



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

Granada Arms Rental Packet
440 Mamaroneck Avenue Suite S-512
Harrison, NY 10528

- House rules bylaws
- Addendum to the house rules
- House rules & rental policy violations
- Pet policy
- House rules receipt form (signed original)
- Agreement between owner & board of managers
- Resident profile
- Copy of lease between owner and tenant
- Picture ID for each resident

Fees

- \$850.00 – Application fee payable to: Granada Arms Condominium
- \$75.00 – Management fee – (Payable to: Anker Management)
- \$250.00 – Move in/move out – escrow (Payable to: Granada Arms Condominium) refundable
- \$500.00 – Non-refundable pet (per dog). Reserve (payable to: Granada Arms Condominium)
- \$350.00 – Lease renewal (payable to: Granada Arms Condominium)

Policy

Leases are not to exceed 2 years. If you intend to renew for another year; You will receive a notice from the agent 30 days prior to your expiration date. You will need to provide a notice of intent. There is a \$350 renewal fee and you will need to provide a lease extension.

Move in and move out

All deliveries and moving in or out of the Condominium must be conducted through the side basement entrance only, Monday through Friday, 9 am to 5 pm except certain holidays. Under no circumstances is the lobby to be used. Any unauthorized move in/out will be subject to loss of move in/move out deposit. Any damage caused to the building by moving in/out is subject loss of deposit as well as additional cost to cure damages. NO MOVING ON WEEKENDS

Please forward completed package to attention:

Jessica Torres
Resale Administrator
Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison, NY 10528
jtorres@ankermgmt.com
914-813-1962

GRANADA ARMS CONDOMINIUM

TO: ALL RESIDENTS
FROM: GRANADA ARMS BOARD OF MANAGERS
SUBJECT: HOUSE RULES
DATE: 10/07/2019 Amended

ADDENDUM TO "THE HOUSE RULES"

At the Board of managers meeting held on October 7, 2019, it was agreed upon, that effective immediately, the following addendum, 31.1, is to be added to "The House Rules" of Granada Arms Condominium.

30.1 Extermination service is mandatory and all residents are **required** to have their units treated at least **2 times a year**. The first extermination service must be done in the first six months of the year and second extermination must be done in the last six months of the year. A log is being maintained to ensure compliance.

Failure to comply with the required extermination properly will result in an administrative fine of \$100.00.

Thank you
GRANADA ARMS CONDO BOARD OF MANAGERS

GRANADA ARMS CONDOMINIUM

ADDENDUM TO "THE HOUSE RULES"

At the Board of Managers meeting held on September 13, 2006, it was agree upon, that effective immediately, the following addendum, 21.4.1, is to be added to "The House Rules" of Granada Arms Condominium.

21.4.1 Any violation of "The House Rules" pertaining to the Move In/Move Out process will result in the forfeiture of the \$250.00 Move In/Move Out deposit.

9/14/06

GRANADA ARMS CONDOMINIUM

HOUSE RULES

On behalf of the Board of Directors of the Granada Arms Condominium, welcome.

Listed below are the Rules and Regulations which have been adopted and are to be observed by all tenants and unit owners.

(1) Garbage

- (a) Garbage disposal (note recycling procedure attached) including newspapers.
- (b) All garbage placed in brown cans must be in sealed bags.
- (c) Loose bags are to be placed in compactor. (no metal or glass objects e.g. clothes hangers, pots/pans etc.)
- (d) Garbage is never to be placed on the floor or in re-cycling bins.
- (e) All carton boxes are to be broken down and placed neatly by the re-cycle bins.

(2) Deliveries, Moving In and Out

All deliveries and moving in or out of the Condominium must be conducted through the side basement entrance only, Monday through Friday 9am-5pm except certain holidays. Under no circumstances is the lobby to be used. Any unauthorized move in/out will be subject to loss of move in/out deposit. Any damage caused to building by move in/out is subject to loss of deposit as well as additional cost to cure damages.

