

The Woodlands *at Islip*

REQUIREMENTS FOR TRANSFER OF SHARES

1. Completed and signed Application, be sure to include information for all buyers.
2. Copy of fully executed contract; if short sale proof of short sale approval is required.
3. Proof of at least 5% down payment at contract. **Regardless of what RE Brokers or attorneys indicate.** Mortgage cannot exceed 90% of sale price.
4. Mortgage Commitment or proof of funds if a cash purchase.
5. Financial Statement for all buyers.
6. Last 3 months of Savings and Checking account statements for all buyers.
7. Signed receipt of House Rules.
8. Signed Buyers Beware Form.
9. Completed Vehicle Information form (max 2 vehicles per unit).
10. Emergency Contact form completely filled out.
11. Completed Census Form.
12. 2 Personal reference letters and 2 professional reference letters.
13. Signed and initialed Lead Paint Disclosure.
14. Completed Pet application including supporting veterinarian documentation.
15. Copy of two current pay stubs.
16. Copy of recent W-2.
17. Closing Forms A, B & C (where applicable, filled out).

The following fees must accompany your application packet:

Processing Fee: \$300 payable to Greenview Properties, Inc. (non- refundable)

Application Fee: \$200 Payable to The Woodlands Apt. Corp. (refundable if application not accepted)

A move in deposit of \$300 payable to The Woodlands Apt. Corp. Refunded after inspection and determination that no damage was caused.

Pet Registration Fee: (if applicable) \$250/\$125 payable to The Woodlands Apt. Corp.

If your application does not meet the following criteria, the application will be rejected:

1. Debt to income ratio must not exceed 35%.
2. Credit score must be at least 650.
3. Net income must be three times the amount of the maintenance fee for the unit being purchased.

Proof of Insurance to be provided at closing; naming The Woodlands Apt. Corp. as additionally insured or additional interested party with an address of 5 Shore Lane, Bay Shore, NY 11706. NO EXCEPTIONS; YOU WILL NOT BE ABLE TO CLOSE WITHOUT THIS.

If your bank requires Greenview Properties, Inc. to complete a Greenview generic Cooperative Questionnaire there will be an additional charge of \$275. The fee is

payable to Greenview Properties, Inc. Please allow 2-3 business days for completion of questionnaire.

Applicants must make an appointment to drop off the application at Greenview Properties, by calling, Ivette Matos at 631-666-4040 X-111 or emailing imatos@greenviewproperties.com to make the appointment. Do NOT mail or email the application as it will not be accepted.

**The Board of Directors has up to 30 days to review the completed application. Additionally, the Board of Directors may request the prospective buyer to be interviewed.

The Woodlands at Islip

Application for Proposed Shareholder (s)

Unit # _____ Purchase Price: _____ # of Shares: _____

Proposed Closing Date: _____

APPLICANT HOUSEHOLD INFORMATION

List all household members and all sources of income for each member who is going to live on the premises. Please include overtime, tips, bonuses, commissions, unemployment benefits, public assistance, child support, pension, social security benefits. *If employment listed below is less than two years, please list previous employment for each household member.

	Applicant #1	#2	#3	# 4
Name of Each Household Member FIRST→				
LAST →				
Relationship to Head of Household				
Social Security Number	- -	- -	- -	- -
Date of Birth				

Current Employment and Salary Information

Name of Employer				
Address of Employer				
Dates Employed				
Position				
Monthly Income				
Tel. No.				

Previous Employment

Name of Employer				
Address of Employer				
Dates Employed				
Position				
Monthly Income				
Tel. No.				

Current Address: _____

Home Telephone: () _____ Work Telephone: () _____ Cell Phone () _____

Driver's Lic. # _____

Driver's Lic. # _____

Vehicle Ident.: Make: _____ Color: _____ Year: _____ Plate No.: _____

Vehicle Ident.: Make: _____ Color: _____ Year: _____ Plate No.: _____

Do you own or rent at your current address: Rent ☐ Own ☐

If you have rented an apartment during the past year, please list apartment information below:

<u>Current Landlord's</u>		
<u>Name/Address</u>	<u>Your Address</u>	<u>Dates: From: To:</u>
Name: _____	_____	_____
Address: _____	_____	<u>Amount Paid</u>
_____	_____	_____
Tel.: _____	_____	

Signature Clause

I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements will be grounds for denial of my application.

