

THE REGENCY CONDOMINIUM
14 N OSBAND AVENUE
WHITE PLAINS, NY 10605
c/o Gramatan Management, Inc.
2 Hamilton Avenue, Suite 217
New Rochelle, NY 10801
914-654-1414

POLICIES AND PROCEDURES
FOR
SELLING AND LEASING OF UNITS
AT
THE REGENCY CONDOMINIUM

Dear Unit Owner:

The Board of Managers of The Regency Condominium, at their Board of Managers meeting held in July, 2017, approved the following sale/leasing policies and procedures for processing of the requests for waivers of the Board of Manager's Right of First Refusal for both selling and leasing of units. These policies are effective immediately.

Any request for a Waiver of Right Refusal for a sale of a unit must be submitted to the Board of Managers through their managing agent, Gramatan Management, Inc. 2 Hamilton Avenue, New Rochelle NY 10801, in writing, certified mail, return receipt requested, specifying the name and address of the intended purchaser(s) or tenant(s) and the exact terms of the proposed sale/lease. Requests must be submitted at least ten (10) days prior to the anticipated closing date or effective date of the lease.

Attached please find an outline of the established procedures for both the Leasing and Sale of a unit at The Regency Condominium.

Your Cooperation in abiding with the established procedures will help expedite the processing of these requests and allow closing dates and move-in dates to be met.

IN THE CASE OF A LEASE/RENTAL AGREEMENT

1. An exact copy of the executed Lease Agreement and forms enclosed must be submitted. The Lease Agreement must contain reference to the current By-Laws and House Rules of the Condominium Association and tenants must acknowledge that they will comply with them.
2. Statement advising the Board of Managers of the number and names of all persons who will be occupying the unit if there are any household pets.
3. At the time that a lease is executed, all monies due and owing the Condominium, including common charges, assessments and/or other charges outstanding against the unit must be paid in full.
4. Each **Lease Request** must be accompanied by the following checks:

LESSEE: \$250 (non-refundable) Processing/Application fee payable to **Gramatan Management Inc.**

LESSOR: \$350 (non-refundable) check to cover the current Lessee's Move-Out costs payable to **The Regency Condominium.**

LESSOR: \$350 (non-refundable) check to cover the new Lessee's Move-In costs payable to **The Regency Condominium.**

LESSEE: \$500(refundable) check to cover Lessee's Move-in/Move-out fee Payable to **The Regency Condominium Corp.** Check will be held by Management and refundable pending inspection.

* In the case of a **Lease Renewal** a processing fee in the amount **\$100 (OWNER)** payable to **Gramatan Management Inc** to accompany the Lease extension.

The managing agent, Harry Legha at Gramatan Management 914 654-1414 ext115 must be notified of all moving dates.

IN CASE OF A CONTRACT OF SALE

1. Exact copy of the executed Contract of Sale and forms enclosed.
2. A statement advising the Board of Managers of the intended occupancy of the unit and if there are any household pets (Pet Registration form).
3. At the time a request for a Waiver of the Right of First Refusal is made, all monies due and owing the Condominium including common charges, assessments and /or other charges outstanding against the unit must be paid in full.
4. Each sale request must be accompanied by the following checks:

PURCHASER: A \$250 (non-refundable) Processing/Application fee payable to **Gramatan Management Inc.**

PURCHASER: A \$350 (non-refundable) check to cover the purchaser's move in costs. Payable to **The Regency Condominium Corp.**

SELLER: A \$350 (non-refundable) check to cover current owner's move out costs. Payable to **The Regency Condominium Corp.**

PURCHASER: A \$500 (refundable) check to cover Lessee's Move-in/Move-out fee Payable to The Regency Condominium Corp. Check will be held by Management and refundable pending inspection

5. The Managing Agent must be provided with the name and address of the purchaser's mortgage company (if any) as they wish to appear on the Certificate of Insurance, which must be requested from and issued by the insurance broker prior to closing (Mackoul & Associates, Inc.) 516 431-9100.
6. The managing agent at Gramatan Management, Harry Legha, 914 654-1414 ext. 115 must be notified of all moving dates.

