

## VALLEY PARK ESTATES HOUSE RULES

*The following are revisions, amendments, and additions to the House Rules of the Valley Park Estates Cooperative Corporation. In the event of any discrepancies, these revised House Rules will apply.*

- 1) *No one is permitted to loiter in the public halls or stairways. Children shall not be allowed to play or linger in the front, side, rear, or courtyards of the Cooperative buildings unless accompanied by an adult at all times.*
- 2) *No Lessee shall make or permit any excessive noise in the buildings or do or allow anything to be done therein, which will interfere with the rights, comfort, and quiet enjoyment of others. No Lessee shall play upon any musical instrument or permit to operate a stereo, radio, television, or loudspeaker if the same shall unreasonably disturb or annoy other occupants of the Building.*
- 3) *By the order of the Department of Health, smoking of any substance in any common area of the Building is prohibited at all times. Furthermore, smoking within 20 feet of a building entrance or an apartment window is not permitted.*
- 4) *No Lessee shall allow or cause foul or nauseous odors, including but not limited to that may be due to cigarette, cannabis, incense, or of food in the common areas of the building's hallways or whereas such odors may penetrate walls, ceilings, or floors into another apartment.*
- 5) *Nothing shall be hung or shaken from the Building's front entrance door, windows or roofs, or placed upon the buildings' windowsills or ledges.*
- 6) *No awnings, window air-conditioning units, window fans, or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Lessor or the Managing Agent, nor shall anything be projected out of any window of the Building, except through the wall sleeves provided, therefore.*
- 7) *No sign, notice, open house signage, advertisement, pictures, posters, or illumination shall be displayed on or at any window, any part of the Building, grounds, or curbs of the property.*
- 8) *No auction sale, tag sale, garage sale, or yard sale shall be held in an apartment, common areas, or on the grounds of the property.*
- 9) *No shopping carts, bicycles, scooters, strollers, baby carriages, or other wheeled items shall be allowed to stand in public passageways, parking lots, sidewalks, walkways, courtyards, or front of the building(s).*
- 10) *Under no circumstances are trucks, cars, vans, motorcycles, ATV's, or mopeds permitted on the grass or sidewalk areas.*
- 11) *No vehicle belonging or in the care of a Lessee, family member, guest, subtenant, licensee, or employee of a Lessee shall park for any period of time, for any reason in any space or spot or area on the grounds of the cooperative not assigned to the Lessee or in such manner as to impede or prevent ready access to any entrance of the Building. Violators will be subject to towing and fines as outlined.*
- 12) *No satellite dish, radio, or television aerial shall be attached to or hung from the exterior of the Building. No cable wires of any sort will be permitted to be placed, secured, attached, or adhered to the buildings' front facade.*