I authorize my consent to have management verify the information in this application for purpose of providing my eligibility for occupancy. I authorize management to make any investigation of personal history and financial and credit record, through any investigative or credit agencies or bureaus including Department of Motor Vehicles and I agree to supply information including source names, addresses, telephone numbers, account numbers where applicable and any other information required for expediting this process. I understand that my occupancy is contingent on meeting management's resident selection criteria and requirements.

All Proposed Shareholders Must Sign Below:

Signature

Date

Signature

Date

The Woodlands at Islip
Vehicle Registration

Name(s) _____ Unit# _____

If you currently occupy a handicap parking spot, proof of a handicap permit is required with this registration.

Verbal/written notification will always be given prior to any maintenance or repairs to the Parking Areas. Woodlands Apartment Corp. **MUST** have your contact number in the event of an emergency.

Home phone: _____ Work phone: _____
Cell phone: _____ Cell phone: _____

Vehicle Information #1

Make: _____ Model: _____
Year: _____ Color: _____
Registration # _____ Plate # _____

Vehicle Information #2

Make: _____ Model: _____
Year: _____ Color: _____
Registration # _____ Plate # _____

Please select the appropriate statement:

_____ New resident, just moved in and registering car(s) for the first time.
Homeowner(s) _____ Renter(s) _____

_____ Current resident and require parking sticker(s).

_____ Current resident and disposing of old car. Identify make, model and License
plate # of car being disposed of:

Make _____ Model _____ Plate # _____
Please fill in information above on NEW vehicle in Vehicle #1 and/or Vehicle #2.

Rules for Vehicle Registration:

1. Residents/shareholders must drive and own or lease a car that is registered to them in order to obtain parking privileges.
2. Residents /shareholders must live in the unit.
3. One resident may not have 2 vehicles.
4. Only 2 cars MAX per unit (regardless of how many residents/shareholders.)
5. Primary spot will be assigned within close proximity to the unit, when possible.
6. Secondary spot, if assigned, will not be guaranteed to be within close proximity to shareholders unit.

Office Use Only: Spot Number(s) assigned _____

The Woodlands at Islip

PET APPLICATION

Application fee \$250.00 for dog; \$125 for cat

Photo Attached _____

Application Fee Enclosed _____

1. Unit Owner (Lessee): _____
2. Address: _____
3. Unit # if different from #2 above: _____
4. Sub-tenant's Name (if applicable): _____

The undersigned Share Holder (Lessee) in The Woodlands Apt. Corp. hereby makes application to the Board of Directors, to harbor and maintain the following animal at the above unit.

Pet Name: _____ Breed: _____

Species: _____ Sex (M/F) _____ Color: _____

Weight: _____ Age: _____

***PROOF OF WEIGHT AND BREED MUST BE SUBMITTED IN WRITING BY A VETERNARIAN.**

(Signature, Share Holder or Sub-Tenant)

(Print Name)

(Signature, Share Holder or Sub-Tenant)

(Print Name)

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

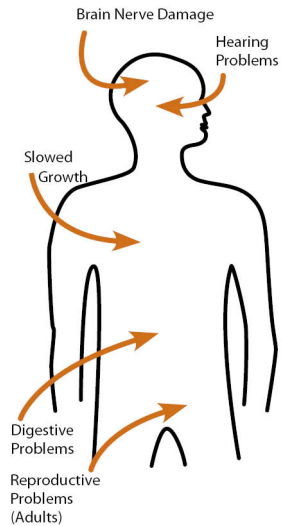
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

¹ “Lead-based paint” is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² “Lead-containing paint” is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

While paint, dust, and soil are the most common sources of lead, other lead sources also exist:

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit [epa.gov/lead](https://www.epa.gov/lead) for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA)

Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

The Woodlands at Islip

To All Unit Owners:

This letter is to inform you that based on the Governing Documents of The Woodlands Apt. Corp., all owners are **required** to carry and maintain their own personal co-op insurance covering the following:

Additions and Alterations
Personal Property
Personal Liability
Medical Payment (optional)

Please note that there are many additional endorsements which can be added to broaden coverage and you may discuss this with your current insurance broker.

