

Powell Cove
ESTATES

Welcome Package

TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
Sponsor Contact Information	3
Welcome Letter	4
Property Management.....	5
Board of Managers.....	6
Emergency Contact Information Sheet.....	7
Community Information.....	8 - 9
Garbage and Recycling information	10 - 14
Maintenance Request.....	15
Reporting Violations.....	15
Sample Customer Service Request Form	16 - 17
Enforcement and Collection of Fines.....	18
Enforcement of Default/Non-payment of Common Charges	19
Resident Security Profile Form.....	20
Parking Rules	21
Vehicle Registration.....	22
Pet Rules.....	23
Pet Registration.....	24
Leasing (Sublet) Information.....	25
Notification of Change of Ownership (resale).....	26
Rules and Regulations.....	27 - 34



Contact Sheet

Utility	Vendor	Contact	Phone #
Emergency	New York City		Phone : 911 Fax :
Management / Condo Association	Kaled Management Corp. 7001 Brush Hollow Road Suite 200 Westbury, NY 11590	Ilan Gelbwachs	Phone : (516) 876-4800 x 322 Fax : (516) 876-6812 E-Mail : ilan@Kaled.com
Construction Customer Service	AVR Homebuilders 1 Executive Boulevard Yonkers, NY 10701	Kevin Plomaritis / YongSoo Lee	Phone : (914) 965-3858 Fax : (914) 423-4562 E-Mail : Powellcovecustomerservice@avrhomebuilders.com
After Hours Customer Service	AVR Homebuilders 1 Executive Boulevard Yonkers, NY 10701		(800) 553-0533
Electric & Gas	Consolidated Edison JAF Station P.O. Box 1702 New York, NY 10116-1702		Emergency : (800) 75-CONED Account Setup : (800) 752-6633 Customer Service:
Trash	New York City		Pick Up Dates : 311 Recycling : 311
Water	New York City		Site : 311 Sewer / Water : 311 Flooding : 311
Cable	Time Warner Cable of NYC P.O. Box 9227 Uniondale, NY 11555-9227		Phone : (877) 227-8711
Telephone	Verizon		Phone : (800) 837-4966
Telephone	AT&T		Phone : (800) 205-6268

POWELL COVE ESTATES

Welcome to Powell Cove Estates!

We are excited that you have chosen Powell Cove Estates to be your new home.

Enclosed in this Welcome Package is information that we hope you find useful.

If you have any questions, do not hesitate to contact Kaled Management Corp. 516-876-4800.

Again, welcome to Powell Cove Estates!

PROPERTY MANAGEMENT COMPANY

Kaled Management Corp.
7001 Brush Hollow Road
Suite: 200
Westbury, NY 11590

Phone: (516) 876-4800
Hours: Monday through Friday 9:00 – 5:00
Summer Hours Friday until 2:00
Fax # (516)-780-8298 (516) 876-6812

After hours and in the event of an **EMERGENCY:**
Please call (718) 830-5082, an operator from our answering service will take your call and will contact a managing agent immediately

COMMON CHARGE PAYMNET:

Management will mail your monthly common charge invoice each month. All checks are made payable to the Powell Cove Estates as indicated on you monthly statement and mailed to the address indicated.

Common Charges are due on the first of each month. Late penalties will be incurred for payment received after the tenth of the month. The current late charge rate is \$50.00 and is subject to increase by the Board.

BOARD OF MANAGERS

Board of Managers Sponsor control until Board of Managers is elected at the First Annual Meeting

Annual Meeting To take place within one (1) year of the closing of the first unit.

Regular Meeting After Board is elected, regular meetings will be scheduled by the Board

Reports to Unit Owners

1. Audited financial statement delivered within four (4) months after the end of the fiscal year.
2. Annual budget delivered within thirty (30) days of its adoption by the Board of Managers
3. Notice of Annual Meeting

Sub-committees

The Board of Managers may choose to form the following:

1. Security and Parking committee
2. Maintenance and Grounds committee
3. Finance committee

EMERGENCY
INFORMATION SHEET

Police Department 109 Precinct of Flushing: 37-05 Union Blvd, Flushing NY	911 (718)-321-2250
Fire Department Engine 297 119-11 14 th Road	911
US Coast Guard	(212)-668-7936
Poison Control	(800)-222-1222
Ambulance	911
Con Ed (electrical and gas service) http://conedisonsolutions.com	(718)-321-4815
Time Warner (Cable) www.timewarnercable.com .	(718)-358-0900
Management Co: Kaled Management Corp.	(516)-876-4800
Manager email Ilan@kaled.com	(516)-780-8322

COMMUNITY INFORMATION

Hospitals:

Flushing Hospital Medical Center		718-670-5000
New York Hospital Medical Center 132-36 11 th Avenue, College Point		718-767-1205
Schneider's Children's Hospital 147-48 Roosevelt Avenue, Flushing, NY		718-460-8638
New York Hospital –Queens		718-461-2714

Post Office:

College Point Post Office	120-07 15 th Avenue	800-275-8777
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Library:

Poppehusen Public Library	121-23 14 th Avenue	718-359-1102
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Shopping:

Waldbaums	133-11 20 th Avenue	718-460-8259
Target	135-05 20 th Avenue	718-661-4346
BJ's Wholesale	137-05 20 th Avenue	718-359-9703
Babies-R-Us	139-19 20 th Avenue	718-321-8166
Old Navy	139-15 20 th Avenue	718-461-6986
Staples	134-01 20 th Avenue	718-460-2258
TJ Max Department Store	136-05 20 th Avenue	718-353-2727

Movie Cinemas:

College Point Multiplex Cinemas	2855 Ulmer Street	718-886-4900
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Restaurants / Dining:

Boulder Creek Steakhouse	134-15 20 th Avenue	718-961-2900
Cascarino Pizzeria	1460 College Point Blvd.	718-445-9755
McDonald's	138-09 20 th Avenue	718-762-6008
Five Guys Burgers & Fries	132-01 14 th Avenue	718-767-6500
Dunkin Donuts	1503 College Point Blvd -OR-	132-10 14 th Avenue
Starbuck's Coffee	135-05 20 th Avenue	718-661-4346

Pharmacy/ Drugstore:

CVS pharmacy/ drugstore	132-22 14 th Avenue	718-747-1826
Rite Aide pharmacy/ drugstore	1508 College Point Blvd	718-445-5800
Waldbaums	133-11 20 th Avenue	718-460-8259
Target	135-05 20 th Avenue	718-661-4346
Walgreen's Pharmacy	1401 College Pt. Blvd (Corner of 14 th)	718-353-3204

Banks:

Queens County Savings Bank	1501 College Point Blvd	718-460-1400
Bank of America	1415 College Point Blvd	800-432-1000
Capitol One Bank	122-03 14 th Avenue	718-359-3900
Chase Bank	132-01 14 th Avenue	718-767-3592

Schools:**School District 25**

St. Agnes Academic School www.st-agnes.org	1320 124 th Street	718-353-6276
P.S. 129 – Patricia A. Larkin	128-02 7 th Avenue	718-353-3150
St. Fidelis Elementary School http://stfidelis.org	124-06 14 th Avenue	718-539-2628
St. John's Lutheran School http://www.sjlc.org	123-07 22 nd Avenue	718-463-4790
P.S. 29	125-10 23 rd Avenue	718-886-5111

Transportation:

There are several buses that run throughout the College Point community. Below please find a list of the closest buses and their stops. Further information, such as service maps and transfer information can be found at Mta.nyc.ny.com

Q25 - pick up/ drop off at: Poppenhusen Avenue, 5th Avenue, 7th Avenue, 9th Avenue, College Point Blvd, 119th Street and 127th Street.

Q65 - pick up/ drop off at: 14th Road, 15th Avenue or College Point Blvd.

Q20A – pick up/ drop off at: 14th Road or 15th Avenue. Transfers to Q44, Q2 and Q76

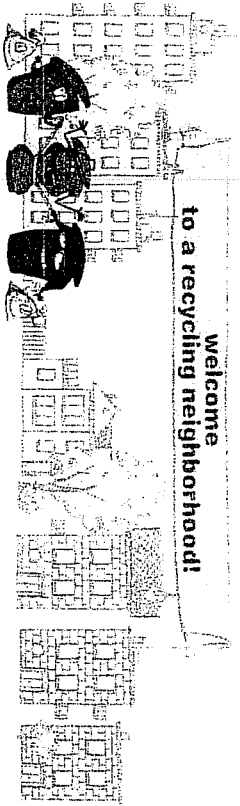
Q20B – pick up/ drop off at: 14th Road or 15th Avenue. Transfers to Q76 at 20th Avenue

Q76 - pick-up/ drop off at: 20th Avenue

The 7 train can be caught at Flushing – Main Street.

GARBAGE AND RECYCLING INFORMATION

Welcome to a recycling neighborhood!

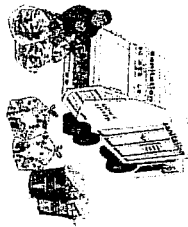


Welcome! If you have just arrived in New York City or just moved to a different neighborhood within the five boroughs, the info in this packet, provided by the NYC Department of Sanitation (DSNY), will help you to recycle more & waste less.

what to recycle with DSNY: Recycling is the law in NYC. All residents recycle the same materials, whether you live in an apartment or a house. Attach the enclosed recycling checklist to your fridge to remind you what to recycle.

The NYC Department of Sanitation (DSNY) collects recyclables once a week in two separate streams:

- paper & cardboard
- metal (all kinds), glass (bottles & jars), plastic (bottles & jugs) & beverage cartons (milk/juice cartons & drink boxes)



how to set out recyclables: If you live in an apartment, ask your building super. If you live in a private house, please note that DSNY does not provide recycling bins or bags; these can be purchased from supermarkets, hardware, or home improvement stores. Get free decals to label recycling containers by using the Literature/Decal Request Form on www.nyc.gov/sanitation or by calling 311.

Place paper in CLEAR bags or in any bin labeled with green recycling decals. Flatten and bundle corrugated cardboard, or break into small pieces and place in your paper recycling bin or bag.



Empty and rinse food and beverage containers before recycling (this helps to control pests). Place all designated metal, glass, plastic, and beverage carton recyclables together in CLEAR bags or in any bin labeled with blue recycling decals.



when to recycle: To find out your recycling day, call 311 or use the collection schedule feature on www.nyc.gov/sanitation. If you live in an apartment, ask your building super.

— OVER —

recycle more, waste less!

Michael R. Bloomberg, Mayor, City of New York
 Jonn J. Bohlen, Commissioner, Department of Sanitation
 call 311 or visit www.nyc.gov/wastelless

Printed on recycled paper, of course
 Save for reference—or recycle it!



ESB/rev

apartment buildings:

Residential building owners and landlords must notify tenants about recycling requirements, designate an accessible recycling area, and maintain signs explaining what and how to recycle.

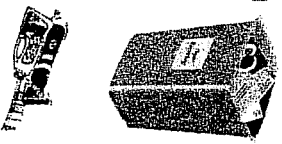
Tenants are required to keep recyclables separate from regular garbage and to recycle according to the building management's instructions (as outlined in your lease, coop or condo rules, or provided separately by your landlord).

To report recycling violations, call 311 or submit a service request on www.nyc.gov/sanitation.

Improve recycling in your apartment building by participating in NYC's Apartment Building Recycling Initiative (see enclosed info).

helpful recycling hints:

- Keep recycling containers where you sort your mail and discard kitchen items. Devise your own system to make it easy for you.
- If you are concerned about confidentiality, remove address labels and tear up or shred mail. See enclosed info to find out how to opt out of credit card offers and reduce junk mail.
- Avoid pests and odors by rinsing designated metal, glass, and plastic recyclables before storing them.
- Save space by flattening beverage cartons and plastic bottles (it won't affect recyclability).



where to go for more info: Call 311 or visit these websites:



www.nyc.gov/sanitation: collection info and decal/literature orders



www.nyc.gov/wastelless: recycling and waste prevention info

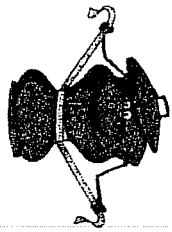


www.nyc compost.org: home composting and lawn care info



www.nyc.gov/stuffexchange: where to donate, buy, or sell used stuff

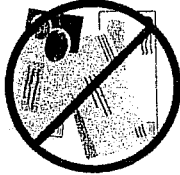




waste less paper

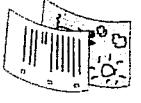
reduce "junk" mail

- Write "do not share my info" whenever you provide your name & address.
- Fill out and send in the privacy offers, instructing companies not to share your info with third parties.
- Contact companies directly to ask them to cancel duplicates or remove your name from their mailing list. You can use their reply cards or toll-free phone numbers.
- Tell your banks and credit card companies not to send you credit card checks if you don't want them.
- Register at www.the-dma.org (click on Remove my name from mailing lists). There's a \$1 verification fee.
- Opt out of credit card offers: call 1-888-5-OPROUT.
- Post a sign if you don't want to receive hand-delivered advertising circulars and solicitations.



