

Dear Shareholder:

Welcome to our Cooperative Community. As a shareholder, there are certain responsibilities and requests made which are very simple to follow. We ask that you follow the rules of the Co-op described here, and those found in your prospectus/offering plan and proprietary lease. The By-laws (located in your prospectus, which should have been provided to you at closing) as well as a full version of all House Rules. This document is intended to outline and simplify some of those rules, however, it is important that you make yourself familiar with any and all governing documents of the Co-op.

It is important to understand that this is a cooperative living environment. We ask that you are courteous and respectful of your neighbors.

It is also important to remember that your monthly maintenance fee, paid each month, contributes to our fiscal year budget. This community's only source of income is that fee paid by each shareholder on a monthly basis. Included in the budget is, but not limited to, Landscaping Contract, Management Contract, Real Estate taxes, school taxes, Irrigation Contract, Snow Removal Contract, Accounts Audit Contract, Refuse Removal Contract, the Co-ops monthly mortgage payment, Utilities, Common area plumbing repairs, Sewer Maintenance, amongst many other expenses the Co-op incurs. The fiscal year runs from January 1 to December 31, and each year the Board of Directors looks at the budget to determine if increases are necessary.

There is an annual meeting of all shareholders that occurs in May of every year. At this time, Board of Directors seats are up for re-election. We encourage all shareholders to get involved and attend this meeting.

Since the Board of Directors is made up of 7 shareholders who volunteer their time to serving the community, we have a management company who handles our everyday business. The Board of Directors meets once a month and is advised by management at those meetings of any items that need Board of Directors approval / decision. If you have any issues you will need to contact Greenview Management Company for review of your concern. They can be reached at 631.647.5110. Our property manager is Courtney McDermott, and our resident services representative is Lindsey Feeley.

WOODLANDS AT ISLIP

HOUSE RULES

Introduction:

The By-Laws give the Board of Directors the authority to publish community rules governing the use of common areas and apartments as well as the personal conduct of the residents as deemed necessary for the health, safety, and convenience of the community. These rules and regulations are referred to as House Rules. House Rules shall be considered part of the Proprietary Lease and the breach of House Rules shall be deemed a default under the Proprietary Lease (as well as any future amendments, additions, or deletions). We encourage you to read and become familiar with our House Rules, as well as the provisions in the By-Laws which govern the cooperative.

These rules apply to all Shareholders, Shareholders Guests, or Shareholders Tenants (if a unit is used for subletting purposes). Please note that in this document, the terms Shareholder / Resident / Tenant / Lessee are all used interchangeable and are one in the same.

Any exceptions extended to a shareholder regarding these house rules, shall be revocable at any time.

These House Rules may be added to, repealed, or amended at any time by the Board of Directors.

BASIC RULES

1. Maintenance Fees are due on the 1st of every month, with a grace period of 10 days. Any maintenance fees not received by the 10th of the month are subjected to late fees and interest fees. After 90 days of non-payment, account will be sent to the Co-ops Attorney for collections. ANY AND ALL Attorney's fees associated with the collection of the past due fees will be paid by the shareholder in default.
2. All requests to the Board of Directors must be made in writing to our Management Company in accordance with the Co-ops proprietary lease and all approvals issued by the Board of Directors must be evidenced in writing, as well.
3. CORPORATIONS ACCESS TO UNIT: With reasonable notice to the Shareholder, the Corporation, or its authorized agent, may enter the unit to carry out inspection and maintenance of the common elements of the corporation. Shareholder is required to grant access for the purpose of such inspection, to perform repairs or make improvements. Shareholders' refusal may be deemed a default under the proprietary lease.

Without advance notice to the Shareholder, the Corporation, or its agents may enter the unit if emergency repairs are urgently needed to prevent damage to the property or prevent injury to persons.

4. Any prospective buyer and all proposed occupants of the apartment must be approved in writing by the Board prior to any resale. The Board may, in its sole discretion, require an interview of the applicant and all prospective occupants as part of the application process. Notice of resale must be made to the Property Management Company.
5. MOVE IN/OUT RULES: Any Shareholder (seller, purchaser, tenant) moving in or out of an apartment must abide by the following:
 - a. Arrangements for moving in or out must be made through the Property Management office. NO MOVING IN OR OUT ON SUNDAYS OR HOLIDAYS.
 - b. If professional movers are used, they must be Licensed and insured. A certificate of Insurance evidencing Liability and Workers Compensation coverage along with a copy of the Business License must be sent to the Managing Agent prior to the move for approval.
 - c. All move-ins and move-outs require a security deposit in the amount of \$300.00 to be sent to the Managing Agent prior to same. Such checks shall be made payable to "The Woodlands Apt. Corp." and delivered to the Co-ops Managing Agent at least seven (7) days prior to the move-in or move-out. The security deposit is refundable after the move and upon completion of an inspection and determination that no damage has been caused.
 - d. The Board of Directors shall be authorized to withhold all or a portion of the security deposit based on its discretion of the amount of damage caused, if any, during the move-in/move-out process. If damages exceed the \$300.00 fee, the additional amount will be added to the shareholder's ledger and must be paid with next Maintenance Bill.
 - e. The Superintendent is to supervise all moves in and out.
 - f. The Shareholder shall be responsible for the move-in/move-out fee of his/her/their tenant.
6. Any repairs found to be the responsibility of the Shareholder, but repaired by the Woodlands staff or hired contractor will be billed at a rate pre-determined by the Board of Directors before any work begins and said cost will be deemed additional maintenance/rent pursuant to the terms of the Proprietary Lease.
7. There are to be no deliveries of heavy merchandise (furniture, appliances, carpeting, etc.) on Sundays or Holidays. All deliveries must be completed by 5:00 PM on Saturdays. IF there is no choice but to have a delivery on a Sunday – a request MUST be made in writing to the Property Manager and is subject to Board approval. Baby grand pianos, gym equipment or other heavy items over 275lbs. are prohibited. Our buildings are not built to accommodate such weight.
8. No shareholder/tenant shall be permitted to instruct or request any Co-op employee to utilize or take any of the Corporations equipment out of the building, or off the property for any private business.

