such access shall be borne entirely by the shareholder. It is the responsibility of the shareholder to ensure that management has a working set of keys at all times.**

ELECTRICITY AND ELECTRICAL APPLIANCES

25. Before the purchase of any air conditioner, the Management Agent, or superintendent, must be consulted to ensure proper installation and compliance with Fire Department regulations.
26. **No washing machine, dryer, or combination washer/dryer may be installed, used or maintained in any apartment.** For a stand-alone freezer, dishwasher, air conditioner, fish tank, etc., to be installed, used or maintained in any apartment notification must be given to the Management Office as per the Occupancy Agreement.

REFUSE AND GARBAGE

27. Garbage, waste matter, or like articles should be deposited in the compactor chute, and NOT placed in the recycle bins. Double bag ALL items, especially diapers, kitty litter and rice.
28. Recycling regulations may be found posted on the walls of the compactor room. **All newspapers, magazines and other reading material should be placed neatly in the recycling bin. All bottles and cans should be washed out and placed in the recycling bin.** Any broken glass should be taken to the building porter so it can be disposed of properly. Shareholders must comply with these and other regulations, some of which are noted below:
 - a) Before being deposited in the compactor hopper, **ALL** garbage must be double bagged and securely sealed in bags that are small enough to clear the hopper.
 - b) Under **NO** circumstances shall any rubbish or other material be left in the hallways adjacent to the compactor closet, nor shall garbage or refuse be placed on the floors of the compactor closet.

- c) Garbage only shall be thrown into the compactor hoppers. No excessively bulky items, rugs, mats, sharp objects, books, magazines, newspapers, cartons, hangers, bottles, or jars are to be put into the hopper. Bulky items and collapsed cardboard boxes should be brought to the basement between 7 a.m. and 3 p.m.
- d) Children are not permitted to play in the compactor closets.

29. Removal from the premises of bulk items (e.g., large appliances, sofas, upholstered chairs, carpeting, mattresses, etc.) is the sole responsibility of the shareholder. Arrangements should be made with vendors to have delivery persons remove old items when they deliver new ones. Under the City of Yonkers Refuse and Recycling Guidelines, bulk items, pulp, and commingled material designated recyclable may be transported to the City's recycling depot located at 735 Saw Mill River Road. (For more information call 914-377-4357.)

PETS

- 30. This is a dog free property. No shareholder shall own or maintain any other animal that is walked or required to be walked outdoors, nor shall same be harbored in an apartment or on the corporate premises. No shareholder shall keep, maintain, harbor, shelter, board or give attendance to any animal brought onto the corporate premises by persons visiting the shareholder.
- 31. **Cats – two (2) are the maximum number of cats in a shareholder's residence.** If any odors emanate from a shareholder's residence, the cooperative reserves the right to prohibit any cats in that residence. Keep the litter box clean. The Health Department will be notified if any complaints are received from other shareholders with regard to cat (or any animal) odors. The cat owner will be responsible for any expenses that may be incurred to cleanup after their cat.
- 32. **Fish tanks are NOT to be more than 10 gallons** and the motor should be off the floor and placed on a non-vibrating surface, so it will not disturb the shareholder below. Additional insurance may be required to cover the cost of water damages if the tank should break and flood another apartment.

LAUNDRY ROOMS

- 33. All laundry rooms will be open from 7 a.m. to 11 p.m. Laundry room carts are for the sole purpose of laundry room use, not to be removed from that room. The laundry room is for **shareholder's use ONLY**. Be neighborly and share washers and dryers.

STORAGE ROOMS AND BINS

34. The Management has sole discretion in determining which items may or may NOT be stored in the bins. All bins are to be kept in order and its contents should be no higher than 18 inches from the ceiling. Any items left outside a bin will be subject to garbage disposal. Stored items must be kept in plastic bins, NO cardboard boxes.
35. The following articles may NOT be stored in the bins under any circumstances: mattresses, box springs, upholstered furniture, tires, oil based paints, flammable liquids or materials of that nature, materials such as newspapers, etc., that provide food or habitat for rodents, vermin or pests. Mothballs or flakes are NOT to be strewn on the floors.

GARAGES AND PARKING

36. All parking spaces in or on the corporate property are assigned. No shareholder may use or occupy a parking space except upon issuance of the appropriate license and execution of the license agreement. Garage spaces shall be kept clean and not used for storage.
37. The speed limit on all corporate property is **five (5)** miles per hour.
38. Regarding Garage No. 1: **entrance shall be only from Riverdale Avenue; exit only on Valentine Lane**, except in emergencies, and a notice will be posted.
39. No motorcycle or any other vehicle shall be parked on any sidewalk, ramp or in any area other than a designated parking space.

GROUNDS, PLAYGROUNDS, INTERIOR AND EXTERIOR OF BUILDINGS

40. Playground areas shall be open for use from 9 a.m. until dusk.
41. Outdoor picnicking or barbecuing in any common area is **PROHIBITED**.
42. Bicycle riding is prohibited on patios, sitting areas, and on all sidewalks or the common areas. Pre-teens, accompanied by an adult, are permitted to ride bicycles, tricycles and riding toys in a safe manner, from 9 a.m. until dusk, **provided all noise making devices are removed** and that they restrict themselves to the center area of the lower patio and the playground only. Roller-skating, roller blading, skateboarding, and the playing of stick hockey are strictly prohibited on all patio areas, as well as in the interiors of the buildings and garages.