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- 13) *Garbage and refuse from the apartments are to be taken to designated areas and disposed of in trash refuse bins located in each of the parking lots. Only household trash may be placed in trash bins. Recycle items are to be placed in their appropriate containers.*
- a) *Bulk trash, i.e., such as (but not limited to) furniture of any sort, beds, appliances, televisions, construction debris, carpeting or flooring, kitchen or bathroom cabinets, or countertops, shall be taken to the on-site bulk trash area located at the rear of the Maintenance Dept. Call the Manager's Office for further instructions and directions. 24-hour notice is required for access.*
  - b) *Bulk refuse placed in or at the household trash area will incur a charge of not less than \$100 for removing and disposing of item(s).*
- 14) *Lessee shall be held fully responsible for the actions of their family members, subtenants, guests, servants, employees, and contracted workers.*
- 15) *Construction, repair work, alterations, and installations:*
- a) *The Lessee shall obtain the Board's prior written approval for any type of construction, repair work, alterations, installation, or work in an apartment. An Alteration Agreement\* and a damage deposit of \$500 shall be submitted to the Manager's Office ten days before the proposed commencement date of work for approval. Only upon written approval from the Manager's Office may the Lessee commence proposed work.*
  - b) *The Lessor will only permit licensed and insured contractors to perform any plumbing, electrical, carpentry, tile, flooring, or demolition work in the apartments. Unlicensed and uninsured persons will not be permitted to perform any work that includes plumbing, electrical, carpentry, tile, flooring, or demolition.*
  - c) *Construction, repair work, alterations, any installations, furniture, or appliance delivery shall be conducted on weekdays and Saturdays (not including legal holidays) between 8:00 A.M. and 5:00 P.M.*
  - d) *Hallway carpeting shall be covered suitably to prevent debris from being embedded.*
  - e) *When a contractor is engaged to perform any renovation, repair, or installation, the following is to be included with the submission of the Alteration Agreement:*
    - 1. *Copy of the Contractor's Home Improvement License*
    - 2. *Certificate of Liability insurance listing Valley Park Estates Owners Corp. as Additional Insured*
    - 3. *Minimum One Million Dollars liability coverage*
    - 4. *Proof of Workmen's Compensation coverage*
    - 5. *A detailed list of the proposed work*
  - f) *The Lessee shall cause its contractor to cover the common area to prevent construction debris embedded in the carpeting or cause damage to the carpeting, wall coverings, or other finishes in the Building's hallways and other common areas. The Lessee's failure to safeguard the common area as required will result in a \$250 cleaning fee per occurrence.*
  - g) *The hallway area is to remain clean, clear, and unobstructed at all times.*
  - h) *All construction debris must be removed from the property by the contractor performing work.*
- Failure to comply will result in an automatic house rule violation fine of \$500.*

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- 16) *Second-floor units shall cover their entire (100%) floor areas (excluding bathroom, foyer, kitchen, and dining area) of the apartment unit with carpeting and a minimum 8 lb. padding underneath. As an alternative to carpeting, a second-floor apartment is permitted to install a floating floor system (over the existing floors) that includes foam insulation as approved by the Managing Agent. Failure to maintain approved floor coverings will result in an automatic house rule violation fine of \$200 per month until the violation is cured.*
- 17) *No clothes washers or clothes dryers may be stored, maintained, kept, installed, or operated within the unit without the prior written approval of the Lessor or its Managing Agent. Installation shall be in an approved manner as determined by the Managing Agent.*
- 18) *No dog, bird, reptile, or any other animal shall be kept or harbored in the Building except in compliance with all applicable municipal regulations. No dog or other animals shall be permitted on the common area except on the sidewalks and walkways while on a leash and proceeding to and from the street. At no time shall any pet be permitted to urinate or defecate on the sidewalk, walkways, parking lots, or on any of the grass areas. All animal waste is to be disposed of in accordance with municipal regulations. Violations of the above shall subject the Lessee to an assessment of \$200 to be imposed as additional rent. Subsequent offenses shall carry an assessment of \$300 to be charged as additional rent. Continued violations may result in the termination of the Shareholder's privileged to house a pet.*
- a) *A Pet Dog Registration form\* must be submitted to the Manager's Office.*
  - b) *No more than one dog with a weight limitation of 35 lbs. or one cat per household will be permitted.*
  - c) *Residents requiring a service or emotional support animal shall submit a Service/Emotional Animal Acknowledgment Registration form\* to the Manager's Office.*
- 19) *Moving containers shall not be permitted on the grounds of the Co-op Cooperative.*
- 20) *The Lessee shall keep the windows of the apartment clean. In the case of refusal or neglect after due notice in writing from the Managing Agent to clean the windows, such cleaning may be done by the Lessor. The Managing Agent shall have the right to enter the apartment for the purpose of such cleaning. Bedsheets, towels, and blankets are not to be used as window treatments at any time.*
- 21) *Pest Control - the Managing Agent and any workman authorized by the Lessor may enter any apartment at any reasonable hour of the day to inspect such apartment to ascertain whether any measures are necessary to control or exterminate any vermin, insects, or other pests. To take such steps as may be required to control or exterminate any such vermin, insects, or other pests. The Lessee shall pay the cost thereof as additional rent.*
- 22) *Neither the Lessee nor any member of Lessee's family or guest shall be permitted to leave any personal belongings on (but not limited to) lawns, walks, driveways, public hallways, landings, stoops, passages, basement, attic, or meter rooms. Items left or stored in violation will incur a fine and may be subject to having items discarded without notice. Additionally, a charge for the removal of such item(s) will be assessed against the Lessee.*
- a) *For the sake of uniformity, only doormats provided by the Cooperative will be allowed in the hallway areas of the building.*
- 23) *Building front garden beds, porches, sides, and perimeters are to remain free of (but not limited to) garden ornaments, landscape path lights, decorative fencing, or flowerpots that may appear (at the Manager's discretion) abandoned, in disrepair, unsightly, or offensive.*