9. The public walks, common hallways, stairways, and exteriors of the buildings shall not be obstructed or used for any purpose other than to enter or exit the apartments in the buildings. The fire hydrants and stairways must not be obstructed in any way.

10. NOISE: No shareholder shall make or permit any disturbing noises within their unit or the common grounds or do or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other shareholders.

Quiet hours are between 10:00 PM and 8:30 AM on weekdays and 11:00 PM to 9:00 AM on weekends. There shall be no unreasonably loud voices, playing of musical instruments, loud radios, loud stereos, loudspeakers, loud cars, or loud television during the quiet hours, as it shall significantly disturb other shareholders. Please respect your neighbors' rights.

11. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or inside any window or other part of the building.
12. Smoking or carrying of any open flame is prohibited in any enclosed common area (e. g. common hallways, laundry room, pool area, building basements). Smoking is defined to include carrying, burning, or otherwise handling or controlling any chewed, lights, electric or smoldering product containing tobacco or any other substance or item which can be smoked.
13. No group or exhibition of any Apartment or its contents shall be conducted (e.g. Tag sales, yard sale), nor shall any auction sale be permitted inside or outside any apartment.
14. Shareholders are required to maintain homeowners (condo/coop) insurance for the interior of their unit and for the content of their unit. IF your unit has a wooden deck attached to it – it is highly recommended to have the deck covered in the policy as well. The Corporation is not responsible for damage to any wooden decks due to weather or unforeseen circumstances. Shareholders must keep their policy current and active.
15. Complaints / concerns regarding the services or condition of the buildings must be put in writing/e-mails to the managing agent.

COMMON AREAS

16. No outside stoop entrance, stairs or landing shall be decorated or furnished by any Shareholder/tenant in any manner without the prior written consent of Board of Directors.
17. No articles shall be placed inside the common, quad hallways, stairs or on the staircase landing. Wet boots or footwear may be temporarily placed on a water-resistant mat immediately outside the shareholders' apartment door in inclement weather, provided it does not impede traffic or present an obstacle or tripping danger to other people. Only one "Ring" type bell may be placed on outside frame of shareholder's entryway(s) and must be removed when moving out.
18. The use of the pool and any of its facilities, as well as all Pool Rules are determined by the Board of Directors. All Pool Rules (which are posted in the Pool Area) are considered an extension of these House Rules and are incorporated herein by reference and must be strictly adhered to.
19. There shall be no disorderly congregating or reckless behavior of any kind on the property or any public portions of the property or buildings.

20. Any requests for a group gathering (ie. parties) on any common portion of the property **MUST** be requested in writing to the Board of Directors thirty (30) days prior to the date requested, along with all pertinent information in connection with such event. It must be approved by the Board in writing before any such gathering commences. All House Rules must strictly be adhered to by all attendees during any such gathering. As a courtesy, please give your neighbors prior notice, as well.
21. No bicycles, scooters, skateboards, strollers, or other items shall be allowed in the common hallways or walkways. Rollerblading, biking, skating and the like, is restricted to the roadway only and helmets must always be worn while using such recreational equipment on the Woodlands' grounds. Notwithstanding the foregoing, use of any such recreational equipment shall be at the operator's sole risk and the operator must exercise caution when using same to prevent injury to themselves or others. Children must have adult supervision while in public common areas.
22. Children are not permitted to play in the common area hallways.
23. Garbage shall not be left in any hallway or on terraces/decks. Please discard in dumpsters, when it is ready to leave your unit.
24. Any items left in the community areas (i.e., laundry room, pool area, crawl spaces...) will be removed and discarded within 48 hours of Board notification of the occurrence.

25. **PARKING AND ROADWAY RULES**

- All the below referenced Parking and Roadway Rules apply to the Shareholder/resident / tenant/guests. It is incumbent upon shareholders to advise their visitors of the parking rules and assure that they park **ONLY** in the designated visitor parking spaces. Shareholders shall be responsible for any fines/fees incurred by their guests due to any breach in the Co-op's Parking/Roadway Rules.
 - a. The speed limit in the Woodlands is ten (10) MPH and must always be obeyed.
 - b. NO vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance of a building /driveway/walkway, regardless of ownership.
 - c. Motor vehicles, including motorcycles, are permitted to park in paved areas only, NOT on any walkway, driveway, sidewalk, or lawn.
 - d. NO vehicle of any kind may be repaired or worked on (other than tire changing) on the property. Washing is permitted so long as the area is cleaned up upon completion.
 - e. Residents must own or lease a car and then be entitled to two (2) parking spots per household, provided there are two (2) cars and two (2) licensed drivers residing in the household. Each licensed driver must have their car, driver's license and insurance card registered to the address they reside in at the Woodlands. Parking spots are allocated on a first come first serve basis and are not permanently assigned to any given unit upon resale or otherwise. If 2 spots are needed for a unit, only one will be guaranteed to be in close proximity to the unit. The second will be assigned wherever there is availability.
 - f. Any visitor determined by the Board of Directors to be abusing parking privileges shall incur fines and or monthly fees to be assessed to the Shareholder/resident they are visiting.