(3) Smoking

Smoking is not permitted anywhere on the outside surrounding property of Granada Arms Condo. Smoking is also not permitted within any of the Common Areas e.g. hallways, elevator, laundry room. This applies to all residents, relatives and visitors, etc.

You may smoke within your own unit provided you have proper ventilation and the smoke smell does not permeate into the hallways, common areas and other units in the condo.

(4) Loud Music/Noise

Be considerate of your neighbors. Loud music & loud noise disturbance which is deemed annoying and a complaint is filed to the Board of Directors will not be tolerated. No excessive noise is permitted past the hour of 10pm (ex: vacuuming, hammering, loud TV's, loud voices etc.)

Every unit must be 80% carpeted with adequate noise buffering material excluding kitchens, bathrooms and closets. This is required in the By-Laws.

(5) Disposal of any Furniture, Mattress and Rugs

All furniture, mattresses (properly wrapped in plastic) and rugs must be brought to the far curb on the driveway side of the building. (On supply days, the City of White Plains will pick up these items) you must call the City of White Plains prior to placing items on curb

and verify the proper days, times and disposal procedure for your specific items. Certain appliances have special disposal instructions and it is the responsibility of the owner/tenant to call the City of White Plains to find out proper disposal procedure. Any violations or fines received by the City will be passed on to the person/persons who improperly disposed of the items.

No items are to be placed at the curb unless pick up is scheduled for the following day.

An administrative fee will be imposed upon any tenant and unit owner (See memo 2/12/2008)) whenever any of the Condo Rules are not adhered to.

(6) Condominium Fee Payments

All condominium common charges and assessments are due and payable to the Management on or before the first day of the month. The grace period will be 10 days at which time there will be a \$25.00 penalty imposed. If later then 30 days a \$100.00 fee will be imposed every month. Fees will be imposed for returned checks and repeated delinquencies. A payment in the form of cashier's check, money order, or certified check will be required for such offenses. The Unit Owner is liable for all sums assessed including late charges, fees, penalties, interests, and all costs of collection including attorney fees, costs and charges.

(7) Rental of Condominium Unit

1. All Unit Owners must notify Management of any changes in occupancy within 30 days of such change.
2. Leasing of Units: Whenever an Owner requests a waiver of the Board's Right of First Refusal for a lease, it must include a refundable check of \$250.00 as Move in/Move out Deposit. Failure to pay will be reason to initiate all legal actions available for recovery. If any moving occurs (ie, present leasing occupants) that does not conform to this policy, any and all damages will be added to the unit's common charges.
3. A processing fee is required for New Leases. All new leases require 2 checks, one in the amount of \$75.00 Payable to Sterling Property Solutions for processing the documentation and one in the amount of \$850.00 payable to Granada Arms Condominiums for Waiver of Right of First Refusal.
4. All lease renewals require 2 checks, one in the amount of \$75.00 Payable to Sterling Property Solutions for processing the documentation and one in the amount of \$350.00 payable to Granada Arms Condominiums.
5. A Waiver of Right of First Refusal to lease must be mailed via certified mail to the Management.
6. Lease terms are for only one to two years. A copy of Lease Agreement MUST be submitted to Management with photo identification of each family member 18 years or older.

7. Unit Owner is responsible to provide a copy of the Building's Rules and Regulations to their new Resident/Tenant.
8. Residents of non-Owner-occupied Units, regardless of familial connection, and whether rent is paid must abide by the Leasing Procedure. Copy of the Leasing Procedure can be obtained from the Management.
9. The Board of Managers will have the right to amend/cancel/alter or dissolve any or all leases when and if deemed necessary.

