

BROOKSIDE SENIOR CITIZENS COOPERATIVE COMMUNITY, INC.

RULES AND REGULATIONS

Revised 11/2012 – 7 pages

GENERAL

Welcome to *Brookside Senior Citizens Cooperative Community, Inc.* Every effort has been made to ensure that your residence here is pleasant, enjoyable and safe. The property, which you live on, is owned by member residents of *Brookside Senior Citizens Cooperative Community, Inc.* and we are required by law to abide by the highest standard and regulations. Most of our regulations are based on town, county and state laws; the remainder are to protect your safety, your investment in your home and your privacy. The Board always welcomes your suggestions and help in keeping the rules and regulations in force.

THE HOME

- 1.) No home may be moved into or out of the *Brookside Co-op* without permission of the Board of Directors.
- 2.) Every resident shall attractively maintain his home and comply with all applicable laws, ordinances and regulations of New York State.
- 3.) Location, set-back and final home position on the site will be under the overall direction of the Board of Directors, with at least one Board member to be present when unit is installed.
- 4.) Hitches and tongues must be covered or removed. All homes must be skirted with approved material.
- 5.) Any construction, including but not limited to, patio covers, storage rooms, screened rooms, etc. must be approved by the Board of Directors prior to construction. Prior approval must be obtained from the Building Inspector and the Putnam County Health Department. Where needed, a copy of the Certificate(s) of Occupancy must be given to the Board.
- 6.) No new fencing allowed or repairs on existing fencing allowed (for establishing boundaries or borders). No trees, shrubs, bushes and/or plantings are allowed to create a boundary or border.
- 7.) The outward appearance of the home must remain in good condition at all times.
- 8.) Your house number must be large enough to be visible from the street.
- 9.) Periodic inspection of home (exterior) and lot will be performed and residents informed of any violations. Violations must be cured within thirty (30) days. Should the violation not be cured within the thirty days and if the Board of Directors provides maintenance then the member shall be fined and will be responsible for the cost of maintenance, which shall be deemed and an additional rent.

- 10.) Blacktop, concrete or any other permanent material for driveways or walkways may not be installed without written permission of the Board of Directors.

THE HOMESTEAD

- 1.) Each resident is responsible for the overall appearance of the homestead. It must be kept orderly, neat, clean and free from litter. Mowing, trimming, watering, weeding and general care of lawns and shrubs is the responsibility of each member. Members are to remove clippings from roadways and dispose of properly.
- 1.a) Lawns are to be maintained at all times and grass is not to exceed six (6) inches at any time. Shrubs or bushes planted in a row will be considered a hedge. Hedges are to be kept no higher than four (4) feet. Weeds and other vegetation should be removed to keep grounds and garden areas neat in appearance. If lawns, shrubs and garden areas are not taken care of within reasonable conditions the Board may direct the work to be done at a cost to be borne by the resident owner. The cost shall be deemed an additional rent.
- 1.b) Planting of Shrubs and Trees need prior approval of the Board. The Board requires the quantity and type of shrubs and trees. The location will be decided by the Board. No plantings permitted to create a lot boundary or border.
- 2.) T-Type or umbrella type clothes lines are **ONLY** permitted, if possible, in rear of home.
- 3.) Lawn care equipment, tools, etc. must be stored in shed. Concrete patios, decks shall be kept clean and are not to be used as storage areas. Appliances such as refrigerators, washers, and dryers, etc. are not allowed on open patios.
- 4.) Brookside co-op is provided with a cable TV system. NO individual antennas are allowed. NO Satellite dishes larger than thirty (30) inches will be permitted.
- 5.) Firewood must be stacked neatly and covered off the ground neatly towards the back of yard or a location which makes it least noticeable.
- 5.a) The Board reserves the right to limit the amount of Firewood which may be maintained upon any lot at any given time.
- 6.) All leaks, (faucets, showers, toilets) and broken pipes must be repaired by the member. All homes are required to have heat tapes, GFI approved, on waterlines. Breakage of water pipe is the responsibility of the member. The Board reserves the right and may conduct to and may conduct random exterior inspections with out notice for running water and inoperable heating/anti freezing measures and if necessary make repairs that when made are charged to the member. Such repairs are in addition to any fines assessed.
- 7.) All new skirting must be installed within thirty (30) days. If a new mobile home has arrived the skirting must be installed within the thirty (30) days of arrival except between the months of December through March. Skirting on new homes that arrive during those months must have the skirting installed no later than April 30th.
- 8.) Electric and telephone lines are installed for each home site. Each Member is responsible for contacting the appropriate utility company and for any changes incurred.