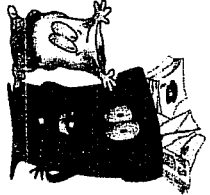
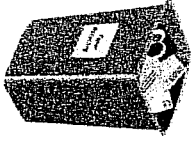
save paper

- Use both sides. Designate a spot to collect one-sided paper; use it to print draft copies, for kids' artwork and homework, and for notes or "to do" lists.
- Donate books or magazines to interested hospitals, nursing homes, and after-school programs. See www.nyc.gov/stuffexchange to find out where.



recycle more paper

- Place a recycling bin where you sort mail, pay your bills, and do the most paperwork.
- Establish a place in the kitchen to recycle cardboard packaging.
- Place newspapers, magazines & catalogs with other paper in your recycling bag or bin—no need to bundle and tie.
- Flatten and tie large corrugated boxes, or else break them into small pieces to put in your recycling bag or bin.



nyc recycles

paper & cardboard
New Yorkers recycle over 360,000 tons of mixed paper a year, but each year about 300,000 tons that COULD be recycled is put in the trash—instead of the recycling bin!

how to recycle

with NYC Department of Sanitation

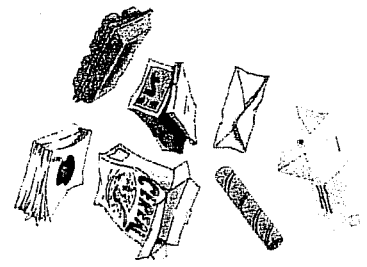
Just place all paper in CLEAR plastic bags, or rigid containers labeled **MIXED PAPER** or with this green decal.
Call 311 or visit www.nyc.gov/recycle to get free decals, recycling checklists, or other recycling info.



All NYC residents, government agencies, schools, and institutions serviced by DSNY must recycle these materials. Check with your building to find out how. Commercial buildings serviced by private carters must follow commercial recycling regulations.

what to recycle

- white, colored & glossy paper (staples OK)
- mail & envelopes
- wrapping paper (remove ribbon and tape)
- smooth cardboard (boxes, tubes from paper towel and toilet paper rolls, cardboard from product packaging)
- paper bags
- cardboard egg cartons & trays
- newspapers, magazines & catalogs
- phone books & softcover books (paperbacks, comic books, etc.; no spiral bindings)
- corrugated cardboard (flatten boxes)

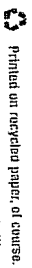


what NOT to recycle

- soiled paper
- waxed or plastic-coated paper
- hardcover books
- soft paper (napkins, paper towels, tissues)

recycle more, waste less!

call 311 or visit www.nyc.gov/recycle



Printed on recycled paper, of course. Save the resources—recycle!



nyc recycles



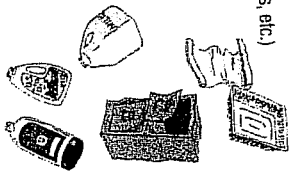
metal & foil glass bottles & jars plastic bottles & jugs milk & juice cartons

New Yorkers recycle over 4,500 tons (9.2 million pounds) of designated metal, glass, and plastic every week. But each year a lot of metal (about 100,000 tons) that **COULD** be recycled is thrown in the trash—instead of the recycling bin!

what to recycle



- **metal:** all types
cans (soup, pet food, empty aerosol cans, dried-out paint cans, etc.)
aluminum foil wrap & trays
household metal (wire hangers, pots, pans, etc.)
bulk metal (metal furniture, cabinets, appliances, etc.)
- **glass:** bottles & jars only
- **plastic:** bottles & jugs only
(processed with metal, glass, and plastic recyclables)
milk & juice cartons
drink & juice boxes



what NOT to recycle

- **any plastic items other than plastic bottles & jugs** (deli and yogurt containers, plastic toys, cups, bags, wrap, etc.—if you wouldn't call it a bottle or a jug, DON'T put it in your recycling bin)
- **styrofoam** (cups, egg cartons, trays, etc.)
- **any glass items other than glass bottles & jars** (mirrors, lightbulbs, ceramics, glassware, etc.)
- **batteries** (see other side for more info)

how to recycle

Empty and rinse all containers. Place all together in CLEAR plastic bags, or an unlined rigid container labeled **BOTTLES & CANS**, or any bin with this blue decal.

Call 311 or visit www.nyc.gov/recycle to get free decals, recycling checklist magnets, or other recycling info.



recycle more, waste less!

call 311 or visit www.nyc.gov/recycle



Printed on recycled paper, of course.
Save for reference—or recycle it!



frequently asked questions

What about other plastics—like plastic bags, yogurt & take-out containers, or Styrofoam? Do NOT place these in your recycling bin. Due to current market conditions, the only plastics DSNY accepts for recycling are bottles & jugs.

What about caps & lids? Remove caps & lids. Place METAL caps & lids in your recycling bin; put plastic caps & lids in the garbage.

Can I recycle small appliances—my broken toaster oven, blow dryer, microwave? Anything that is mostly metal can be recycled. If it's made of more than 50% metal, put it in your recycling bin. If it's mostly plastic, put it in the trash.

Do I need an appointment to discard appliances with CFC gas?

Yes, before discarding refrigerators, freezers, air conditioners, dehumidifiers, or any other appliances containing CFC (Freon) gas, you must call 311 or schedule an appointment online (www.nyc.gov/sanitation) for recovery of the ozone-depleting gas. For safety reasons, the law requires doors to be removed from refrigerators and freezers.

What happens to my recyclables? Does NYC really recycle this stuff?

Yes! The Department of Sanitation brings all the recyclables that residents set out for collection to contracted recycling processors, and carefully tracks the tonnage. But when people put the wrong stuff in their recycling bins, these items must be removed and discarded. See *What Happens to Recyclables* at www.nyc.gov/recycle.

What about batteries?

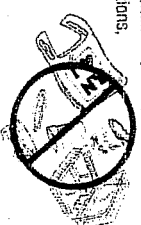
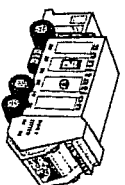
- It is illegal to discard rechargeable batteries. All NYC stores that sell rechargeable batteries or products that contain rechargeable batteries (with the exception of small food stores) must accept up to ten batteries of the same shape and size as they sell.
- Place household alkaline batteries in your regular trash; they're not considered hazardous waste because they no longer contain mercury.
- Do not put any kind of batteries in your recycling bin.

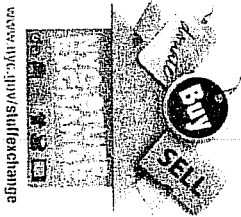
What about electronics?