THE REGENCY CONDOMINIUM
14 NOSBAND AVENUE, WHITE PLAINS, NY 10605

FOR OFFICE USE ONLY

Owner / New Owner / Tenant Information Sheet

Date: _____

Apt. _____

Present Owner: _____
Address (if not The Regency) _____

Home/Business #: _____

Cell#: _____

E-mail: _____

New Owner/Tenant _____

Spouse/Other Occupants: _____

Children's name: (if in residence) _____

Home Telephone: _____ Business phone: _____ Cell phone: _____

E-mail: _____ Spouses work phone: _____

Emergency Information (New Owner/Tenant)

First person to contact: _____

Relationship: _____

Home Phone: _____ Business: _____ Cell phone: _____

Second person to contact: _____

Relationship: _____

Home Phone: _____ Business Phone: _____ Cell phone: _____

List any additional people to contact on back of Form.

Who else has keys to your apartment: _____

Vehicle Type, Model, Color & Plate Number _____

Parking Space # _____ Space Location _____

Length of time unit "might" be vacant during the year? _____

THE REGENCY CONDOMINIUM CORP.

SALES QUESTIONNAIRE

ADDRESS OF UNIT SOLD: _____

DATE OF SALE: _____

NAME OF SELLER: _____

SOCIAL SECURITY #s: _____

FORWARDING ADDRESS: _____

PURCHASE PRICE: _____ CLOSING DATE: _____

NAME OF PURCHASER(S): _____

SOCIAL SECURITY #s: _____

NEW HOME PHONE # _____

WORK #(S): _____

MAILING ADDRESS FOR MONTHLY BILLS IF OTHER THAN PURCHASED UNIT:

Upon sale of the unit this form must be sent to Gramatan Management. This must be received within three days of closing at:

Gramatan Management, Inc.
2 Hamilton Avenue, #217
New Rochelle, NY 10801
914-654-1414 x115

PET REGISTRATION FORM

Resident's Name _____

Unit # _____

Pet's Name _____

Breed/Type _____

Age, Weight (**Weight may not exceed 30 lbs**)

Date of Dog License and License # _____

Rabies Inoculation Date _____
(Attach copy of form)

Permission is granted to harbor the above referenced Pet @ The Regency Condominium.

Approved by Board of Managers by:

Date

Regency Condominium

14 Nosband Avenue
White Plains, NY 10603

I/We have received, read, and understood the
House Rules of the Regency Condominium.
I/We agree to abide by them at all times.

Signature

Signature

Unit

Date

**SMOKE DETECTING ALARM & CARBON MONOXIDE DEVICE
COMPLIANCE AND CERTIFICATION**

Premises: _____

Condominium/HOA Name: _____

1. The undersigned, shareholder of the above-referenced Premises, hereby represents and certifies to the Condominium, as follows:
2. That I/We are in compliance with Amanda's Law and certify that I/We have installed an operational carbon monoxide device in the Premises.
3. That I/We are in compliance with Executive Law of the State of New York Section 378 and certify that I/We have installed an operational smoke alarm in the Premises.
4. That I/We will maintain both the carbon monoxide devices and smoke detector alarms in the Premises and will permit inspections and/or provide annual certifications confirming compliance to the Managing Agent for the Cooperative/Condominium/HOA.
5. That I/We understand and acknowledge that the Cooperative/Condominium/HOA and the Managing Agent are relying upon the accuracy of this representation and certification.

I hereby Certify as the resident of the below designated apartment/unit that there is installed an approved Carbon Monoxide Detector, hard wire, battery operated or plug in device, in compliance with the requirements of New York States Amanda's Law.

Seller/Grantor

Purchaser/Grantee

Seller/Grantor

Purchaser/Grantee

Seller/Grantor

Purchase/Grantee

Sworn to me this _____ day of _____, 20__

Sworn to me this _____ day of _____, 20__

Notary Public

Notary Public

CARBON MONOXIDE DETECTORS REQUIRED UNDER NEW LAW

Amanda's Law, passed in the 2009 Session of the New York State Legislature, will establish a new requirement for installation of carbon monoxide detectors in homes. Under the new law, one-family homes, two family homes, dwellings located in condominiums or cooperatives, and multiple dwellings must have a carbon monoxide detector installed regardless of the date of construction or sale.

The law was named after Amanda Hansen, a teenager whose life was tragically ended by a carbon monoxide leak from a defective boiler while she was sleeping at a friend's house in January 2009.

The new law requires that the carbon monoxide detector be a device meeting New York State standards, and that it be installed in an operable condition in dwellings where there are appliances or systems that may emit carbon monoxide or have an attached garage.