- 9.) Members are responsible for clogged septic lines above the ground. If the Board of Directors are asked to repair or replace any part of the members water or septic lines above the ground the member will be charged. The cost shall be deemed an additional rent.
- 9.a) The premises is connected to a Septic System, (not a sewer system). The coop maintains the system on the premises. The following items are not to be flushed down toilets or poured down the drains - even if they say flushable on the packaging: Kitty litter, pads, depends, cigarette butts, rags, wipes, paper towels, napkins and grease.
Please refrain from using powdered detergent.
Garbage Disposals are not allowed.
- 10.) MAXIMUM of two (2) sheds are allowed on any lot. Storage sheds must be approved by the Board of Directors and then by the Phillipstown Building Department Inspector. The Board is to establish the location of the sheds, based on the Putnam County Department of Health Guidelines.
- 11.) Propane tanks must be kept on the side or rear and not in front of the home, so to be last visible from the roadway and yet maintain compliance with local and state law regarding propane storage.
- 12.) The outside appearance of the home should be ascetically appealing, that is, outdoor furniture, grills, water hoses must be stored neatly and all of the "stuff" must be stored in a shed or an enclosed porch or under the home. Lawn mowers, riding mowers, snowplows and snow blowers must be kept in the shed. Lumber is not to be kept in the open but stored in a shed, enclosed porch or under the deck or home.
- 13.) Trash cans and recycle bins need to be kept at the side of the home. The resident must keep cans and bins off the roadways.
- 14.) In the event a home is to be vacant for any extended period of time, (three (3) weeks or more), and in particular during the winter months, the key to the home shall be left with the Board for use only in case of emergency access. The thermostat shall be left no lower than 60 degrees and automatic fuel deliveries must be arranged in order to prevent freezing and for the protection of the coop from loss of water and to prevent a fire hazard due to loss of water pressure.
- 15.) All homes are to have Carbon Monoxide Detectors and Fire Detector/ Alarms in working condition.

UTILITIES

- 1.) Water and Septic services are provided by the coop and are included in the monthly fee.
- 2.) Brookside is not responsible for exterior (above ground) lines. Any modifications to water lines must be approved by the Board.
- 3.) Members are responsible for all electric wiring and Breakers attached to our within the home. (see page 27 of offering plan)

- 4.) The cost of all utilities, including but not limited to propane, fuel oil, cable TV, telephone and internet, with the exception of water and sewer provided in paragraph 1 above, are the sole responsibility of the members.
- 5.) Occupants are responsible for all television and cable.

GUESTS

- 1.) It is the member's responsibility to make known to guests that rules and regulations of the community and insist that they comply.
- 2.) Guests within the home are not permitted to keep their vehicles for periods of more than 3 – 4 days without member notification of the Board or Management with the description of their vehicle and plate number.
 - 2.a) In the event a guest intends to or does in fact remain in any unit for more than two (2) weeks the member is obligated to make the identity of the guest known to the Board. The language is not intended to replace or repeal any right or obligation contained in the rules and regulations or by-laws that regulate occupancy by other than the member.
 - 2.b) Guests within the home are not permitted for periods of longer than thirty (30) days. Visits longer than thirty days must be approved in writing by the Board of Directors. (See occupancy agreement P.7 3.12)
 - 2.c) Guests may not occupy a home without a permitted adult resident being there. See Occupancy Agreement P7 3.1.2