- Businesses are required to recycle or donate certain electronic waste. There are currently no such laws for residents. See www.nyc.gov/wasteless/business.
- Residents can bring certain electronics to e-recycling drop-off events run by Sanitation and other organizations. In addition, many manufacturers and retailers will "take back" electronics for recycling. For upcoming events and program info, see www.nyc.gov/wasteless/electronics. Otherwise, put electronics in your regular trash.

Does my workplace have to recycle?

Yes, all office buildings are required to recycle paper & cardboard. Restaurants and cafeterias are also required to recycle bottles, cans & foil. Commercial buildings make their own arrangements for collection with a private caterer, not through the Department of Sanitation. Get complete info at www.nyc.gov/recycle.





www.nyc.gov/stuffexchange

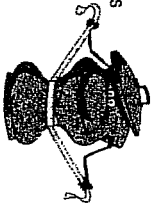
- Find out where to donate, buy, or sell gently used stuff in NYC.
- Search by your zip code, borough, or citywide.
- Choose from 17 product categories (clothing, books, computers, furniture, electronics, etc.)
- Calendar of Events shows donation drives, book fairs, rummage sales, and swap meets in NYC.

NYC stuff exchange

why reuse stuff?

The NYC Department of Sanitation collects about 72,000 tons (144 million pounds) of trash and recycling from NYC residents and institutions every week.

The goal of NYC Stuff Exchange is to help reduce the city's waste by encouraging New Yorkers to find a new home for gently used items that might otherwise be discarded as trash.



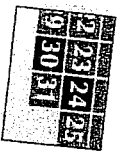
get listed!

Organizations and businesses that buy, sell, or accept donations of used stuff are invited to visit the website and get listed.



calendar of events

Tax-exempt organizations sponsoring rummage sales, donation drives, book fairs, or swap meets may submit events to the online calendar.



reuse more!

www.nyc.gov/stuffexchange

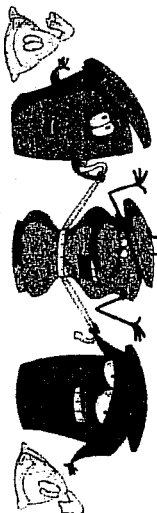


DATE 10/05



www.nyc.gov/wastelless Reuse! Reuse! Recycle!

- Bookmark this website for complete information on recycling and waste prevention in New York City.
- Sign up for the Environmental email newsletter. Click on *Email Updates* at the top of any page on www.nyc.gov.



compost more!

www.nyccompost.org

The NYC Compost Project—created and funded since 1993 by the Department of Sanitation's Bureau of Waste Prevention, Reuse and Recycling—provides compost outreach and education to NYC residents, community groups, and landscapers in all five boroughs.

Learn about these NYC Compost Project programs:

- composting workshops
- compost giveaways & discounted compost bin sales
- "leave it on the lawn" education
- master composter certificate course
- NYC teacher "wormships": worm composting for the classroom
- landscaper training

Learn about these DSNV composting programs:

- turning leaf & yard waste into compost
- Christmas tree composting
- Rikers Island food waste composting facility
- pilot projects & studies



DATE 10/05

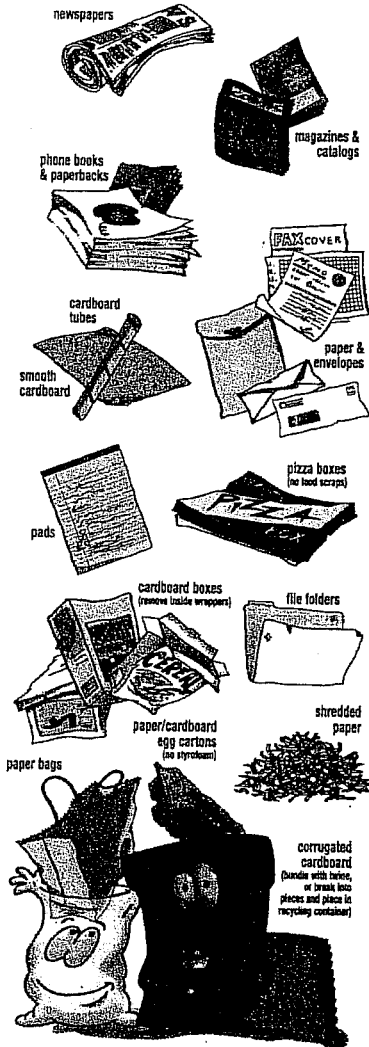
Printed on recycled paper, at course. Save for reference—or recycle it!



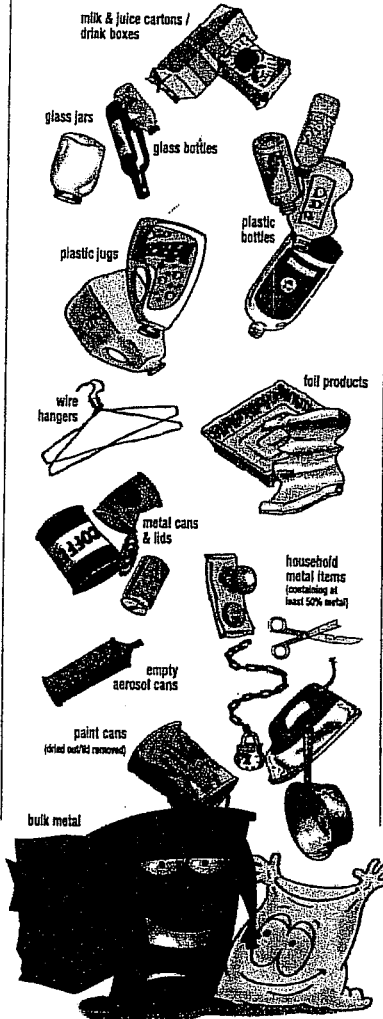
With your help, it's all falling into place.

All NYC residents, government agencies, schools & institutions serviced by the NYC Department of Sanitation must recycle these materials. Check with your building to find out how. Commercial buildings serviced by private carters must follow commercial recycling regulations.

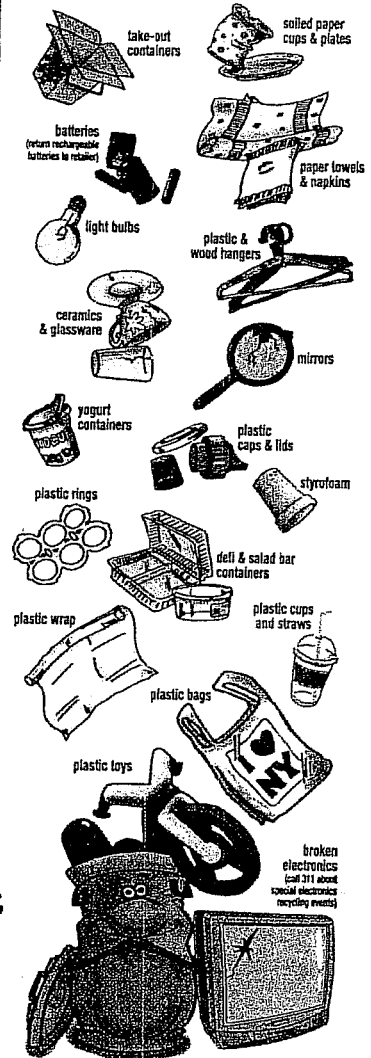
Paper & Cardboard



Beverage Cartons, Bottles, Cans, Metal & Foil



Everything Else



Use clear bags, bins labeled **Mixed Paper**, or any bin with this green decal.