GRANADA ARMS CONDOMINIUM
30 Windsor Terrace
White Plains, New York 10601

SCHEDULE A

HOUSE RULES AND REGULATIONS OF GRANADA ARMS CONDOMINIUM

1. GENERAL

- 1.1. In addition to the provisions contained in the By-Laws of the Condominium, the following House Rules and Regulations shall govern and apply to all unit owners, their tenants, residents, guests, employees, etc.
- 1.2. These Rules and Regulations may, from time to time, be amended, changed, or additions or deletions made thereto, by the Board of Managers.
- 1.3. Except as otherwise provided herein, the Board of Managers may, at its discretion, delegate its authority to the managing agent or the building superintendent, giving them full authority and responsibility to implement and enforce these Rules and Regulations, on its behalf.
- 1.4. A copy of the By-Laws of the Condominium and a copy of the House Rules and Regulations of the Condominium must be included and made a part of all sales contracts and leases of all units of the Condominium.
- 1.5. The masculine pronoun wherever used in these Rules and Regulations includes the feminine pronoun.

2. UNIT OWNER AND TENANT RESPONSIBILITIES:

- 2.1. Unit owners shall not use or permit the use of his unit in any manner which would be disturbing or a nuisance to other owners, or in such a way as to be injurious to the reputation of the Condominium.
- 2.2. No unit owner or tenant shall make or permit any disturbing noises or activities in the building, or do or permit anything to be done therein which will interfere with the rights, comforts or conveniences of the other unit owners or tenants.
- 2.3. No unit owner or tenant shall play or suffer to be played upon any musical instrument, or operate or permit to be operated a phonograph, radio, television, loudspeaker or other sound amplification device in such unit between 10:00 p.m. and the following 9:00 a.m., if the same shall unreasonably disturb or annoy other occupants of the Building, and, in no event shall practice or suffer to be practiced either vocal or instrumental music between the hours of 10:00 p.m. and the following 9:00 a.m.
- 2.4. No construction or repair work or other installation involving noise shall be conducted in any unit except on weekdays (excluding weekends and all legal holidays) and only between the hours of 8:00 a.m. and 7:00 p.m. unless such construction or repair work is necessitated by an emergency.
- 2.5. Each unit owner or tenant shall keep his unit 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, trash, or other substances.

2.6. All the repairs to internal installations of the unit located in and servicing only that unit, such as power, gas, telephones and sanitary installations shall be at the unit owner's expense. (See par. 28.0, Toilets and other Water Appliances.)

2.7. Unit owners or tenants shall not cause or permit any unusual or objectionable noises or odors to be produced or to emanate from their units.

2.8. Unit owners, tenants, agents, servants, employees, guests, licensees, etc., shall not, at any time, permit or bring into or keep in his unit any flammable, combustible or explosive fluid, material, chemical or substance, except as shall be necessary and appropriate for the permitted uses of the unit.

3. **COMPLAINTS:**

3.1. Complaints regarding the services or conditions in the Condominium shall be made in writing to the Board of Managers or to the managing agent thereof.

4. **ACCESS OR EGRESS TO THE BUILDING OR UNITS:**

4.1. No vehicles including, but not limited to bicycle, scooter, shopping cart, baby carriage, wheel chair, etc. belonging to a unit owner, tenant, member or any family, guest or employee, etc., shall be parked, stored or left even temporarily, in such a manner as to impede or prevent easy access to any entrance to or exit from the Building or unit of the Building.

4.2. Such blockage may also be a fire violation or safety hazard subject to action or punishment prescribed by law.

4.3. Any such vehicle found to be in violation of these Rules shall be removed at the owner's expense and the Condominium assumes no responsibility for loss or damage to the vehicle as a result of its action.

5. **COMMON AREAS:**

5.1. The sidewalks, entrances, passages, public halls, elevators, vestibules, lobby, corridors and stairwells of or adjoining the building shall not be obstructed, littered, defaced or misused in any manner, or used for any other purpose than ingress to and egress from the units.

5.2. No articles, including but not limited to bicycles, baby carriages, shopping carts, boxes, cartons, garbage cans, trash bags, bottles, mats, etc., shall be placed in any of the halls, stairwells, or any of the other common areas of the Building.

5.3. Nothing shall be hung or shaken from any doors, windows, roof, or open areas of the Building or placed upon the outside window sills of any unit or common areas of the Building.