- g. No shareholder/resident/tenant shall be permitted to park any boat, trailer, ATV, RV, camper, bus, truck, snowmobile or any commercial or recreational vehicle on the premises.
- h. No visiting trucks are permitted in any of the "Courtyard Parking Lots" between Buildings # 7, 8, 9, 10, 11, 12 and 13. These trucks must use spots marked with VISITORS in yellow. Visitor spots may be found on Finch Lane, Cardinal Lane, Arch Lane, Toehee Lane, Parking Lots along Railroad fence and Parking Lots along Union Boulevard. Visiting trucks in Courtyard Lots will be towed at owner's expense.
- i. Any POD or portable storage unit must be approved in writing in advance by the Board of Directors who shall then inform the Property Manager so that arrangements can be made with the Superintendent and the shareholder/resident/tenant. No POD or portable storage unit may remain on the Co-ops premises for more than 30 days and must be placed only in the location approved by the Superintendent/Board of Directors.
- j. Any guest of a shareholder/resident/tenant anticipating parking on the premises for more than a period of seven (7) days must have prior Board approval. It is the responsibility of the shareholder/resident/tenant to obtain this in advance for their guest. Otherwise, the vehicle could be towed.
- k. Any vehicle within the complex must be in presentable and in good condition and not an "eyesore" to the community. Piles of household goods, machinery and/or other large equipment must have a covering to camouflage its appearance.
- l. No commercial vehicles are allowed in the parking facilities except for deliveries and contracted workers.
- m. The use of the Co-ops parking facility is at the sole risk of the shareholder / resident/ tenant / guest. The Property Manager and the Board of Directors of the Co-op make no representation and or warranty of any kind regarding the safety of said facility or vehicles within. Management and the Woodlands is NOT RESPONSIBLE for any personal injuries or property loss resulting from, but not limited to, invitees, intruders, burglars, criminals, or vandals entering into the designated parking areas REGARDLESS of how said persons gained access to said parking area.
- n. There shall be no long-term parking/storage of any vehicle on the property: unauthorized or non-resident vehicles left parked for more than 2 weeks will be "stickered" and towed at the owner's expense. Any vehicle that is unregistered, whose inspection has lapsed, or is in disrepair will be stickered and towed at the owner's expense within 48 hours of notice from the Superintendent/Board of Directors
- o. **TOWING:** Vehicles may be towed for any breach of the Co-op's Parking House Rules, including but not limited to the following infractions:
 - i. Parking in front of a fire hydrant or in a fire zone
 - ii. Parking in front of a dumpster, driveway, or entryway
 - iii. Parking in non-designated parking areas
 - iv. Commercial vehicles in the community after 6 pm, unless they have prior Board approval to be there
 - v. Parking in a handicapped spot without proper permit (permit must be visible)
 - vi. Any vehicle left on the non-parking side of the street more than 15 minutes
 - vii. Any vehicle parked in a resident's assigned spot that does not belong to the assigned resident

ALL EXPENSES FOR TOWING WILL BE THE SOLE RESPONSIBILITY OF THE SHAREHOLDER / RESIDENT / TENANT / GUEST WHOSE VEHICLE IS TOWED. You must deal directly with the towing company if your vehicle has been towed. Please contact the Property Manager or the Superintendent for the towing companies contact information or please see signs posted around the community for same information.

- p. Any notice which is sent out by the Property Manager / Board of Directors / Superintendent which requires a vehicle(s) being moved for the purposes of snow removal, street cleaning, or any other project deemed necessary by the Managing Agent or Board must be adhered to.

BUILDINGS, BALCONIES, PATIOS, DECKS

- 27. No portion of a building's exterior may be painted by a shareholder/resident/tenant/guest. This includes... railings, doors, windows, liters/gutters and bricks. Shareholders must adhere to the present approved color scheme of the property to stain or paint their wooden decks. If an unapproved color is used, re-staining shall be at the cost of the Shareholder. Contact the Woodlands' Superintendent for the approved list of deck stains/paints.
- 28. Nothing shall be hung or shaken from the doors, windows, balconies/terraces, or decks. Nothing shall also be placed on the windowsills of the buildings. This will include cameras, linens and clothing.
- 29. Bathrooms and other water apparatus in the buildings (including the Pool House and Laundry Room) shall not be used for any other purpose other than for which they were constructed.
- 30. No cameras, radio, television, reception dish or antenna of any kind shall be attached to or hung from the exterior of any building or in any other area of the property without the Board of Directors written consent. All camera and reception devices will be removed at shareholders' expense and any damage caused from such is at the expense of the shareholder as well.
- 31. Shareholders are responsible for keeping their windows clean. Failure to do so will lead to a written warning, providing ten days to rectify. If not rectified within 30 days of notice, Board of Directors may send in a contractor of their choice to rectify. The cost of this service will be charged back to the shareholder on their monthly statement.
- 32. No windows shall have any covering on them other than the proper window dressings. No sheets, ripped/torn blinds, any other covering that is found to be inappropriate, as determined by the Board of Directors, will remain after notification is served. Improvised window treatments will be allowed for a period of 2 weeks after a move-in or during a painting or construction job. If a longer period of time is required – Board notification and approval must be obtained.
- 33. Any request for the installation of a child window guard (at the shareholders/tenant's expense) must be made in writing to the Board of Directors.
- 34. PLUMBING: Sinks, toilets, bathtubs, and other water apparatus in the building shall not be used for any purpose other than those which they were constructed for. Disposing of cat litter in the

toilet and sinks is STRICTLY PROHIBITED. The only item that is to be flushed down the toilets is toilet paper. Items such as baby wipes, flushable wipes, makeup wipes, feminine products, food, etc....should be disposed of in the trash. The cost of repairing any damage resulting from misuse of any water apparatus to a Shareholder's unit shall be paid for by the Shareholder in whose apartment has the issue. Any backup in the pipes caused by items being disposed of improperly could affect the entire building and be cause for an assessment to the building as a whole.