Use clear bags, bins labeled **Bottles & Cans**, or any bin with this blue decal.

Non-recyclables and trash

Empty and rinse all containers. Return 5¢ deposit bottles and cans to the store for refund.



Don't Litter.
City of New York
Department of Sanitation
Bureau of Waste Prevention, Reuse and Recycling
1207

For more info, call 311 or visit:
www.nyc.gov/sanitation
www.nyc.gov/wasteless
www.nyc.gov/snuffexchange



MAINTENANCE REQUESTS & REPORTING CONDO VIOLATIONS

Maintenance Requests:

All common area maintenance requests must be in writing and sent by mail or fax to **Kaled Management** ; examples of such include problems with snow removal, landscaping issues, etc. Once the maintenance requests are received a work order will be issued for necessary work. Any issues regarding the Builder's warranty items should be reported directly to the Builder as outlined in the Introduction Letter you received at your closing. Examples of these items include flooring, cabinetry, plumbing etc. a SAMPLE copy of the Builders "Customer Service Request Form" which was provided to you at closing can be found on page 16 & 17. No Unit Owner shall present or deliver any maintenance requests to the sales or construction office staff. – NO EXCEPTIONS. This system must be adhered to assure an efficient operation and communication in scheduling of work orders throughout the community going forward.

Emergencies which threaten the safety or well being of the residents, common areas and/or structures, such as the smell of smoke, fire, power outage, etc., should be directed to the appropriate emergency contact. Then, contact the management company 516-876-4800 .

Reporting Violations:

General Complaints as well as reports of violations of the Condo's Rules and Regulations (as witnessed) must be in writing and submitted to Management. All reported violations will be kept in confidence and will allow the Board of Managers and Management to act accordingly towards the violator(s).

Correspondence should contain the date, time and place of occurrence and which Rule or Regulation is being violated. Please do not take it upon yourself to correct someone. If you are able to capture the violation on a camera or video that would be better in order to prove evidence of the violation.

**AVR- Powell C Development Corp
Customer Service Request Form**

(PC 09 000 Service Tracking.xls)

01/02/10

Today's Date: _____ Cross Reference #: ?? Form #: 1
Closed Date: ?? Service Request #: _____ Unit: ??
Customer Name: ?? Customer ID #: ?? Model: ??
Address: ?? Home Phone #: ??
City: College Point State: NY Zip: 11356 Web ID: _____

The Accepted Building Standards, beginning page 155 of the Condominium Offering Plan, establishes the standard by which it will be determined whether the home has a problem which is covered by your Limited Warranty.

Before submitting a repair request, please refer to your Limited Warranty and the Accepted Standards.

Then, complete this form and fax or mail it to Customer Service with a check for \$150 described in P7 of Limited Warranty.

Give a clear description of the problem and include when it first occurred, or when you first noticed it. Use additional sheets as necessary and fax to 914-423-4526. Requests must be submitted on this form, all others will be discarded.

** Please do not put repeated requests on multiple forms, as this will delay our ability to respond.**

Repairs Requested

Performance Standard Sited, page #

1	_____	_____
	_____	_____
	_____	_____
	_____	_____
2	_____	_____
	_____	_____
	_____	_____
	_____	_____
3	_____	_____
	_____	_____
	_____	_____
	_____	_____
4	_____	_____
	_____	_____
	_____	_____
	_____	_____
5	_____	_____
	_____	_____
	_____	_____
	_____	_____
6	_____	_____
	_____	_____
	_____	_____
	_____	_____

AVR- Powell C Development Corp

Request Form

Closed Date: ?? _____

Cross Reference #: ?? _____

Unit: ?? _____

Customer Name: ?? _____

Customer ID #: ?? _____

Model: ?? _____

The Accepted Building Standards, beginning page 155 of the Condominium Offering Plan, establishes the standard by which it will be determined whether the home has a problem which is covered by your Limited Warranty.

Before submitting a repair request, please refer to your Limited Warranty and the Accepted Standards.

Then, complete this form and fax or mail it to Customer Service with a check for \$150 described in P7 of Limited Warranty.

Give a clear description of the problem and include when it first occurred, or when you first noticed it. Use additional sheets as necessary and fax to 914-423-1526. Requests must be submitted on this form, all others will be discarded.

** Please do not put repeated requests on multiple forms, as this will delay our ability to respond.**

Repairs Requested

Performance Standard Sited, page #

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

ENFORCEMENT & COLLECTION OF FINES

Fines for Violations of Rules and Regulations:

- First offense, unless critical, is a written warning.
- Second Offense: Fine of \$100.00
- Non-payment will result in additional fines being levied and possible legal action taken.

Any costs incurred by the Board of Managers to remedy or cure any violation of the By-Laws, The Rules and Regulations, as herein or hereafter established, shall be an additional common charge charged to the violator in addition to the one hundred dollar (\$100.00) fine(s) levied upon the violator. Fines may be levied against a Residential Unit Owner's tenant, and the Residential Unit Owner shall be jointly and severally liable with the tenant for the payment of same.

In the event the Association institutes legal action for the collection of any fines or the enforcement of any of the provisions of the Declaration, By-Laws and/or Rules and Regulations of the Association, then the Defendant shall be responsible for payment of reasonable attorney's fees of the Association, plus interest and costs of suit.

The above provision shall not apply to the Sponsor unless required:

- (a) to comply with applicable laws or regulations
- (b) to remedy any notice of violation.

**ENFORCEMENT OF DEFAULT/
NON-PAYMENT OF COMMON CHARGE**

Pursuant to Article IX Default:

In the event a Home Owner does not pay any sums, charges or assessments required to be paid when due, as determined by the Board of Managers, the Board of Managers, acting in behalf of the Board shall notify the Home Owner and the mortgagee, if any, of such Home. If such sum, charge of assessment shall remain unpaid for ninety (90) days after the giving of such notice, the Board may foreclose the lien encumbering the Home as a result of the non-payment of the required monies as set forth in the Declaration (subject to the lien of any first mortgage), in the same manner as the foreclosure of a mortgage. In the event the owner of a Home does not pay the Common Charge assessment required to be paid by him on its due date, the Board of Managers may collect said fees and take such action as is provided in Article VI, Section 2 of these By-Laws and said Home Owner shall be liable for the Condominium's reasonable costs and a reasonable attorney's fee incurred by it incident to the collection or enforcement of such lien.