6. **ACCESS TO UNITS:**

6.1. The Board of Managers or the managing agent shall retain a passkey to each unit. If any lock is altered or a new lock (or locks) is installed, the Board of Managers or the managing agent shall be provided with a key thereto immediately upon such alteration or installation.

6.2. If the unit owner, tenant or occupant is not present personally to open and remit entry to his unit at any time when an entry therein is necessary or permissible under these Rules and Regulations or under the By-Laws, and has not furnished a key to the Board of managing agent thereof, then the Board or such managing agent or responsible representative (but, except in an emergency, only when specifically authorized by a member of the Board or managing agent) may forcibly enter such unit without liability for damages or trespass by reason thereof (if during such entry reasonable care is given to such unit owner's or tenant's property.)

7. **BUILDING SECURITY:**

7.1. No person or persons shall be permitted to enter the Building without being properly identified and having authorized reasons to enter the Building.

7.2. All instances of strangers or suspicious individuals seen in the Building who cannot identify themselves satisfactorily and the reasons they are in the Building, must be reported to the building superintendent and/or the police, without delay.

8. **FIRE, SMOKE, GAS OR OTHER DANGER SIGNS:**

8.1. Anyone discovering a fire, no matter how small, or smelling or seeing signs of smoke, or smelling gas or other unusual odors or any other condition which might be dangerous to the Building or its occupants must notify the building superintendent immediately and take whatever action may be deemed necessary (arousing tenants, calling the Fire Department, etc.)

9. **AIR CONDITIONERS OR VENTILATORS:**

9.1. Air conditioners or ventilators shall be permitted provided they are of the type designed for use in a condominium or apartment and provided they meet all electrical and fire and safety regulations.

9.2. Window type units shall be properly and safely installed with window brackets and shall not create any hazard and are not detrimental to the overall appearance of the Building.

9.3. Any unit owners or tenants in violation of these Rules will be notified in writing by the Board of Managers and if the conditions are not corrected within 30 days of such notice, the Board shall order the removal of such air conditioner or ventilator at the owner's or tenant's expense.

10. **EMPLOYEES OF THE CONDOMINIUM:**

10.1. No employee of the Condominium shall be requested to perform any errands or duties which are not directly related to his duties as an employee during his regular working hours.

11. **COMPACTORS, AND GARBAGE AND WASTE DISPOSAL:**

11.1. All garbage and other waste must be well-drained and placed in tightly-closed paper or plastic bags so as not to drip or burst while being carried and deposited into the Compactor Chute. These bags must be substantial enough and closed so they will not burst or come apart in the Compactor in the basement.

11.2. All garbage bags must be of a size that will fit easily into the chute without being forced.

- 11.3. Vacuum cleaner waste or disposal vacuum cleaner bags must be placed in tightly-closed paper bags before being deposited in the chute.
- 11.4. Carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, oil-soaked rags, empty paint cans or any other flammable, explosive type of highly combustible substances must not be deposited in the compactor chute as it is a fire violation and the offender is subject to prosecution under the law.
- 11.5. Heavy iron or metal pots and pans or any other heavy metal objects or large quantities of newspapers or magazines must not be deposited in the compactor chute. This includes also heavy cartons, boxes, wooden articles, clothes hangers, sticks, boards, aerosol containers, glass bottles, etc.
- 11.6. The building superintendent must be contacted to arrange removal of any large items or unusual amounts of waste which cannot be deposited in the chute or carried by the unit owner or tenant to the basement. Any additional cost will be the responsibility of the resident.
- 11.7. **IMPORTANT;** under no circumstances is garbage to be left in any hallway, or stairwell area.
- 11.8. Garbage is never to be placed on the floor or in re-cycling bins.
- 11.9. All carton boxes are to be broken down and placed neatly by the re-cycle bins.
- 11.10. All furniture, mattresses and rugs must be brought to the curb on the side of the building. (On supply days, the City of White Plains will pick up these items) It is resident's responsibility to contact the City of White Plains and find out proper disposal days and disposal protocol for certain items.