IF a plumber is required to do work for your unit and needs to access a common area (crawl space) – please note that you will need to use the Woodlands approved plumber for such work. Please contact the Property Manager for their name and contact information.

35. **WATER LEAKS AND PROPERTY DAMAGE:** It is the responsibility of each shareholder to ensure that their existing tile work is sound, properly grouted, and caulked. Broken, loose, or missing tile should be replaced immediately. Tile joints should be cleaned and re-grouted, and where the tile meets the tub, should be cleaned and re-caulked as necessary. Shareholders are responsible for the maintenance of the tile work, as well as for all damages to their apartment and their neighbor's apartment, if any.

36. The floors of each Apartment must be covered with area rugs or carpeting, and both require padding. It is required that 80% of the floor area of each room must be covered by rugs, carpets, and padding, except kitchens, pantries, bathrooms, foyers, and closets. It is also required that stairs in the duplex units must be covered with carpeting or rugs with an equally effective noise reducing material. Please pay close attention to where you walk (the traffic patterns in your unit) These areas must be covered.

Any complaints regarding noise must be made in writing to the Property Manager and will lead to an inspection of both the complaining party's unit and the unit in which the complaint is being lodged against. Verbal complaints will not be accepted. If it is found that a shareholder is not compliant with the carpeting rule – they will be mandated to fix the issue within a specified period and subject to an additional inspection.

37. Installation of a deck must be approved by the Board of Directors and follow a specific specification. Such specification can be obtained from the Superintendent. No individual shall paint/stain or affix any objects of any kind to the surrounding brick walls, floors or railing without written consent. Installation must also be completed by a licensed, insured, and approved contractor. Upper decks require permits from Islip Town. Courtyard decks may not be built over the sidewalks. All wooden decks built by shareholders over the cement balconies and terraces must be maintained and kept in good repair by the shareholder.

38. Each individual shall keep their unit, and balcony/terrace/decks and common area in a good state of repair and cleanliness and shall not sweep or throw, or allow to be swept or thrown, any dirt, litter or other substance(s) from the doors, windows, balcony/terrace, or deck. Everyone shall keep their balcony/terrace/deck free from SNOW/ICE after each winter event.

39. No balcony/terrace/or deck shall be enclosed or covered by an awning or adherence without prior written consent of the Board of Directors. Existing railings may be extended 18" maximum using lattice or similar wooden material but may not be adhered to grout in the brick walls.

40. No items except appropriate and unobtrusive storage units (such as Rubbermaid type), outdoor furniture, planters, bicycles, and ELECTRIC BBQ equipment is permitted on the balcony/terrace or deck as determined by the Board of Directors and the Property Management company in accordance with all local and state laws regarding the same. Barbecuing with charcoal is ABSOLUTELY PROHIBITED anywhere on the Woodlands property as per Town of Islip. Propane barbecuing is ONLY permitted in the designated pool area with the equipment supplied by The Woodlands.

41. Air conditioning units are to be placed in the pre-existing wall sleeves that are designated for such purpose and are presently located in the living room and bedroom areas. Additional air conditioning units may be placed in windows of second bedrooms of simplex and duplex units only. All air conditioning units must be maintained and in good working order, be in good appearance and not be unreasonably noisy, as to interfere with others' right to quiet enjoyment. All air conditioning units that are installed in a window should be properly secured and must be removed from the window no later than October 1st and installed no earlier than April 1st. Air conditioning units that remain in pre-existing wall sleeves during the winter months must be properly winterized with a cover to minimize heat loss and/or water damage. If the unit that was placed in the pre-existing sleeve is removed during the winter months, then the wall sleeve must be closed with the framed metal lid that is provided for such purpose. In the event any air conditioning sleeve is misaligned so that an air conditioning unit cannot be placed in the sleeve, said shareholder/resident will be allowed to place their air conditioner in the window. Upon completion of repairs to the air conditioner sleeves, window air conditioners will no longer be permitted, except in the second bedroom of simplex and duplex units where no sleeve is provided. Any questions/concerns should be addressed to the Superintendent.

LAUNDRY ROOM / STORAGE ROOM / BIKE ROOM

42. The laundry room is for Shareholder/Resident/Tenant use only. Re-loadable laundry cards can be obtained by the company noted on the machine in the room. If a machine is broken or not in working condition, please contact the Superintendent immediately.

43. Storage units are in basements of buildings throughout the complex. The Co-ops Board of Directors reserves the right to determine storage policy and fees. Requests for a storage unit must be made in writing to the Superintendent and as they are available one will be assigned. Any use of the storage bins at The Woodlands are at the sole risk of the Shareholder. Cardboard boxes should not be used, to avoid water or humidity damage.

44. The Woodlands has also added a bike storage room for shareholders/residents/tenants that wish to store a bicycle(s). Please contact the Superintendent in writing for availability, fees, and

access to such. Any use of bicycle storage at The Woodlands is at the sole risk of the shareholder/resident/tenant.