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- 24) *No Lessee shall allow their apartment to be occupied in violation of the Housing and Rehabilitation Code of the Town of Hempstead as to the number of occupants. The number of occupants allowable based upon the apartment area. (150 sq. ft. for the first occupant and an additional 100 sq. ft. For each additional occupant. 1- bedroom- up to 3 people; 2 bedroom-up to 4 people.*
- 25) *Maintenance payments are due on or before the first day of the month. Payments must be received no later than 3 P.M. on the seventh (7th) day of each month. Late fees are assessed as additional rent to any Lessee whose maintenance is not received as outlined:*
- a) Payments received after 3 P.M. on the seventh (7th) day of the month will incur a late charge of \$40.*
  - b) Payments received after 3 P.M. on the fifteenth (15th) day of the month will incur an additional \$20.*
  - c) Payments received after 3 P.M. on the twentieth (20th) day of the month will incur an additional \$20.*
  - d) A \$50 charge will be added to any account whose check is returned by their bank for any reason.*
- 26) *Apartment Insurance shall be maintained at all times by Lessee. Policy minimum requirement is \$100,000.00 liability. Valley Park Estates Owners' Corp. shall be named as an additional interested party with a 30-day cancellation notification. A current Certificate of Insurance shall be submitted to the Manager's Office.*
- 27) *Feeding stray animals (including but not limited to) cats, squirrels, or pigeons shall not be permitted from the windowsills or on the grounds of the Cooperative Corporation.*
- 28) *Lessees that wish to sublease their unit shall comply with the following:*
- a) The Lessee must have occupied the apartment at least 18 months before applying for a subleasing application.*
  - b) Prospective subtenant(s) are subject to the approval of the Admission Committee, completed application, and all applicable fees.*
  - c) Only those that are listed on the sublet application and approved by the Admission Committee may occupy the apartment.*
  - d) The Board of Directors reserves the right to revoke or withdraw any approval given.*
  - e) A monthly sublet surcharge of \$50 will be charged throughout the sublease occupancy.*
  - f) No subtenant(s) will be permitted to harbor or keep a dog.*
  - g) Subtenant(s) will abide by the "SMOKE-FREE" Lease Agreement Addendum.*
  - h) Thirty days before the lease expiration, the Lessee shall seek the Lessor's written approval to renew or extend the terms of the sub-tenancy.*
  - i) A fee of \$500.00 per month will be charged as additional rent to any Lessee who sublets their apartment without the prior Board of Director's written approval.*
- 29) *Shareholders who have been referred to legal as a result of delinquency of their monthly Maintenance obligation or as a result of a violation of the house rules whereas the Cooperative has incurred legal charges to ensure compliance, all charges and an Administrative Surcharge shall be assessed additional rent as follows:*
- a) Legal fees incurred up to \$150 shall incur an Administrative Surcharge of \$50.*
  - b) Legal fees incurred up to \$400 shall incur an Administrative Surcharge of \$100.*
  - c) Legal fees incurred greater than \$400 shall incur an Administrative Surcharge of \$150.*