12. EXTERIOR PAINTING OR DECORATING OR PLANTING:

- 12.1. Except as may otherwise be provided in the By-Laws, no public hall, elevator or vestibule of the Building shall be decorated or furnished by any unit owner or tenant, in any manner.
- 12.2. No unit owner or tenant shall paint the exterior surfaces of the windows or doors opening out of his unit. This includes the painting or installation of any signs, notices, advertisement or illumination.
- 12.3. No unit owner or tenant shall install, move, remove, add or otherwise change any exterior plantings or landscaping in the common areas adjoining the Building.

13. FLOOR COVERING:

- 13.1. Unless expressly authorized, in writing, by the Board of Managers in each special case; 80% of the floor area of each unit (excluding kitchens, bathroom, hallways and closets) shall be covered with rugs, carpeting or equally effective noise-reducing material.

14. GROUP TOUR, EXHIBITION, AUCTION, TAG SALE, OPEN HOUSE:

- 14.1. No group tours, exhibition of any unit or its contents including all types of open house shall be conducted; nor shall any auction or tag sale be held in any unit without the prior, written consent of the Board of Managers or the managing agent.

- 14.2. Such activities greatly reduce the security of the Building and proper precautions shall be taken when approval is given to conduct such activities.

15. INSURANCE:

- 15.1. Nothing shall be done or kept in any unit or in the common areas of the Building which will increase the rate of insurance of the Building or contents thereof without the prior, written consent of the Board of Managers.
- 15.2. No unit owner or tenant shall permit anything to be done or kept in his unit or in the common areas which will result in the cancellation of insurance on the Building or which would be in violation of the law. No waste of any kind shall be permitted in the common areas.

16. INSPECTION OF UNITS:

- 16.1. Any agents of the Board of Managers, or the managing agent, or any employee of the Condominium and any contractor or workman authorized by the Board or the managing agent, including the building superintendent, may enter any room or unit at any reasonable hour of the day, on at least one day's prior notice to the unit owner or tenant, for the one day's prior notice to the unit owner or tenant, for the purpose of inspecting such unit for any violations of the Condominium By-Laws and House Rules and Regulations and also for the purpose of inspecting such unit for the presence of any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to correct, control or exterminate any such vermin, insects or other pests. Such entry, inspection or extermination shall be done in a reasonable manner so as not to interfere unreasonably with the use of such unit for its permitted purposes.
- 16.2. At any time in the event of any emergency, such as to repair or abate any water leak, gas leak, fire or other condition which threatens life or human safety, or which may result in damage to the common areas or to any other unit, the Board of Managers, the managing agent or building superintendent may enter a unit without prior written notice to the unit owner or tenant.

17. KEYS:

- 17.1. If any key or keys are entrusted by a unit owner or tenant or by any member of his family or by his agent, servant, employee, licensee or visitor to an employee of the Condominium or of the managing agent thereof, whether for such unit owner's unit, the acceptance of the key shall be at the sole risk of such unit owner or tenant and neither the Board nor the managing agent thereof shall be liable for injury, loss or damage of any nature whatsoever, directly or indirectly resulting therefrom or connected therewith.

18. LARGE ITEMS:

- 18.1. All large items requiring two or more persons to handle or requiring hand trucks or dollies to move and including but not limited to furniture, appliances, trunks, bicycles, scooters, shopping carts, or other wheeled vehicles (excluding wheel chairs and children in baby carriages), etc., shall be taken through the service entrance in the basement, using the elevator nearest the tenant's unit.

- 18.2. This includes movement either into or out of the Building whether handled by owners, tenants, guests, their employees, outside delivery personnel, etc.
- 18.3. The unit owner or tenant shall be responsible for all damage incurred to the public halls, doors, or other common areas of the Building as the result of such action.