PET PRIVILEGES

- 1.) No poultry, livestock or animals of any kind whatsoever, except household pets will be kept, housed or permitted to remain upon the premises.
- 2.) Only two (2) cats per household are permitted. If any household has more than two cats that have been grandfathered in, and if any of the original grandfathered cats should "pass on", a replacement cat will not be allowed to increase the number to more than two. Cats are not allowed to run free. When a cat is outside, it must be leashed and **CANNOT** be tied up and left outside alone. Cat mess must be cleaned up, bagged and disposed of in garbage, **NOT IN TOILETS**.
- 3.) Only one dog allowed per household, who at **FULL GROWTH** will not weigh more than 20 pounds. Dogs are not allowed to run free. When outside a dog must be on a leash and is not to be left outside in a cage, open or closed or any sort of pen or run. When walking a dog, an owner must clean up after business and dispose of it properly, bagged and put in garbage **NOT IN TOILETS**.
- 4.) Complaints about pet problems must be made in writing, signed and submitted to the Board of Directors. If complaint is found to be warranted by the Board, one warning will be issued to the owner. If a second justifiable complaint occurs, the owner will be fined \$25.00. If complaints persist pet privileges may be revoked.
- 5.) No PET HOUSES OR DOG RUNS are allowed on the homestead.

TRAFFIC REGULATIONS

- 1.) Pedestrians and Bicycles have the right of way. Every member or guest of a member or the Public is to obey the rules of the road signage, if any, while driving within the coop's grounds and in particular the traffic laws of the State of New York in regard to safe and reasonable speed. It is the intention of the Board to prosecute when made necessary by repeated offenses.
- 1.a) The speed limit is (10) ten miles per hour on the coop's grounds.
- 2.) Trucks more than one (1) ton are not permitted. No construction equipment is to be stored on the property.
- 3.) No vehicles may be parked in the vacant, unoccupied lots on the street.
- 3.a) No vehicle of any kind are to be parked on a member's site without permission of the member whose unit occupies the site.
- 4.) No vehicle may park on lawns or leach field areas. Parking on the common areas for extra company is allowed as long as only two (2) wheels are on the lawn area. In addition Brookside has several parking lots that guests and visitors may park in for the day.
- 4.a) When snow or icy weather is predicted members must park their vehicles, if they cannot get all four tires off the road, in the common areas designated by the Board. No Vehicle is to be parked fully or partially on any roadway. We need to have the roads open to clean them properly.
- 5.) No boats, utility trailers or travel trailers maybe parked on homestead property the driveway or on the common grounds. If parked on the site, owners will be notified and if the offending vehicle is not removed from Brookside property the tenant will be fined. This may also be grounds for eviction. Any guest trailer or RV shall be parked in a common area as designated by the Board for such purpose
- 6.) No major repairing of motor vehicles will be permitted in the development, for example, engine or transmission repair, installation of a new motor, rebuilding motors, etc. unless prior written approval by the Board of Directors is obtained.
- 7.) The maximum of two (2) vehicles and one (1) motorcycle per unit is allowed in the Brookside Coop. All Vehicles including motorcycles must be licensed, inspected, (if applicable), and insured or a fine of \$55.00 will be imposed after three days. In addition to the two vehicles above and subject to the above restrictions one motorcycle may be kept on the property so long as it is stored under cover or in a shed.
- 8.) Unauthorized vehicles parked on Brookside Coop will be towed at the owner's expense after (3) three days. A guest vehicle is "Authorized" to park for up to two full days. Should a member request extended "authorization" he or she may request such authorization by registering the vehicle with the Board, providing make model, plate and owner information as well as the expected duration of the visit.