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- 30) *The Lessee shall notify the Managing Agent 48 hours before conducting a move in or out. The moving of furniture is permitted during the following times: Monday- Saturday between 9:00 A.M. – 5:00 P.M. and Sunday and Holidays 10:00 A.M.-4:00 P.M.*
- 31) *Violations of these House Rules (unless otherwise noted) are subject to the following fine schedule:*
- a) Violation, 1st occurrence will be subject to a fine of not less than \$150*
  - b) Same violation 2nd occurrence will be subject to a fine of not less than \$250.*
  - c) A third offense of the same nature will result in the commencement of legal action to ensure compliance. Which may result in the termination of the Proprietary Lease. Legal fees incurred will be the sole cost and responsibility of the Lessee.*
  - d) Fines or fees incurred will be charged as additional rent.*
- 32) *Laundry rooms are located at 1060 Hunter Ave. and 1804 Shipley Ave. Entrances are located at the rear of the buildings.*
- a) Laundry rooms hours are 8:00 A.M. to 9:00 P.M. seven days. Last wash should be no later than 7:00 P.M.*
  - b) Laundry machines only accept laundry cards. No coins or bills are accepted. You may purchase a laundry card from the card machine located in each of the laundry rooms.*
  - c) A key to access the laundry rooms may be picked up from the Manager's Office. As a safety and precautionary measure, please close entrance door upon entering and exiting.*
  - d) Laundry Room closes promptly at 9:00 P.M. Clothes left after hours can be retrieved the following day.*
- 33) *Use of the storage lockers shall only be permitted during the hours of 8 A.M. – 9 P.M. Under no circumstances shall a vehicle be allowed on the grass areas to load or unload belongings to or from the storage room lockers. Failure to abide will result in the termination of the storage room rental agreement.*
- 34) *No Lessee shall send any employee of the Lessor out of the Buildings on any private business of a Lessee.*
- 35) *Complaints regarding the service of the Building shall be made in writing to the attention of the Board of Directors and sent to the Managing Agent of the Lessor.*
- 36) *These House Rules may be added to, amended, or repealed at any time by the Board of Directors of the Lessor. Any consent or written approval given under these House Rules can be revoked at any time for any or no reason.*

*\* These forms can be found on the Co-op's website: [valleyparkestates.com](http://valleyparkestates.com)*

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### Important Phone Numbers

PSE&G 800-490-0025

National Grid 800-930-5003

*Please note both PSE&G and National Grid requires access to your apt. to turn utility service on. You must make arrangements to have someone home the day of your appointment. Please be advised that appointments to have service turned on can only be made between 8:00 AM and no later than 4:30 PM. 24-hour notice to the Manager's Office must be given for access to the meter room.*

*Should you experience a problem with your mailbox or need to obtain a key for your mailbox, you will need to contact the Post Office.*

*Valley Stream Post Office  
111 South Franklin Ave,  
Valley Stream, New York 11580.  
516-825-8739*

*Extermination services are provided on the 1st Wednesday between the hours of 4:30 PM-6:30 PM and the 3rd Saturday between the hours of 8:00 AM-10:00 AM of each month. This service is provided to all Valley Park residents at no charge. Residents requiring service, should call the Manager's Office at 516-285-6699 or email [valleypark@me.com](mailto:valleypark@me.com) and request to be put on the list for service.*

*Hercules Inc. services the two on-site laundry rooms. You may call 1-800-526-5760 or visit their website: [service@hercnet.com](mailto:service@hercnet.com) to report a problem with a washer/dryer or request a refund.*

*Those interested in renting a storage locker on the premises may call Bargold Storage Systems at 718-247-7000 or visit their website: [bargold.com](http://bargold.com)*

*For an ACH enrollment form, apartment layouts, purchase or sublet applications, and property information, please visit Valley Park Estates website at:  
[valleyparkestates.com](http://valleyparkestates.com)*

*Should you wish to contact the Board of Directors to address a concern, you may do so by email: [valleypark@me.com](mailto:valleypark@me.com) or writing to:*

*Board of Directors  
c/o Valley Park Estates  
1017 Fenwood Drive  
Valley Stream, NY 11580*