19. LAUNDRY ROOM:

- 19.1. The laundry room in the basement of the Building is equipped with washers and driers and is available for use by all tenants of the building.
- 19.2. Because these facilities are available, no washers or driers shall be permitted to be installed or used in any unit or other areas of the building.
- 19.3. Tenants shall use these facilities according to the operating instructions on the units and shall use them only for the purpose designated and in such a manner as not to abuse them by overloading or damaging them in any way and to see they are left reasonably clean of soap, detergents and lint, in consideration of other tenants.
- 19.4. Clothing and other articles left in the washer or driers or in the laundry room unattended are at the tenants' own risk and the management assumes no responsibility for lost, stolen or damage to such items.
- 19.5. No items of any kind shall be left to dry in the laundry room (other than in the drier), nor dried or aired on the roof or any other open areas of the Building or individuals units, windows, etc.
- 19.6. The Board of Managers shall have the right to establish the hours when the laundry room may be closed such as during late evening hours for reasons of safety and security; for cleaning; and, from time to time, to revamp, relocate or repaint the space allocated for laundry purposes and to close these facilities during such times, upon notice being posted.

20. RADIO, TELEVISION OR OTHER ELECTRICAL EQUIPMENT:

- 20.1. All radio, television, ovens or any other electrical equipment of any kind or nature installed or used in each unit shall comply fully with all of the rules, regulations, or recommendations of the New York Board of Fire Underwriters and of all public authorities having jurisdiction and the unit owner shall be liable for any damage or injury caused by any such equipment in such unit owner's unit. Proper disposal of such equipment must be verified and adhered to by the resident with the City of White Plains.

21. MOVING:

- 21.1. All unit owners or their tenants moving in or out of their units shall use the service entrance and elevator nearest their unit. This also includes occupants of all first floor units.
- 21.2. Advance arrangements for all moves in or out of the building must be made with the managing agent, together with a cash deposit or certified check for \$250.00 to cover possible damages to the common areas of the building.
 - 21.2.1. Unit owners or tenants shall be held liable for all damage to doors, public hallways, elevators and any of the common areas of the building and the cost of any necessary repairs will be deducted from the deposit, with any

unused balance, if any, returned. If no damage is incurred, the full deposit will be returned, without delay.

21.2.2. If any damages exceed the amount of the deposit, the additional costs is the responsibility of the owner to pay and will be added as a separate item to the owner's common charges.

21.2.3. Times to move in or move out are during normal work hours between 9:00 a.m. and 5:00 p.m., Monday through Friday. If exceptions are necessary due to unusual circumstances, they must be requested and cleared, in advance, with the managing agent and the Board of Managers.

The managing agent must notify the building superintendent of all ending moves, in or out, as he must be present to oversee all moves. Further, the managing agent must keep the Board of Managers informed of all such moves.

21.2.4. Any violations of "The House Rules" pertaining to the Move In/Move Out process will result in the forfeiture of the \$250.00 Move In/Move Out deposit.

22. SMOKING:

22.1.1. Smoking is not permitted anywhere on the outside surrounding property of Granada Arms Condo. Smoking is also not permitted within any of the Common Areas e.g. hallways, elevator, laundry room. This applies to all residents, relatives and visitors.

22.2.2 You may smoke within your own unit provided you have proper ventilation and the smoke smell does not permeate into the hallways, common areas and other units in the condo.

23. RADIO AND TELEVISION ANTENNAE, SIGNS ILLUMINATION:

23.1. No radio or television antennae shall be erected on the exterior of units, such as from any window of the unit.

23.2. Such antennae shall not be permitted to be installed on the roof of the Building.

23.3. No satellite discs of any kind shall be permitted.

23.4. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building except such as are pursuant to the By-Laws or shall be approved, in advance, in writing, by the Board of Managers. However, nothing of this nature shall be approved which projects from any window of any unit.

24. RECREATION:

24.1. No unit owner, tenant, guest, or anyone else shall play or loiter in the entrances, passages, public halls, lobby, elevators, vestibules, corridors, stairwell, roof, fire towers, laundry room or storage areas of the Building nor shall the sidewalks and grounds adjoining the Building be used for recreational purposes including, but not limited to ball playing, barbecues, or other activities which may create a nuisance, fire hazard or damage to the property. Nothing can be placed on the tables in lobby.