- 9.) No motor vehicle or vehicles except those designated for family use will be stored or kept on or operated from said premises.
- 10.) Access to driveways may not be blocked by any vehicle of a homeowner or guest(s). There are common parking lots available to park in. If needed one (1) vehicle per homestead may be parked in common parking lots.

REFUSE

- 1.) Garbage and recycling will be picked up on Wednesday morning by Royal Carting. If you need a recyclable bin, please call Royal Carting and they will supply you with one. Can lids must be tightly secured when set out for collection and cans must be returned to storage areas on same day as pickup. Only household garbage will be picked up at curbside.
- 2.) Plastic bags are not to be used in place of trash cans for garbage.
- 3.) Garbage cans must be stored as neatly as possible.
- 4.) No burning of trash, leaves or other materials is allowed.
- 5.) To alleviate septic problems, **NO** garbage disposals will be permitted and use of biodegradable detergent is appreciated.
- 6.) Removal of foreign objects flushed down septic lines will be at residents' expense.
- 7.) No ashes, refuse, waste or other thing of any offensive nature, which may be detrimental to health, will be stored, kept or permitted upon said premises.

SELLING/SOLICITING

No selling, soliciting, peddling is allowed in the development.

FIRE ARMS

No Firearms shall be discharged on any of the property comprising of *Brookside Senior Citizens Cooperative Community, Inc.*

MISCELLANEOUS

- 1.) The Board of Directors reserves the right to amend or revise these rules and regulations at any time.
- 2.) **Brookside Senior Citizens Cooperative Community, Inc.** will **NOT** be responsible for loss or damage caused by accident, fire, theft or Act of God to any home or personal property belonging to the resident or their guests on the premises.
- 3.) All units not currently designated as "share unit" shall become "share unit as defined in the Refinance of Mortgage dated 4/8/2011 at the time of transfer of any kind, whether by sale, gift or placement in trust.

- 4.) NY State issued titles on Manufactured homes built from 1995 on will be needed to sell or transfer a home.
- 5.) Grievances, complaints or requests shall be placed in writing and presented to the Board or Management Company for placement on the agenda for the next scheduled meeting or a soon thereafter meeting for the matter. They will be heard in the order they are received. *No one individual of the Board can promise or approve any resident anything. *The board votes on all situations and approves or disapproves in written form.
- 6.) Brookside Cooperative established the lots. All units located on Boulder Road, Treeline Circle, (except # 24, 26, 28 & 30 Treeline.) and even numbers on Baseline Road, except # 16 Baseline) have one (1) side which is larger and this side is the area the resident is to use. The short side is only for tanks and an emergency set of stairs if needed. Back yard examples are as follows:

Width of home 10 feet, approximately 5 – 6 feet
 12 feet, approximately 3 – 4 feet
 14 feet, approximately 1 – 2 feet
 16 feet, approximately 0 footage

Corner lots, odd numbers on Baseline Road and # 24, 26 28 & # 30 Treeline Circle should check with Board prior to doing anything on what may be considered the back-yard to make sure that it is not an infringement on your neighbors site.
- 7.) The Good neighbor policy at Brookside is to mow grass to the home on what is considered the front yard.
- 8.) The terms member, unit owners, resident owner and shareholder and owner are used interchangeably.

FINE STRUCTURE

The Board of Directors of Brookside Mobile Home Park Cooperative the Board adopted the following fine structure for failure to adhere to park rules:

- 1) A warning letter will be mailed notifying the tenant they are in violation. The tenant will then have 30 days to correct the violation. If after the 30 days the violation still exists a \$25.00 fine will be imposed.
- 2) 2nd Notification - A \$50.00 fine will be imposed.
- 3) 3rd Notification - A \$100.00 fine will be imposed.
- 4) Thereafter if violation still exists tenant will be fined \$100.00 per day. If resident still does not correct situation it may be grounds for eviction.

Signature of Shareholder/Members

Address _____ **Date** _____