**Kindly submit a copy of the certificate of insurance to transfer agent AT CLOSING.
Please address all correspondences to:**

**Greenview Properties
5 Shore Lane
Bay Shore NY 11706
or fax to 631-666-2450**

***Please note: The Woodlands Apt. Corp. must be listed as additionally insured.**

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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The Woodlands Apt. Corp.

“Receipt of House Rules”

I, _____ am in receipt of the The Woodlands Apt. Corp.
House Rules and have read the House Rules and understand what is stipulated therein.

Signed: _____

Date: _____

The Woodlands at Islip

EMERGENCY PROFILE FORM

Date: _____

Shareholder(s) Name: _____ Unit #: _____

Email address (optional): _____

Telephone Numbers: (Home) _____ (Work) _____

(Cell) _____ (other) _____

In case of an emergency, please provide contact information for someone whom can access your unit and/or make a decision on your behalf.

Emergency Contact Name: _____

Relationship to owner: _____ **Emergency Contact Tel. #:** _____

Note: Please use the space below or the back of this paper in order to name other contacts.

Thank you in advance for your anticipated cooperation.

If rented, please provide renter's contact information below.

Renter's name: _____

Telephone Numbers: (Home) _____ (Work) _____

(Cell) _____ (other) _____

Financial Statement
(Required for each proposed shareholder)

Name: _____

Assets

Cash in Banks	
Securities/Stocks	
Real Estate Holdings	
Life Insurance (cash surrender value)	
Retirement/Pension Funds	
Automobiles	
Other Personal Property	
Other Assests (Specify)	
Total Assets	

Liabilities

Notes payable to Banks	
Student Loans	
Unpaid Taxes	
Automobile payments	
Credit Card Payments	
Mortgage Payments	
Other Debts (Itemize)	
Total Liabilities	
Net Worth= (Assets - Liabilities)	

Sources of Income

Base Yearly Salary	
Overtime Wages	
Bonus and Commisions	
Dividends and Interest Income	
Real Estate Income (Net)	
Other Income (i.e. Alimony or Child Support)	

Personal Bank Accounts are held at

Bank Name (s)
Bank Address

Are you a defendant in any legal action?
Have you ever filed Bankrupcy?

Are there any unsatisfied Judgements? _____
If yes When? _____

THE WOODLANDS AT ISLIP

BUYERS BEWARE

THIS MEMORANDUM, UNLESS OTHERWISE AGREED BETWEEN THE BUYER AND THE SELLER, IS TO INFORM ALL BUYERS THAT THE UNIT YOU WILL BE PURCHASING AT THE WOODLANDS APT. CORP. IS BEING SOLD BY THE SELLER IN ITS "AS IS" CONDITIONS.

IT IS THE BUYERS OBLIGATION TO DO AN INDEPENDENT INSPECTION OF THE UNIT PRIOR TO CLOSING. THE BUYER ASSUMES ALL RESPONSIBILITY OF ANY AND ALL DEFICIENCIES, DEFECTS OR DAMAGES IN THE UNIT WHETHER IT BE FOR BETTERMENTS AND IMPROVEMENTS OR THE INTERIOR COOPERATIVE STRUCTURE, WHICH INCLUDES: CEILINGS, FLOORS, WALLS, PLUMBING, ETC... THAT IS A REULST OF EXTERNAL FORCES NOT PREVIOUSLY REPORTED TO THE COOPERATIVE.

THE BOARD STRONGLY RECOMMENDS THAT THE BUYER RETAIN THE SERVICES OF A PROFESSIONAL HOME INSPECTOR BEFORE EXECUTING ANY CONTRACT TO PURCHASE.

UNIT _____

AGREED TO ON _____

SELLER

BUYER

THE WOODLANDS AT ISLIP.

CENSUS FORM

BLDG. #: _____

Unit: _____

Name of Shareholder(s): _____

Address: _____

Home Tele. #: _____ Work Tele. #: _____

Name of Adult occupants of Unit (please print):

1.	2.
3.	4.
5.	6.

Name of Children occupants of unit (please print):

1.	2.
3.	4.
5.	6.