DUMPSTERS

45. Garbage and refuse in apartments must be disposed of only in the provided dumpsters. At no time shall garbage or refuse be allowed to accumulate or be stored in the hallways, balconies/terraces, decks, entranceways, or common areas. Garbage/refuse shall not be placed next to, behind, in front of, or on top of dumpsters. Please place garbage inside dumpsters and then close the lids. Garbage must be promptly removed from apartments to prevent health hazards. Garbage receptacles located at the mailboxes, pool house and laundry room are not for household garbage or pet waste.
46. All large items (including, but not limited to, furniture, carpeting, large appliances, construction debris) are to be disposed of in the designated area at the end of Arch Lane.
47. No outside garbage is to be brought into our community for disposal in our dumpsters.

PETS

48. No animal/pet shall be kept or harbored in the Shareholder's Apartment unless same shall in each instance have been expressly permitted in writing, in advance, by the Co-op's Board of Directors. No animal shall be permitted in any of the public portions of the buildings/property unless carried or leashed. No pigeons, other birds or squirrels shall be fed from the windows terraces/balconies or in the courtyards or other public portions of the building/property or lawns, sidewalks, or streets that are adjacent to the building. Owners of animals are required under "Pooper Scooper" provisions, as well as these House Rules, to clean up any defecation from their animals regardless of the location of the occurrence. Animals are not permitted to be walked on any common grassy areas, common walkways, garden beds, etc. Animals are not permitted in the pool house, pool area, or laundry room at any time. Animals must not be chained, leashed, or tied to any terrace, tree, fence, railing, or balcony at any time. Adoptions of all pets are subject to written approval by The Woodlands Board of Directors.
49. Shareholders must submit a formal request to the Board prior to harboring any pet in the Apartment. This request must list the breed of dog and the projected height at full growth. Shareholders/Residents must also warrant that the pet(s) is housebroken. Shareholders/Residents must warrant that the pet(s) has no history of causing physical harm to persons or property, including but not limited to, biting, scratching, chewing, etc., and further warrant that the pet(s) has no vicious history or tendencies. Once the board approves your pet request, in advance, in writing, you can begin to harbor the requested pet. Such consent, if given, shall be revocable by the Board of Directors or Managing Agent at their sole discretion, at any time.
50. Once approved, your pet must be registered with The Woodlands and a photo clearly showing the pet must be given to our Superintendent for the Corporation records.

51. All pets must have up-to-date rabies vaccinations. Yearly proof of this must be submitted to the community via the Managing Agent or Superintendent. Any animal without these vaccinations must be removed from the community.
52. A non-refundable fee of \$250.00 for a dog and \$125.00 fee for a cat must be paid with the application requesting approval by the Board for the pet. If approval is not granted, the fee will be returned.
53. There is a maximum of one (1) dog per Apartment and a maximum of two (2) cats per Apartment. Notwithstanding the foregoing, there is a maximum of two (2) pets per Apartment (i.e. -one (1) dog and one (1) cat or two (2) cats).
54. Dogs must not exceed eighteen (18") inches in height at the shoulders and shall not weigh more than twenty (25 lbs.) pounds.
55. All pets must be leashed at all times. Pet(s) may not cause danger, damage, nuisance, noise, health hazard to, or soil the Apartment, premises, building, grounds, common areas, walks, parking area, landscaping, or gardens. Lessees agree to accept full responsibility and liability for any damage, injury, or actions arising from or caused by their pet(s).
56. All pet owners are required to clean up after their pets. Receptacles are located at each end of the community for the disposal of pet waste.
57. Pets may be walked on the sidewalks, but are prohibited from being walked on the lawns or flower beds within the community; however, it is permissible for pets to use the grassy area between the sidewalks and the road, with the absolute requirement that the pet owner and/or person walking the pet clean up after their pet.
58. It is always the shareholder's responsibility to control their pet(s). This includes excessive barking that would disturb other residents. Two (2) complaints may result in a warning letter that will lead to fines and the possibility of the revocation of the approval of the pet, requiring removal of the pet. It is imperative that we respect our neighbors and their expectation of a serene living environment.
59. Cat owners must not flush cat litter down any drain system at The Woodlands. This includes sinks and toilets. Litter does not freely flow and stays in the sewage pipes creating blockages. If pipes need to be cleared because a shareholder uses this method disposal, the fee for the cleaning and clearing of the pipe(s) will be placed on the shareholder's account and deemed additional maintenance/rent.
60. Approved cats MUST remain inside the Shareholder's Apartment and are not permitted to roam freely throughout the community. Outdoor cats are STRICTLY PROHIBITED.
61. Pet waste or unhygienic conditions in the Apartments or in common hallways/areas/decks caused by pets must be cleaned up completely in a manner whereby other shareholders' quality of life is not diminished and so that no health hazard exists. Non-compliance will result in the Shareholder being responsible for any costs for any cleaning by staff and/or outside agents,

which costs, and expenses will be deemed additional maintenance/rent

62. It is strongly recommended that your pet have a reflective collar or device that would make them more visible after dusk.
63. Any pets visiting the community that are here for more than one (1) week, or who visit on a regular basis need to meet the same requirements as residents' pets (i.e., prior Board approval). Any injuries or damages incurred by visiting pets will be the shareholder's responsibility.