25. **REPAIR, SERVICE OR DELIVERY PERSONNEL:**

25.1. All repair, service or delivery personnel including carpenters, painters, electricians, delivery men, etc., who are authorized to perform work or make deliveries in or to any unit or area of the Building shall use the service entrance and elevator nearest the unit or work area. Any work being done in units causing noise production must be finished by 6pm.

26. **ROOF AREA:**

26.1. Unit owners, tenants, guests, families, servants, employees, agents, licensees, etc., shall not, at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of the Building.

27. **TOILETS AND OTHER WATER APPLIANCES:**

27.1. Toilets, wash basins, sinks, tubs, and other water appliances in any unit shall be used only for the purpose designated.

27.2. No sweepings, rubbish, rags, paper, or other foreign articles shall be put into these appliances and any damage, including flooding and damage to other units, resulting from any misuse of these water facilities, shall be repaired and paid for by the offending unit owner or tenant. The cost of repairing damage to other units or common areas of the Building resulting from such misuse shall also be charged to the offending unit owner or tenant.

28. **WINDOW GUARDS OR WINDOW DECORATIONS:**

28.1. No window guards shall be used in or about any unit except those approved in advance and in writing by the Board of Managers. Such approval shall not be unreasonably withheld or delayed especially if it relates to reasons of health or safety or is required by law. The design and appearance of such window guards is subject to approval of the Board.

28.2. No window decorations shall be displayed in such a manner as to distract from the overall appearance and dignity of the Building. Holiday decorations shall be displayed only of the inside of the windows.

29. **LOITERING:**

There is to be no loitering/congregating on the condo's front steps. This action is not only in violation of the Condo's By Laws but it also a violation of the City of White Plains Fire Code, which prohibits the blocking of a building's entrance and exit.

30. **PETS:**

30.1 Residents may keep pets, subject to the prior written approval of the Board of Directors. The following guidelines must be observed regarding their conduct:

DOGS: shall be leashed at all times when outside the apartment; dogs shall be walked along the public streets and off the property of Granada Arms. At no time are pets permitted in the lobby area.

CATS: shall be controlled so that problems are not created for other residents (for example, urination in hallways, on door mats, or in basement storage areas). Cats shall not be permitted to run free in buildings.

BIRDS: shall not be fed from window sills, terraces, fire escapes, nor other public portion of the buildings, nor in the streets or on the sidewalks.

31. EXTERMINATION:

31.1 Extermination service is mandatory and all residents are **required** to have their units treated at least **2 times a year**. The first extermination service must be done in the first six months of the year and second extermination must be done in the last six months of the year. A log is being maintained to ensure compliance.

Failure to comply with the required extermination properly will result in an administrative fine of \$100.00.

* Please sign and return along with your request for a Waiver of First Right of Refusal.

GRANADA ARMS CONDOMINIUM

TO: ALL RESIDENTS
FROM: GRANADA ARMS BOARD OF MANAGERS
SUBJECT: HOUSE RULES & RENTAL POLICY VIOLATIONS
DATE: September 15, 2017

IT IS THE POLICY OF THE CONDOMINIUM ASSOCIATION, AS AUTHORIZED IN THE CONDO'S HOUSE RULES, THAT FEES WILL BE CHARGED TO RESIDENTS (OWNERS & TENANTS) WHO VIOLATE ANY PORTION OF THE "HOUSE RULES OR THE RENTAL POLICIES". THESE FEES ARE DETERMINED BY THE SERIOUSNESS OF THE VIOLATION (i.e. THE SECURITY OF CONDO RESIDENTS AND BUILDING ARE AFFECTED, REPEAT OFFENSES, COMMON CHARGES NOT BEING PAID ON TIME, PROPERTY VANDALISM etc.).

THE VIOLATIONS ARE DISCUSSED BY THE CONDO BOARD AND FEES ARE AGREED UPON BY A MAJORITY OF THE BOARD. THE HOUSE RULES HAVE BEEN GIVEN TO ALL RESIDENTS AND THE RENTAL POLICIES HAVE BEEN RECEIVED BY ALL NON-RESIDENT OWNERS.