*Valley Park Estates - Pet Dog Policy*

- 1) *Registration: A Shareholder must submit a Pet Dog Registration form and recent photo within 30 days of acquiring a pet dog. There is a dog weight limit of 35 pounds.*
- 2) *No Shareholder is permitted to harbor either permanently or temporarily within any animal that is vicious, threatening or a breed of dog classified or commonly identified as a Pit Bull” or a “Rottweiler.”*
- 3) *Dogs must be confined to the pet owner’s unit and must not be allowed to roam free on the grounds or hallways or be tethered in any form to the building or grounds.*
- 4) *Dogs can not be left unattended. Dogs in transit are to be carried, leashed (not to exceed 6 feet in length) or placed in an animal carrier.*
- 5) *Persons who walk their dogs are responsible for immediately cleaning up after their dog and discarding securely bagged dog waste in the garbage areas.*
- 6) *Dog owners are responsible for any damages to the hallways or grounds caused by their pet. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the owner.*
- 7) *Pets must be kept in a manner that will not create (i) a nuisance, (ii) excessive noise, (iii) unsafe or (iv) unsanitary condition. Examples for the purposes of this paragraph are:
  - a) *Pets that exhibit aggressiveness or any other potentially dangerous behavior*
  - b) *Pets whose unruly behavior cause harm or cause personal injury or property damage*
  - c) *Pets that bark continuously for any period of time or that cause disturbances*
  - e) *Pets who are conspicuously unclean or parasite infested**
- 8) *Pet Waste: Pets are to be walked directly to the streets. Pet owners must clean up after their pets. At no time shall any pet be permitted to urinate or defecate on the sidewalk, walkways, parking lots, or on any of the grassy areas of the grounds.*
- 9) *Pet-Free Zone: Pets are not allowed to enter laundry rooms, storage locker room, or basement areas.*



*Valley Park Estates - Pet Dog Policy*

- 10) A veterinarian certification indicating that the dog was examined and is current with rabies vaccination.*
- 11) Dog License: A dog must be licensed by the Town of Hempstead and must wear its metal license tag when being walked on the grounds of the Co-operative. A dog that is not registered and licensed by the Town of Hempstead is prohibited and may not be harbored in or on the premises.*
- 12) A Service or Emotional support Animal is defined as one that assists, supports or provides service to a person with disabilities, as verified by a medical doctor. Service Animals are exempt from the weight limit. Proper documentation from a Doctor indicating the need shall be submitted to the Manager's Office.*
- 13) Fee: Pet owners will be charged \$35.00 annually. Due and payable with the October maintenance payment.*
- 14) Any resident observing a violation the Pet Policy shall report the time and date of the violation in writing to the Manager's Office. If possible, include a photo depicting the offense. The Managing Agent shall initially in an effort to secure voluntary compliance address the violation with the pet owner. If the complaint is not resolved, the pet owner will receive written notice of the violation and assessed a fine as outlined in the House Rules.*

*The Board of Directors has the authority to assess and collect fines for violations of the House Rules pertaining to pets and to assess and collect amounts necessary to repair or replace damages areas or objects.*

*Upon three violations of the Pet Policy, the Board of Directors may require the permanent removal of any pet. If this so determined, the pet owner will have 30 days to remove the pet from the premises.*

*Any legal fees incurred to ensure compliance will be the responsibilities of the shareholder.*





## ***Pet Dog Registration Form***

*Shareholder Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

### *Pet Information:*

*Pet Name* \_\_\_\_\_ *Breed:* \_\_\_\_\_

*Male/Female:* \_\_\_\_\_ *Weight:* \_\_\_\_\_ *Color* \_\_\_\_\_

*Municipal License Number:* \_\_\_\_\_

*Please submit:*

- ✓ *A veterinarian certification or documentation indicating that the pet dog was examined and is current with rabies vaccination.*
- ✓ *Recent photo of pet dog*

*I have received, read, and fully understand the Valley Park Estates Pet Policy. I agree to abide by the Pet Policy set forth by the Board of Directors.*

*Please return completed registration form to the Manager's Office.*

\_\_\_\_\_  
*Shareholder Signature / Date*