64. "DOG PARK" Area:

The community pet exercise area is for use only by shareholders who have registered their pets with The Woodlands. Shareholders must adhere to the following rules for this area:

- Dog owners are responsible for their dog's behavior
- Dog owners must clean up after their dog
- Dogs using the area must be licensed and vaccinated
- Dogs must be under their owners' control
- Dog owners must always be present within the fenced area with their dog
- Dog owners must prohibit their dog from doing any digging and must fill in any holes caused by their dog
- Dogs are encouraged to wear a collar and ID – but no prong or choke collars are allowed as they can be dangerous when playing
- Children under the age of 12 must be closely supervised by an adult. The supervising adult assumes all risk and liability when entering the fenced in area
- Aggressive dogs must be leashed and removed from the area immediately
- Dogs with a history of aggression are not permitted in the fenced area
- Dogs in heat will not be allowed. It is strongly recommended that dogs be neutered or spayed.
- Violators are subject to removal from the park and suspension of park privileges.

**If a registered Pet passes, owners have 1 year to adopt another same pet, dog or cat, without paying a fee, However, all rules, and regulations and documentation thru application still applies.

REGULATIONS GOVERNING SUBLETTING OF APARTMENTS

WOODLANDS AT ISLIP IS A PRIVATELY OWNED, COOPERATIVE COMMUNITY, NOT A RENTAL COMMUNITY OR ONE WHERE UNITS MAY BE PURCHASED FOR INVESTMENT. ALL SUBLETS ARE CONSIDERED AT THE DISCRETION OF THE BOARD, AS PER THE % OF SUBLETS ALLOWED BY OUR PROPRIETARY LEASE AND OUR LENDER.

General Rules:

A shareholder who has resided in his or her apartment for a minimum of two (2) years, will be permitted to request a sublet in writing to our Management Company. This request should include how long you have owned here and the reason for your desire to sublet. After receiving Board approval to do so, an application may be completed.

65. Application to Sublet: Any Shareholder wishing to sublet his/her apartment must first complete an application form to be furnished by the Co-op's Managing Agent or the Co-op's Board of Directors. The information required in that form shall include, but not be limited to, the following:

- i. the name of the proposed sublessee(s);
- ii. the business and present permanent address of the proposed sublessee(s);
- iii. the Shareholder's address for the term of the sublease;
- iv. the Shareholder's reason for subletting;
- v. prior rental or residential ownership history of the proposed sublessee(s);
- vi. financial and personal references for the proposed sublessee(s);
- vii. Bank accounts of proposed sublessee(s);
- viii. Last two (2) years of tax returns of proposed sublessee(s) and most recent two (2) month's pay stubs for proposed sublessee(s); and
- ix. Photo copy of driver's license(es) of proposed sublessee(s).

The Shareholder shall arrange for the prospective sublessee(s) to complete an application to be provided by the Co-op or its Managing Agent. The Shareholder shall submit the completed application to the Co-op's Managing Agent together with a Sublet Fee of One Hundred and 00/100 (\$100.00) Dollars (hereinafter "Sublet Fee") made payable to "The Woodlands Apt. Corp" No application will be considered without the payment of the Sublet Fee.

66. **Credit Report Fee and Processing Fee:** At the time of the filing of the application, the Shareholder shall pay to the Co-op or its Managing Agent a non-refundable fee in the amount requested by the Co-op Managing Agent (presently Four 00/100 (\$400.00) Dollars) for credit examination and processing of the application for the proposed sublease.
67. **Interview:** Provided the credit report is acceptable and after a preliminary review of the application, the Board of Directors of the Co-op, or any designated subcommittee, in its sole discretion, may require an interview with the Shareholder's proposed sublessee(s) and to approve or reject the rental application based upon such criteria that the Board of Directors deems appropriate. The parties are required to bring to the interview any new, supplemental or requested information as may be requested.
68. **Application Disapproved:** Following the interview, the Board of Directors will consider the sublet application. If the sublet application is disapproved, the Sublet Fee (but not the Credit Report and Processing Fees) will be refunded to the Shareholder.
69. **Sublease Agreement:** Upon approval of the sublet application, a Sublease Agreement ("Agreement") prepared by the Co-op or its Managing Agent will be forwarded to the Shareholder for execution by the Shareholder and Subtenant. Two copies of the Agreement must then be returned to the Co-op's Managing Agent. Only the Sublease Agreement provided by the Co-op will be accepted and shall include, among other provisions, an assumption by sublessee of the applicable provisions of the Proprietary Lease and the Co-op's House Rules.
70. **Copies of Lease and House Rules:** The Shareholder shall also furnish his/her sublessee with a copy of the Standard Proprietary Lease of the Co-op and the Co-op's House Rules, and the sublessee must acknowledge in writing that he/she has fully read and is bound by same, to the extent applicable.
71. **Limitation in Number of Sublets:** The number of sublet apartments permitted in the Co-op is presently limited to no more than a maximum twelve (12%) percent of the apartments. The Co-op's Board of Directors reserves the right to reduce the number of Sublet apartments or completely eliminate same at any time in the Co-op's Board of Directors' sole discretion.
72. **Residency and Listing Requirements as Prerequisite to Subletting:** No apartment may be sublet for the first two (2) years of a Shareholder's ownership and residency. In addition, the Shareholder must have resided in the apartment for at least two (2) years immediately preceding the sublet request.