43. Ball playing is **strictly prohibited on the entire corporate property** except for the area in the SOUTH playground where playing ball with hollow rubber or tennis balls, beach-type balls, "whiffle" balls and bats will be permitted. The use of wooden or metal bats and/or racquets of any kind, is **NOT** permitted anywhere on the corporate grounds.
44. No shareholder, their children, visitors or guests shall go upon the grass, plants, flower beds, shrubbery or other landscaped or planted areas of the corporation. Violators shall be subject to a charge for damage to the corporate property, which shall be determined by the Board of Directors.
45. Horns, sirens, or noise making devices on automobiles (e.g., mufflers, radios) bicycles or children's toys shall **NOT** be used or sounded on any part of the corporate property, except in emergencies.
46. No papers or trash shall be thrown on the corporate grounds. Littering is prohibited. Disposable diapers must be sealed in plastic bags before being disposed of in trash receptacles.
47. No sign, advertisement, notice, or other lettering (graffiti) shall be exhibited, inscribed, painted or affixed in any manner to or on any common areas or any part of the outside or inside of any building, nor shall any awning or other projection be attached to the outside walls of any building, except as expressly authorized by the Board of Directors. **NO installation of any external "dish," antenna, aerial or wiring of any kind is permitted.**
48. Anyone wishing to distribute flyers to shareholders must first have such flyers reviewed and approved by the Board of Directors. Defacing of any hallway walls or other corporate property is prohibited.
49. **The patio area is open from 9 a.m. and closes at 10 p.m. for the safety of all shareholders. After dusk, no excessive noise is allowed. Drinking and smoking is prohibited at all times on the patio area.**

INSURANCE

50. **All shareholders are required to maintain a current cooperative homeowner's insurance policy with a minimum policy limit of \$300,000.00 for liability and property damage. This policy must be renewed annually. All new shareholders must submit their policy to the Management Office within thirty (30) days after closing. A copy of the original will be kept.**

VIOLATION OF HOUSE RULES

51. In the case of non-compliance of the rules and regulations, any shareholder of the corporation is subject to a fine as follows:

- **First Offense** **\$100**
- **Second Offense** **\$150**
- **Third Offense** **\$200 Appear before the Board**
- **Fourth Offense** **\$250 Appear before the Board**

Any fine that remains unpaid after thirty (30) days shall be subject to the customary one and one half percent (1 ½%) delinquency charge in conformance with the regular late payment policy. Continued violations and/or non-payment of the fine will require the shareholder to appear before the Board.

VALENTINE GARDENS HOUSE RULES

AMENDED FINES

JUNE 29, 2020

1 ST OFFENCE	A written warning
2 ND OFFENCE	\$150.00 fine
3 RD OFFENCE	\$250.00 fine
4 TH OFFENCE	Revocation of parking or bin privileges {or another \$250.00 fine}

The following additional offences for Shareholders who violate Valentine Gardens House Rules:

Not wearing a mask

Not social distancing

Improper disposal of masks or gloves

Smoking in indoor common areas

Spitting

Excessive noise

Dripping air conditioners

Board made a motion that all units above the first floor abide by the 80% floor covering with the exception of the bathroom, kitchen and closets.

The Board of Directors have voted to institute new fines and consequences for failure to continuously abide by our rules and regulations. Whenever a rule or regulation has not been adhered to the above penalties will be imposed.



440 Mamaroneck Avenue, Suite S 512
Harrison, NY 10528

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IMPORTANT FIRE SAFETY TIPS

Date: January 13, 2022

To all Residents:

In light of the devastating fire in the Bronx, please be reminded of the following fire safety tips:

- In the event of a fire, please take your immediate needs with you and shut your apartment door after you leave. This is extremely important in order to prevent smoke and the fire from spreading to the hallway and other apartments. This is the main reason the fire spread in the Bronx as the apartment door was left open.
- Use the stairs to evacuate, do not use the elevator.
- When exiting the building, please do not congregate in the lobby or by the back door entrance. Please go out to the street, sidewalk or walk further up in the back parking lot.
- If there is a fire in your apartment, leave immediately and close the door behind you. If there is smoke in your hallway, stay low and go to the nearest stairway. Call 911. Listen for instructions from the fire department.
- While we do not recommend using portable or electrical space heaters, if you must, please ensure it is in proper working order. Do not place them near bedding or curtains. Cords should not be frayed nor cracked and they should not be plugged into overloaded sockets or extension cords. Turn off the heaters when leaving the room or going to bed.
- Pay attention when cooking food. If you burn your food and there is smoke in your apartment, do not open the door. This will cause the building's fire alarm to activate. Please open a window instead.
- Make sure your oven and stove tops are clean and free of debris that could burn and cause smoke or a fire.
- Keep a fire extinguisher nearby in case of an accidental cooking fire.
- Do not leave candles or incense unattended, and place these items away from drapes, curtains or other flammable materials.
- Hallway windows keep closed at all times. Open apt. window for air.

Stillman Management Realty Corp.

Amended House Rule

March 30, 2023

The Board of Directors has serious concerns with fire safety issues and, therefore, effective IMMEDIATELY, all e-bikes, electric scooters, hoverboards or other similar transportation or mobility devices using lithium-ion batteries are prohibited and cannot be kept, used, stored, repaired, possessed and/or charged in the Cooperative's building(s), with the sole exception of wheelchair or mobility devices that are used by persons who are handicapped or disabled. In the event there is any damage as a result of the storage, use, repair or maintenance of a banned lithium-ion battery device, the shareholder in whose apartment the device is used, stored, charged, kept or placed will be fully responsible for all damages.

Added to House Rules March 30, 2023