In addition to the Board's right to bring an action to foreclose a lien on a Home Owner's Home, the Board (on behalf of the Home Owners) shall have the right to bring suit to recover a money judgment for unpaid Common Charges at the option of the Board, without foreclosing or waiving the lien securing such charges. In such an event the Home Owner shall be liable for the reasonable costs and reasonable attorney's fee incurred by it incident to the collection of the delinquent Common charges.

RESIDENT SECURITY PROFILE

Unit No. _____

Home Owner's Name (s): _____

Alternate Address: Street: _____
City: _____ State: _____ Zip: _____

Phone #'s: Home: _____ Office: _____ Cell: _____

Tenant (Sublet) Name: _____

Tenant's Phone #'s: Home: _____ Office: _____

Cell: _____

Additional names of Individuals Living in Unit:

1. _____ age: _____
2. _____ age: _____
3. _____ age: _____
4. _____ age: _____

Emergency Contact other than Owner or tenant:

Name: _____

Daytime Phone: _____ Evening/Cell: _____

- All information provided is confidential and is for Management use in case an emergency should occur.
- If you feel we need additional information, please attach another sheet with this form when returning it to the office.

PARKING RULES

1. Resident parking is permitted within designated areas. Each vehicle **must** properly display their community parking sticker as was given at time of registration with Powell Cove Estates Condominium.
2. Only standard automobiles, station wagons and SUV's are permitted to be parked in parking spaces.
3. No vehicle is permitted on the property unless it is legally registered and inspected in accordance with the Department of Motor Vehicles of the State the vehicle is registered.
4. No vehicle is permitted on the property unless fully insured as required by the State of New York and/or state registered.
5. No areas shall be used for the storage or parking of any boat, trailer, camper, bus, truck, motorcycle or commercial vehicle without written consent of Board of Managers and/or Management.
6. No loud music or playing of stereos is allowed in parking areas.
7. Street parking within the community is strictly forbidden. Any vehicle illegally found parked on the street will be fined and towed at the Vehicle/ Unit Owner's expense.
8. Every Unit Owner is responsible for ensuring their guests abide by the community parking rules.

Fines for any violations of Rules:

- 1st offense - warning letter
- 2nd Offense - \$100.00 fine **per violation.**
- 3rd and thereafter - legal action will be taken

VEHICLE REGISTRATION FORM

Unit Number: _____ Parking sticker: _____

Parking Space #: _____ (only if assigned)

Home Owner or Tenant

Name: _____

Vehicle #1 : Make: _____ Year: _____ Model: _____
Color: _____ Lic. Plate#: _____

Vehicle #2: Make: _____ Year: _____ Model: _____
Color: _____ Lic. Plate#: _____

Registration of all vehicles is mandatory for the safety of all Home Owners. The Management office will issue parking stickers to **RESIDENTS ONLY.**

Items to be submitted with Vehicle Registration Form

- Copy of the motor vehicle registration.
- Copy of the insurance card.
- Copy of driver license.

Please familiarize yourself with parking rules and penalties for non-compliance of rules.

PET RULES

1. Each Home Owner/or tenants will be allowed two (2) domestic pets
2. All pets must be registered with the Management office
3. All dogs must have proof of license and shot records
4. All dogs and cats must be leashed and shall not be permitted to be kept on terraces at any time or allowed to run loose in the public corridors or lobbies or any Common Elements.
5. Owners shall be responsible for picking up and disposing of their pet's waste.
6. Owners and guests shall be responsible for any damages caused by their pets to any Common Element area.
7. No pet will be allowed to cause or create a nuisance or unreasonable disturbance or noise or odors.

FINES

- 1st Offense - written warning
- 2nd Offense - \$100.00 **fine for each violation**
- 3rd and thereafter - legal actions will be taken

These rules may be revised or amended at any time at the sole discretion of the Board.

PET REGISTRATION FORM

Unit Number: _____

Home Owner/Tenant Name: _____

Home Phone: _____ Cell: _____ Office: _____

Dog: _____ Cat: _____ Bird: _____ Other _____

Pets Name: _____

Color/markings of Pet: _____

Breed of Pet: _____

Weight of Pet: _____ (note weight restriction) *60 lb.

Pets License No: _____, (if applicable)

Date of Last Shots: _____, (if applicable)

Date Form Completed: _____

Note:

- **Please attach a recent photograph of pet.**
- **Also familiarize yourself with Pet Rules and penalties for non-compliance of rules.**

LEASING (SUBLET)
RULES AND PROCEDURES

Home Owner must submit within thirty (30) days prior to tenant taking occupancy, a clear copy of lease along with proper documentations and fees requested for such sublet to the Managing Agent to be submitted to the Board of Managers for prior approval.

All sublets or non-owner occupied units must be approved by Board.

Lease must be in writing.

Lease must be for the entire Home and Parking Space Unit associated with Home (if applicable).

Lease must be for a minimum and maximum of twelve (12) months. Renewals shall be for a one (1) year term and are subject to review by the Board of Managers of Powell Cove Estates Condominium.

Within forty-five (45) days of any renewal of a lease of a tenant, the name, telephone number of the tenant together with a clear copy of the renewal lease must be submitted to the Managing Agent to be submitted to the Board of Managers of the Condominium for review.

The use of the premises is subject to the Declaration, the By-Laws and rules and procedures of the Condominium Association.

The Home cannot be used as a motel or hotel or otherwise for transient tenants.

If any Home Owner (landlord) or tenant is in violation of any of the provisions of the Declaration or By-Laws, or both, including any rules and regulations, the Board of Managers of the Condominium Association may bring an action in its own name or in the name of the Home Owner, or both, to have the tenant evicted or to recover damages or both.

**NOTIFICATION OF LEGAL CHANGE AND ADDRESS OF
RESIDENTIAL UNIT OWNER UPON RESALE OF UNIT**

Home Address of Resale: _____

Please complete and return this document to the address below immediately following the closing of the above unit.

New Home Owner's Name (s): _____

Mailing Address for billing and correspondence regarding above unit.:

Business Telephone Number: _____

Home Telephone Number: _____

Closing Date: _____

New Owner Social Security #: _____

Contract Price of Resale: _____

- Name, address and telephone number for Seller's Moving Company:

- Name, address and telephone number of Purchaser's Moving Company:

RULES AND REGULATIONS

ARTICLE VIII. RULES AND REGULATIONS

Section 1. General.