73. **Move In Fee and Move Out Fee:** The Shareholder/sublessor shall be responsible for payment of a non-refundable Move-in Fee in the amount of Three Hundred and 00/100 (\$300.00) Dollars and a non-refundable Move Out Fee in the amount of Three Hundred and 00/100 (\$300.00) Dollars.
74. **Sublet Fee:** The Shareholder/sublessor shall be responsible for the payment of a monthly Sublet Fee to the Woodlands Apartment Corp. in the amount of five (5%) percent of the monthly maintenance per month for the first (1st) year, ten (10%) percent of monthly maintenance for the second (2nd) year and fifteen (15%) percent of the monthly maintenance for the third (3rd) year, should all 3 years be approved by the Board. As a condition to any approval to sublet, Shareholder agrees and acknowledges said Sublet Fee is deemed additional maintenance/rent pursuant to the terms of said Shareholder's Proprietary Lease and, as such, nonpayment of any Sublet Fee is a default under the Proprietary Lease and a ground for termination of the Proprietary Lease and Sublease Agreement. In addition, subletting will not be permitted for more than three, one (1) year terms over the length of the shareholder's ownership of shares in the cooperative corporation. If the percentage of maximum sublets is reached, a wait list will be established.
75. Prior to taking occupancy, sublessee(s) must furnish the Board of Directors with proof of CONDO/CO-OP insurance with limits acceptable to the Board of Directors naming The Woodlands Apt. Corp., its Managing Agent, if any, and the Board of Directors as additional insured and providing a thirty (30) day notice of cancellation.
76. Failure of a Shareholder/Landlord to pay any fees for the violations of the rules and regulations by the sublessee(s) shall cause the sublease to be automatically terminated.
77. All sublessee(s) who are adults over twenty-one (21) years of age who will reside in the Apartment must be on the sublease as a sublessee(s).
78. The sublessee(s) shall be permitted to enjoy the use of the facilities of the community in lieu of and subject to the same restrictions and limitations as the Shareholder for the duration of the lease.
79. In the event that said apartment has a mortgage loan against it, and the loan is accompanied by a standard "Recognition Agreement" or some other agreement that requires lender-consent prior to the Woodlands consent to the sublet, the Co-op will require said prior consent from the lender before issuing its approval.
80. Failure of a Shareholder or shareholder's tenant to comply fully with these House Rules and the terms of the Proprietary Lease and/or sublease of the Apartment in disregard of same will result in an administrative fee of seventy-five and 00/100 (\$75.00) Dollars per day for every day the

Apartment is occupied in violation of the foregoing. This is in addition to any other remedies available to the Co-op.

81. **Standard Sublease Agreement:** All Shareholders subletting their apartments must use The Woodlands Apt. Corp.'s Sublease Agreement form.
82. **Order of Applications:** All applications for subletting shall be considered on a first come, first served basis, provided the foregoing procedures are followed.
83. **Amendment of Rules:** These rules and regulations governing subletting of apartments may be amended from time to time by the Board of Directors, in accordance with the By-Laws of the Co-op.

REPAIR, RENOVATION AND CONSTRUCTION

Construction and/or any type of contracting work being performed for Shareholders must adhere to the following procedures. These procedures apply to any situation where materials are transported into and out of the building or work is being performed inside an Apartment:

84. The Managing Agent must be notified in writing of any proposed construction/renovation to be done in the Apartment. Lessee must follow the instructions of the attached Appendix #1 "Apartment Renovation Policy". **Under no circumstances can work begin without permission from the Board of Directors via notification by the Managing Agent. Violations of this policy can result in a fine of \$500.00**

85. Lessees who sublet their Apartment are responsible for all repairs, and renovations.
86. No construction or repair work or other installation involving noise will be conducted in any Apartment except on weekdays (not including legal holidays) between the hours of 8:30 a.m. and 5 :00 p.m. and on Saturdays between the hours of 10 a.m. to 3 p.m. Non-noise producing work, such as painting, wallpapering and laying of floor tiles (not the cutting of tiles) may be done on Saturdays and Sundays between the hours of 8:30 a.m. and 5:00 p.m. Shareholders should advise neighbors when work will be performed. There shall be no work performed on holidays and noisy construction or repair work is prohibited on Sundays. Contractors should be fully licensed and insured as required and noted below in Rule 91.
87. Lessees are responsible for monitoring contractors' work including:

- a. Ensuring that all tools, equipment and building materials are brought into and removed from the building with care.
 - b. Ensuring that contractors exercise care to avoid damage to carpet covered floors in the lobby and hallways, painted surfaces, cement stoops, sidewalks, railings, and roads.
 - c. Ensuring that debris is removed from the building and that the residue is cleaned up from the carpeting and floors by the contractor or Lessee.
88. Where possible, neighboring Lessees should be notified in advance of noise producing construction work. If plumbing type work requires that Building-wide water valves be shut off, the Managing Agent should be notified at least five (5) days in advance so that all Building residents can be given advance warning through signs posted by the Superintendent or group emails from our management company.
89. Shareholders must secure all required building, plumbing, electrical and other permits required by the State of New York, Town of Islip and County of Suffolk and provide two (2) copies of same to the Co-op prior to the commencement of work.
90. All debris must be removed from the premises by the contractor and at the Shareholder's sole cost and expense.
91. Shareholders must also supply the Co-op with the following:
- a. A letter from the Shareholder(s) requesting authorization to perform the alteration, outlining the item(s) for replacement, removal, improvement, and/or repair.
 - b. **Alteration/Work Agreement:** A completed, and signed Alteration Agreement must be submitted by the Shareholder(s) requesting authorization.
 - c. **Proposal/Contracts** - Copies of all contractor/subcontractor proposals or contracts which describes the work (in detail) to be completed in the Apartment, the commencement date of the work and the estimated completion date.
 - d. **Drawings/Sketches/Plans** - Drawings and/or Plans of the area(s) being altered, providing a view preceding the alteration and view upon the completion of work.
 - e. **Licenses and Certifications** - Evidence of the appropriate licenses of all contractors who will be performing the work reflecting the contractor's ability to perform the work in New York State, Town of Islip and Suffolk County. In the event the work at issue involves painted surfaces, evidence of the Contractor Certification as required by section 402 (c)(3) of the Toxic Substances Control Act (TSCA) and with the EPA's Renovation, Repair and Painting (RRP) Program.
 - f. Certificate of Liability insurance for all contractors and sub-contractors that will be performing the work. The certificates should name you (the Lessee) as certificate holder. The Co-op's legal name -The Woodlands Apt. Corp. and the Co-op's Management Company should be named as additional insured's (also needed for each sub-contractor, plumber, electrician, etc.).