Prior the Amanda's Law, carbon monoxide detectors were required in one-family dwellings, two family dwellings and dwellings located in condominiums and cooperatives only if they were constructed or offered for sale after July 30, 2002. For multiple dwellings (such as a tenement, hotel, and dormitories) carbon monoxide detectors were required if they were constructed or offered for sale after August 9, 2005.

As a result of Amanda's Law, a carbon monoxide detector will be found in nearly all residential structures in the state. This creates a safer living environment for New York residents and creates a greater awareness of home safety issues that are intensified by seasonal heating issues prevalent in the Northeast.

Amanda's Law takes effect on February 22, 2010.

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MOVE-IN/OUT PROCEDURES

- o Make certain that you have RESERVED AN ELEVATOR through Harry Legha at Gramatan Management at least three (3) days prior to your move in/out.
- o All moves must be done between the hours of 8:00am and 4:00pm Monday-Friday. Move in/out are not permitted on Saturdays, Sundays, and holidays (no exceptions)
- o On the day of the move, contact Management to make sure the elevator has been prepared.
- o ALL trucks, vans, or other vehicles used for moving must be parked properly. Speak Management to be shown which garage to use.
- o All moves must be done through the main garage, unless otherwise specified. Speak with Management to be shown which garage to use.
- o If you are moving in/out without the aid of a moving company, please note that THE BUILDING CAN NOT PROVIDE DOLLIES OR HAND TRUCKS. These are generally available from U-Haul and Ryder Truck Rentals. If you are moving in with the aid of a moving company, please remind them that they must put masonite boards down wherever they are transporting furniture over carpet in the common areas. If your mover does not provide masonite boards, please contact Management.
- o During your move in, PLEASE KEEP THE HALLWAYS AND FIRE STAIRWELL DOORS CLEAR AT ALL TIMES.
- o Your movers must remove packing material, crates and cardboard boxes from the premises.
- o BOXES MUST NOT BE LEFT IN THE HALLWAY. This is a fire and safety hazard for which the building will be fined by the City of White Plains Fire Department.
- o Moves requiring more than one day to complete, must follow all procedures, no matter the quantity of items being brought into the building.

DO NOT THROW CARDBOARD BOXES OR PACKING MATERIAL (INCLUDING HEAVEY PLASTIC WRAPPING) DOWN THE COMPACTOR CHUTE.

- In fairness to your new neighbors, the building staff cannot help you move into your new apartment. However, if you have any concerns or problems with your new residence, please let us know and we will be very glad to assist you in any way possible.
- Contact PG Contractor Inc. at the end of the move.
- Upon completion of the entire move, PG Maintenance or the Managing Agent will inspect for damages. Please also note that you will be responsible for any damages to the building as a result of the move-in/out.

FURNITURE/APPLIANCE DELIVERY
PROCEDURES

Contact Gary Gutekunst at Gramatan Management to schedule delivery date. AT LEAST THREE (3) BUSINESS DAYS' NOTICE MUST BE GIVEN.

- **ALL deliveries must be scheduled Monday through Friday between the hours of 8:30 am and 5:00 pm. No deliveries are permitted on Saturday, Sundays or holidays.**
- On the day of the delivery, contact Management to make sure the elevator has been prepared.
- All trucks, vans, or other vehicles used for deliveries must be parked properly .
- ALL Deliveries must be done through the main garage, unless otherwise arranged due to the size of object being delivered.
- Contact Management at the end of the delivery. Upon completion of the delivery, an inspection will be made for damages. Any damages incurred during delivery will be billed to the owner's account.
- Please note that each homeowner is responsible to make arrangements to have their old stove, range, refrigerator, air conditioners, dishwasher, carpeting, furniture, etc. removed from the premises. There is no disposing of these items on site.

OPEN HOUSES

If you are selling your unit and the realtor schedules an open house, please advise your realtor that they must have one of their agents stationed in the lobby (to meet prospective purchasers and bring them to the apartment) and another agent stationed in the unit to show the unit. At no time may prospective purchasers be allowed to wander through the building without being accompanied by one of the real estates.

The Regency Condominium

Date: May 12, 2020

To: All Unit Owners and
Residents of The Regency
Condominium

From: The Board of Directors

Re: Recycling / Workout Room / Recreational Room and Roof Deck

With so many new people in the building, it is time for a quick reminder of some of the procedures that need to be followed. Please read the information below. Your cooperation and consideration of your neighbors is greatly appreciated.