In addition to the other provisions of these By-Laws, the following Rules and Regulations together with such additional Rules and Regulations as may hereafter be adopted by the Board of Managers shall govern the use of the Homes and the conduct of all residents thereof.

- (a) All Homes shall be used for residential purposes only. All rentals other than rentals by the Sponsor must be subject to local zoning ordinances and must comply with the requirements contained in the By-Laws of Powell Cove Estates Home Owners Association under Article XIV.
- (b) Home Owners of a Home, members of their families, their employees, guests and their pets shall not use or permit the use of the premises in any manner which would be illegal or disturbing or a nuisance to other Home Owners, or in such a way as to be injurious to the reputation of the Condominium.
- (c) The Common Elements shall not be obstructed, littered, defaced or misused in any manner.
- (d) Every Home Owner shall be liable for any and all damage to the Common Elements and the property of the Condominium, which shall be caused by said Home Owner or such other person for whose conduct he or she is legally responsible.
- (e) Every Home Owner must perform promptly all maintenance and repair work to the Home Owner's own Home and Limited Common Element, which, if omitted, would affect the Community in its entirety or in a part belonging to other Home Owners, or the Building of which the Home forms a part, the Home Owner being expressly responsible for the damages and liabilities that the Home Owner's failure to do so may engender.
- (f) All the repairs to internal installations of the Home located in and servicing only that Home, such as telephones and sanitary installations shall be at the Home Owner's expense.
- (g) All screen storm doors, security grills, door gates and window guards must conform to models installed by the builder and may not be installed without the approval of the Board of Directors of Powell Cove Estates Home Owners Association.

- (h) No Home Owner may make any alterations to any part of the Common Elements nor may any structure or other improvement (including landscaping) be built or placed on any portion of the Common Elements or Limited Common Elements without the written consent of the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. No Home Owner shall make any structural addition, alteration or improvement (of either a temporary or permanent nature) in or to his or her Home, or any Limited Common Element, without the prior written approval of the Board of Directors of

Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. Said Board shall have the obligation to answer any written request by a Home Owner for approval of a proposed structural addition, alteration or improvement in such Home Owner's Home within sixty (60) days after such request is received, and failure to do so within the stipulated time shall constitute an approval by the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. of the proposed addition, alteration or improvement.

No Home Owner will make any structural addition, alteration or improvement in or to any Home or any Limited Common Element without first (1) obtaining and maintaining during the course of such work such insurance as the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. may reasonably prescribe and providing the Board with a certificate of insurance prior to the commencement of the work; (2) executing and delivering to the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. an agreement, in form and substance reasonably satisfactory to the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc., setting forth the reasonable terms and conditions under which such alteration, addition or improvement may be made, including, without limitation, the days and hours during which any such work may be

done; (3) executing and delivering to the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. an agreement indemnifying and holding harmless the Board, its members and officers, and all Home Owners of the Condominium from and against any liability, cost or expense arising out of or connected to such work; and (4) obtaining all approvals, as necessary, from the City of New York or any other governmental agency.

In the event the Board of Directors of Powell Cove Estates Home Owners Association, Inc. as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. chooses to have the proposed addition, alteration or improvement reviewed by an independent architect or engineer, the Home Owner shall pay the charges of such architect or engineer. The Home Owner shall also bear the cost of any

increased taxes or insurance premiums resulting from his alterations, additions or improvements.

Any application to any department of the City of New York or any other governmental authority for a permit to make an addition, alteration or improvement in or to any Home shall be completed by the Home Owner and executed by the Board of Directors of Powell Cove Estates Home Owners Association, Inc. and the Board of Managers of the Condominium, if required, as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. only, without however, incurring any liability on the part of the Board of Directors of Powell Cove Estates Home Owners Association, Inc. or the Board of Managers of the Condominium if required, as detailed in Article XVII, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc. or any of them to any contractor, subcontractor or materialman on account of such addition, alteration or improvement, or to any person having any claim for injury to person or damage to property arising therefrom.

These provisions shall not apply to Homes owned by the Sponsor or its designee until such Homes shall have been initially conveyed by the Sponsor or such designee.

- (i) No resident of the Condominium shall post any signs, advertisement, or posters of any kind in or on the Condominium or their Homes including "For Sale" and "For Rent" signs except as authorized and approved by the Board of Directors of Powell Cove Estates Home Owners Association.
- (j) No clothes, sheets, blankets, laundry of any kind or other articles shall be hung out of a Home or on a patio, terrace or balcony or exposed on any part of the Common Elements. The Common Elements and Limited Common Elements shall be kept free and clear of rubbish, debris and other unsightly materials. No rugs or mops shall be shaken or hung from or on any of the windows or doors, nor shall a Home Owner sweep or throw or permit to be swept or thrown therefrom any dirt or other substance.
- (k) No Home Owner shall paint the exterior surfaces of the windows, walls or doors opening out of his Home.
- (l) Commercial license plate vehicles may not be parked in the Community over night.
- (m) No person shall park an automobile, boat, trailer, off-track vehicle, camper, bus, truck, snowmobile or other commercial or recreational vehicle (collectively "Vehicles") or otherwise obstruct any Home Owner's use of ingress or egress to any driveway, garage, or Parking Space, nor may any Vehicle be parked on the Common Areas. Any person parking a vehicle illegally shall be subject to their vehicle being towed and/or the imposition of a fine by the Condominium. In the event a vehicle is towed, all costs associated with the removal of the Vehicle shall be paid for by the owner of the Vehicle and the Condominium shall not be held responsible for any damage to the Vehicle.
- (n) No repair of a Vehicle as referred in (m) above shall be made in any of the roadways, driveways, Outdoor Parking Spaces or any other parking areas of the Condominium, nor shall such areas be used for storage or overnight parking of any Vehicle as referred to in (m) above, except for a Home Owner's automobile, without the written permission of the Board of Directors of Powell Cove Estates Home Owners Association. Automobiles shall include SUV's, station wagons or other similar types of Vehicles.
- (o) All Home Owners will be required to register each of their vehicles with the Board of Managers of the Condominium and the Board of Directors of Powell Cove Estates Home Owners Association.