EVERYONE'S COOPERATION IS NEEDED TO KEEP OUR BUILDING A SAFE AND PLEASANT PLACE TO LIVE.

THANK YOU
GRANADA ARMS CONDO BOARD OF MANAGERS



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

GRANADA ARMS CONDOMINIUM

PET POLICY

Please be advised that due to the numerous complaints received, the Board of Managers voted to enforce the following pet policy;

- You must submit a non-refundable \$500.00 fee (at the time of initial occupancy) payable to the condominium which will be used in the event there is any damage to a common area caused by your dog.
- The dog must be leashed at all times when being taken through the common areas.
- The dog must be walked through the basement exits and must never be permitted in the lobby area.
- The dog must be walked off the grounds of Granada Arms Condominium, and not on the grounds of neighboring properties.
- The dog must not cause a disturbance to either residents of Granada Arms Condominium or to other buildings in the neighborhood.
- You must comply with all White Plains ordinances regarding cleaning up after your pet.

It must be fully understood that permission to harbor a pet is considered to be a privilege at Granada Arms Condominium. Should any complains be received or violations of this policy be made, the Board of Managers reserves their right to rescind permission and the pet must be removed from the premises.

Should you or your tenant consider harboring a dog please forward your request to Anker Management in order for the Board of Managers to consider your request.

Your anticipated cooperation will be appreciated.

Applicants Signature

Co-Applicants Signature

Date



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

House Rules Acknowledgement

I (we) have received the House Rules for Granada Arms Condominium

Renter Name

Date

Renter Name

Date

AGREEMENT BETWEEN OWNER OF UNIT _____ AND BOARD OF MANAGERS OF GRANDA ARMS
CONDOMINIUM

WHEREAS _____, owner of Unit # _____, at the Granada Arms Condominium, wishes to rent his apartment to a tenant, and

WHEREAS, the owner is aware of the fact that there are certain rules and regulations and restrictions in connection with said rental, and that Granada Arms Condominium has a specific leasing policy, and

WHEREAS, the owner is desirous of inducing the board of Granada Arms Condominium to grant a waiver of first right of refusal to lease said apartment,

IT IS AGREED AS FOLLOWS:

In consideration of the Condominium granting a waiver of its right of first refusal as it relates to the owners leasing to a second party, owner agrees and does hereby appoint _____, as President of the Board of Managers of Granada Arms Condominium, as his/her agent and attorney-in-fact, to commence any and all summary proceedings for breach of the lease between owner and owner's tenant or if the tenant is a public nuisance, affects the security of the building, its property, its residents, or is in violation of the Granada Arms house rules and/or regulations. Any legal action to be taken by the Board of Members shall only be taken if the owner has been given fifteen (15) days written notice of tenant's breach of lease or tenant's violations or infractions of the condominium's rules and regulations and owner fails to take legal action to require tenant to comply with the rules and regulations or commence a summary proceeding to evict tenant.

Owner further authorizes _____ to commence said action in the name of the owner as owner's attorney-in-fact.

This agreement shall remain in full force and effect force and effect as long as Unit # _____ is leased.

Owner agrees to reimburse the Board of its reasonable legal fees, court costs and disbursements expended in connection with an action brought to enforce any provision of the lease which is the subject matter hereof.

Notwithstanding anything to the contrary contained herein, the Condominium Association is not obligated to invoke any provisions of this agreement, and the responsibility of enforcing lease provisions resides with the unit owner.

Dated Unit Owner _____

Board of Managers

By: _____

Title: _____



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

**Granada Arms
Resident Profile**

Homeowner (s) Name (s) _____ Unit # _____

Address if Offsite _____

Telephone _____ Email _____

Resident name if not owner _____

Lease expiration date _____

Person (s) with key to my unit

Address _____ Phone # _____

Pets:

Type	Breed	Color	Sex	License#	Age
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I don't own a pet

All the above information is complete and correct

Signature

Date