Recycling

Recycling seems to be a problem here at the Regency. Cardboard boxes, including pizza boxes, are not to be left in the recycle rooms. They are to be brought to the recycle area in the downstairs garage. Large boxes are to be broken down and tied up. Plastic bags are not a recyclable item. Plastic bags should be put in your regular trash. If you are unsure of the "what's, where's and how's" of recycling, please contact Michael McCoy at 914-654-1414 and she will gladly advise you of the appropriate procedures.

Workout Room

It has been brought to the attention of the Board and Management that when residents have used the workout room, items such as the dumb bells, the AB Roller, etc. are left in the walkway creating a tripping hazard. Please, when you use the room, put the equipment back against the wall.

Recreational Room

If you use the pool table, please put the cover back on. If you open the blinds, please readjust them if when you are done. If you turn on the lights, please turn them off when you leave the room.

Roof Deck

Although it is a tad bit early to be using the roof deck, it is not too early for reminders. If you use the deck lounge chairs, please return the cushions to the closet where you found them. There is no smoking on the deck so please do not hide your dead butts in the stones on the roof. If you spill your beverage, please clean it up.

By following these simple rules, everyone will be equally able to enjoy the facilities the building offers.

May 12, 2020

To: All Unit Owners/ Residents
The Regency Condominium

From: Harry Legha
Property Manager

Re: No Pets Allowed in the Lobby

At a Board of Managers meeting held on August 21, 2007, the issue of walking pets through the lobby entrance was discussed. It was voted on by the Board members that all dogs that reside in the building must be walked through the basement entrance and exit.

Dogs are no longer allowed in the lobby and there will be no exceptions.

Thank you for your cooperation in this matter.

May 12, 2020

To: All Residents/ Unit Owners

From: Harry Legha
Property Manager

Re: Fitness Room Hours

Due to feedback from several residents, the Board of Managers has been apprised that some residents are using the fitness room in inappropriate hours. Residents are being disturbed by the vibrating sounds of the treadmill and step machine.

The fitness room hours are from 5:00 a.m. - 10:00 p.m.

Please abide by these times.

Thank you for your cooperation in this matter.

May 12, 2020

Re: **Household Garbage and Recyclable Disposal**

Dear Homeowner or Resident,

For your information and compliance, we are listing the most frequent violations.

1. All household garbage (daily trash) excluding recyclables mentioned in paragraph 2, must be placed in properly secured plastic bags and either dumped down the compactor chute or brought to the garage garbage. This specifically excludes cardboard boxes and bulk items.
2. Newspapers, cardboard boxes, metal containers, glass containers, and plastic containers are recyclable and must be brought to the designated recycling area located on each floor. The blue containers in the hall are for newspapers and flattened cardboard boxes. The containers in the chute room are for rinsed clean metal cans, glass, and plastic containers. Newspapers can be in paper bags, or loose and other containers must be loose. Under no conditions can they be in plastic bags. If you bring them in plastic bags, a container is provided for their disposal.
3. Unit owners need to communicate to private cleaning people e.g. maids, housekeepers, the correct way of disposing of your garbage and recyclables.
4. If you have a contractor, properly insured, they are responsible for removing all their debris from the property. They are prohibited from using the dumpsters. This also applies to appliance and furniture deliveries and movers.
5. If you are disposing of household goods, they must be placed curbside on Thursday mornings before 8:00 a.m., except for weeks that have a legal holiday when there is no pickup.
6. Please do not dispose kitty litter in the compactor chute. This debris must be brought to the garage garbage for proper disposal.
7. If you are disposing of a large appliance item i.e. stove, dishwasher, you must call the Sanitation Department at (914)-422-1217 to request a pick-up. For items containing freon, i.e. refrigerator s, air-conditioners, they must bear a certificate to verify that the freon has been removed. TV's and computer monitors will not be picked up, and you must make other arrangements for their disposal.

The Board of Managers appreciates your anticipated cooperation in proper garbage disposal and recycling. It is important that appropriate measure area taken in order to prevent vermin and insects to infestation, especially in the spring and summer months. If you would like to discuss this matter with me, please feel free to contact me at (914) 654-1414 x115

Very Truly Yours,
Gramatan Management Inc.-Agent for The Regency Condominium