- g. Certificate of Worker's Compensation insurance, with the Lessee, The Woodlands Apt. Corp. and its Managing Agent as certificate holder.
 - h. Each contractor and subcontractor performing work **MUST SUPPLY A COPY OF THEIR HOME IMPROVEMENT LICENSE** (plumber, electrician, etc.).
 - i. Copy of building permit from the Town of Islip (if applicable).
92. No work shall be permitted or commenced unless the Co-op's Board of Directors and/or Property Manager is in receipt of all the documents, information and payment listed above and same is/are approved in writing. Failure to comply can result in a fine of \$500.00
93. Shareholders and their contractors must obey any directions given to them by the Co-op's Property Manager, Superintendent and/or Board of Directors.
94. A \$500.00 refundable deposit must be submitted to the Managing Agent prior to the start date of any work. Upon completion of the renovations, the deposit will be returned. Any damage to the common areas will be the responsibility of the Lessee. The cost of such repairs will be deducted from the deposit and deemed additional maintenance under the Co-op's Proprietary Lease pursuant to the Proprietary Lease and as such, non-payment of same shall be considered nonpayment of maintenance and shall accordingly entitle the Co-op to the remedies set forth in the Proprietary Lease for non-payment of maintenance. Any violation of these Rules will result in a fine to be determined by the Board of Directors in accordance with the fine schedule set forth in Rule 97 herein below and will be charged directly to the account of the Lessee. This provision shall not limit the Lessor's remedies and the Lessor is entitled to seek remedies provided by these House Rules, the Proprietary Lease and By-Laws, and those permitted by law.
95. Prior to any renovation, a lead-based paint test that follows EPA recognized rules must be completed and the results thereof submitted along with all other documents required. Presently the Environmental Protection Agency (EPA) has implemented a new rule in work areas where lead-based paint might exist. According to the new EPA rule, all contractors who perform renovations that could possibly disturb lead-based paint in buildings must be certified and adhere to strict work-related practices to prevent lead contamination. Anyone that intends to perform work that could disturb paint must be certified to perform same in order to comply with the new EPA rule. The certified renovator is responsible for ensuring compliance with the work practice standards of this regulation. Therefore, please make sure your contractor is duly certified for handling lead based paint and that your contractor complies with this and all other environmental rules relating to your construction work. Submit copy of EPA Certification along with other documents. **NOT NEEDED IF TEST COMES BACK NEGATIVE.**
96. If during the renovation the presence of asbestos is suspected or detected, work must stop immediately and a certified asbestos inspector must be hired by the Lessee to sample and test the Apartment for the presence of asbestos as per State Code Rule Part S6 Title 12 NY Rule and Regulations Section 5.1A. Test results must be submitted prior to or with other required paperwork for the application. Should the results reflect the presence of asbestos, any required abatement would be the responsibility of the Lessee to address prior to renovation and follow up testing will be required, along with submittal of updated results. It is recommended that the assessment be completed by a separate firm from the one that does the abatement work in order to avoid a conflict of interest. The test results must be submitted along with other required documents.

FINE POLICY

97. Unless explicitly stated otherwise herein above, the Lessee shall pay the following fines for any violation of the Lessor's House Rules:

- a. Warning letter for the first violation of the House Rules.
- b. Seven (7) days after receipt of a Warning Letter, if the violation is not cured there will be a \$75.00 fine EACH DAY thereafter until proof that the infraction has been remedied and management has inspected.
- c. \$150.00 for the third violation of the same House Rule previously violated or continued violation of said House Rule after the expiration of any cure period. An additional fine may be assessed for each day the violation continues.
- d. \$300.00 for any fourth and each subsequent violation. An additional fine may be assessed for each day the violation continues.
- e. The foregoing fines are not the exclusive remedy of the Lessor. The Board of Directors may take any other action permitted under the Proprietary Lease and By-Laws, and any legal action authorized by law, rule or regulation in order to enforce and seek compliance with the Co-op's House Rules. Such action may be taken simultaneously with the assessment of the above referenced fine(s).
- f. The fine(s) set forth herein above shall be deemed additional rent/maintenance and shall be assessed and collected in the same manner as maintenance pursuant to the Lessor's Proprietary Lease and By-Laws.
- g. The fine(s) shall be deemed the responsibility of the Lessee. If the payment is not paid in the timeframe requested, the Co-op shall have the right to collect and enforce the payment of same in the same manner as Maintenance as provided in the Co-op's Proprietary Lease and By-Laws.
- h. The amount assessed for each fine may be changed by the Board of Directors at any meeting of the Board of Directors.
- i. The fine(s) shall be the responsibility of the Shareholders regardless of whether the violation of the House Rule(s) was by the Shareholder Tenant(s) or any other occupant, guest or visitor of the Lessee(s)/Tenant(s).

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