- (p) The driveway providing access to a Garage Parking Space Unit for Homes with a double garage cannot be used for any purpose, including parking, other than access to the Garage.
- (q) No tents are permitted on any portion of the Common Elements.
- (r) No Vehicle of any kind is permitted to be ridden, driven or parked on any portion of the common grounds which is outside the border of the road and/or driveways.
- (s) Home Owners will be permitted to keep dogs, cats or other common household pets in their Home except that no animals may be kept or maintained in a Home for any commercial purposes; and provided further that any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the Property upon fifteen (15) days written notice from the Board of Directors of Powell Cove Estates Home Owners Association. The Board of Directors of Powell Cove Estates Home Owners Association may require the permanent removal of any animal kept in a Home that is not in compliance with the above as well as any animal causing or creating a nuisance or unreasonable disturbance or noise upon fifteen (15) days written notice from the Board of Directors of Powell Cove Estates Home Owners Association. In no event shall any pet be permitted in any of the Common Elements of the Condominium or Common Areas of the Association unless carried or on a leash. All Home Owners shall be responsible for

picking up and disposing of their pets' waste and responsible and liable for any damage caused by their pets to any Common Elements of the Condominium or Common Areas of the Association and shall comply with all local and municipal rules and regulations regarding pets.

- (t) No television, radio antenna, wires, cables or any other type of receiving or transmitting antenna or structure shall be erected on the exterior Home without the prior written consent of the Board of Managers. The Board of Managers may adopt such rules and regulations pertaining to antenna so as to comply with the Federal Communications Commission rules adopted on October 14, 1996.
- (u) No Home Owner shall do anything to his or her Home or the Common Area to alter the drainage.
- (v) No building, deck, patio, fence, gate, sign, statuary, wall or other structure, or change or alteration to the exterior of the Homes or color of the Homes or in the landscaping shall be commenced, erected, replaced, repaired or maintained, nor shall any exterior addition to, or change or alteration thereto, be made unless the Home Owner complies with requirements of the Architectural Control provisions contained in Article XVI, Section 3 of the By-Laws of Powell Cove Estates Home Owners Association, Inc.

- (w) Any Home Owner who mortgages or sells his or her Home shall immediately notify the Board of Managers and Board of Directors of the Association, providing the name and address of his or her mortgagee or new Home Owner.
- (x) The Board of Managers shall, at the request of the mortgagee of the Home, report any delinquent assessments due from the Owner of such Home.
- (y) No Home Owner shall install or permit to be installed any window mounted or through the wall mounted air conditioning unit in his or her Home.
- (z) Every Home Owner shall be liable for any and all damage to the Common Elements, which shall be caused by said Home Owner, the Home Owner's permitted lessees and occupants of Homes, their respective family members and guests and such other person for whose conduct the Home Owner is legally responsible.
- (aa) No Home Owner shall make or permit any disturbing noises in any Home or do or permit anything to be done therein, which will interfere with the rights, comforts or conveniences of other Home Owners.
- (bb) Each Home Owner shall keep his or her Home in a good state of preservation and cleanliness, and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, or windows thereof, any dirt or other substance.
- (cc) Home Owners are not permitted to increase the size of their Homes and/or enclose any patio, balcony, deck or terrace that may be appurtenant to a Home for any purpose. Accessory structures including private swimming pools shall be prohibited in any area of the subject parcel.
- (dd) No Home Owner or any of his agents, servants, employees, licensees, or visitors shall at any time bring into or keep in his or her Home any flammable, combustible or explosive fluid, material, chemical or substance, except for normal household use.
- (ee) The agents of the Board of Directors of the Association, the Board of Managers or the managing agent, and any contractor or workman authorized by the Board of Directors, Board of Managers or the managing agent, may enter any Home at any reasonable hour of the day for the purpose of inspecting such Home for the presence of any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insect or other pest, provided that such right will be exercised in such a manner as will not unreasonably interfere with the residential use of the Homes.

- (ff) If any key or keys are entrusted by a Home Owner or occupant or by his agent, servant, employees, licensee or visitor to any employee of the Board of Directors of the Association, the Board of Managers, whether for such Home or an automobile or other type of personal property, the acceptance of the key shall be at the sole risk of such Home Owner or occupant, and the Board of Directors of the Association, the Board of Managers shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.
- (gg) The Board of Directors of the Association, the Board of Managers (only in the event the Association relinquishes its rights and obligations), or the Managing Agent may retain a pass-key to each Home. The Home Owner shall not alter any lock on any door leading to his or her Home without the written consent of the Board of Directors of the Association, the Board of Managers only in the event the Association relinquishes its rights and obligations, or the Managing Agent. If such consent is given, the Board of Directors of the Association, the Board of Managers (only in the event the Association relinquishes its rights and obligations), or the Managing Agent shall be provided with a key.
- (hh) Planting of fruits or vegetables is absolutely prohibited in or on any Common Element, General or Limited.
- (ii) Garage Parking Space Units may be used only for the purpose of parking automobiles and other vehicles. In no event shall Garage Parking Space Units be converted into additional residential living space.
- (jj) No structural additions, alterations or improvements to a Garage Parking Space Unit will be permitted.
- (kk) Home Owners will faithfully observe the procedures established from time to time by the Board of Directors of the Association, the Board of Managers or the Managing Agent with respect to services provided and the management of the Building.

Section 2: Violations of Rules and Regulations.

- (a) Upon receipt, by the President of the respective Board or by the Managing Agent, of a signed written complaint alleging violation of any of the House Rules or other provisions of the By-Laws as herein established or hereafter established or adopted by the Board, the President of the Board, or in the President's absence, the Vice President together with a minimum of two (2) other members of the Board, without a formal meeting of the Board, shall make a determination as to the validity of the complaint. Any Home Owner accused of a violation of the House Rules or other provisions of the By-Laws shall be entitled to receive written notice by registered mail of such accusation. The written notice shall contain the following statements:

- i) A copy of the Rule or Regulation the Home Owner has violated and a description of the manner in which the Home Owner violated the Rule or Regulation.
 - ii) A time and place at which the Home Owner shall be given the opportunity to present a defense before final action is taken.
- (b) If, after said notice and hearing it is determined that the complaint is valid and justified the Managing Agent shall be directed to send written notice to the violator. If the violation is not corrected or eliminated within a period of three (3) days from the date of receipt of such notice, another notice will be sent levying a fine of up to one hundred and fifty (\$150) dollars upon the violator; such fine is to be considered as an additional Common Charge to the account of the violator and shall be treated as such regarding late penalties and a lien upon the property as elsewhere

provided for in the Declaration of Condominium or By-Laws. If after imposition of a fine the violation is not corrected or eliminated, the respective Board may assess additional fines of up to one hundred and fifty (\$150) dollars each after serving written notice upon the violator as provided for above. If the violation results in loss of or damage to property classified as a Common Element, the Board of Managers shall itself or direct the Managing Agent, if employed, to have said loss or damage repaired or replaced and the actual cost of said repair or replacement shall be assessed to the violator as an additional Common Charge.