Signature

Date

Return form to: The Woodlands Apt. Corp.
c/o Greenview Properties, Inc.
5 Shore Lane
Bay Shore, NY 11706



Closing Form – A

THE CLOSINGS WILL NOT TAKE PLACE UNLESS WE HAVE THE FOLLOWING DOCUMENTS ON THE DAY OF THE CLOSING:

1. UCC (if seller has a mortgage on property).
2. Estates Documents (*Certified Letter Testamentary, Certificates of Death which should be forwarded for review at least 5 business days prior to the closing*).
3. Original Power of Attorney with affidavit of Full Force, if one is being used(*should be forwarded to our office for review prior to closing*).
4. A Certified/Bank/Attorney's Escrow check made payable to Greenview Properties, Inc. in the amount of \$1,000.00 for closing at Greenview Properties, Inc. (*usually paid by the seller*).
5. Copies of purchaser(s) & the seller(s) driver's license.
6. A copy of the TP584 form and check (*Transfer Agent is not responsible to file tax return*).
7. The original stock and proprietary lease.
8. A NOTARY STAMP to notarize the proprietary leases.
9. Aztech Agreements required by the bank or pertaining to government grants *which should be forwarded for review at least 5 business days prior to the closing*.
10. If they have not yet paid it, both the seller and the buyer will have to pay \$300 move in/move out deposit payable to The Woodlands Apt. Corp.
11. The buyer's attorney appearing at the closing must notify the management company, Greenview, of the exact spelling of the names that need to appear on the new Stock Certificate, prior to the date of closing. A charge of \$175.00 will be applied for any Stock Certificate re-issued at closing.

NOTE: If you cancel the closing prior to 48 hour notice a charge of \$75.00 (service fee) will be applied. To be courteous to the Greenview staff, during a closing, all telephone calls on the cell phone are requested to be taken outside the office.

Updated 3/10/2022



Closing Form – B

PLEASE COMPLETE THIS FORM PRIOR TO CLOSING AND RETURN IT TO GREENVIEW PROPERTIES, 5 Shore Lane, BAY SHORE, NY 11706 OR FAX IT TO (631) 666-2450. THIS WILL ENSURE THAT OUR RECORDS ARE UPDATED SO THAT THE NEW OWNER CAN BE PROPERLY BILLED AND AVOID LATE CHARGES. **IN ADDITION, WE WILL NOT BE ABLE TO ISSUE A COMMON CHARGE RELEASE LETTER UNTIL THIS FORM IS RETURNED.**

PLEASE PRINT CLEARLY

Community: _____

Unit: _____ Shares: _____ Size: _____ Price: _____

Address: _____

Date of Closing: _____

Previous Owner: _____

Social Security #: _____

Previous Owner: _____

Social Security #: _____

Forwarding Address: _____

New Owner: _____

Social Security #: _____ Cell Phone #: _____

New Owner: _____

Social Security #: _____ Cell Phone #: _____

Billing Address: _____

Home Telephone #: _____

Email _____



GREENVIEW PROPERTIES

• Creating great neighborhoods •

CLOSING FORM - C

APARTMENT # _____

BUYER'S NAME: _____

BUYER'S ATTORNEY: _____

ATTORNEY'S ADDRESS: _____

ATTORNEY'S PHONE #: _____

ATTORNEY'S FAX #: _____

SELLER'S NAME: _____

SELLER'S ATTORNEY: _____

ATTORNEY'S ADDRESS: _____

ATTORNEY'S PHONE #: _____

ATTORNEY'S FAX #: _____

SELLING PRICE: _____

AMOUNT OF DOWN PAYMENT: _____

AMOUNT OF MORTGAGE: _____

NAME(S) OF MORTGAGOR(S): _____

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable Accommodations

The New York State Human Rights Law requires housing providers such as the cooperative corporation to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities.

For example, if you have a physical, mental, or medical impairment, you can ask the cooperative corporation to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling Lindsey Jin-Feeley at Greenview Properties, Inc., 631-666-4040 ext. 214 or by e-mailing lindsey@greenviewproperties.com. You will need to show the cooperative corporation that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by the cooperative corporation. If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:*

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental the cooperative corporation may require that you restore the unit to its original condition when you move out);
- Changes to the cooperative corporation's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires cooperative corporations to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your cooperative corporation may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your cooperative corporation must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your cooperative corporation to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- Multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.

*This Notice provides information about your rights under the New York State Human Rights Law, which applies to persons residing anywhere in New York State. Local laws may provide protections in addition to those described in this Notice, but local laws cannot decrease your protections.