

High Meadow Cooperative No.1 Inc.

Rules & Regulations

Ossining, New York, 10562

October 29, 2022

Preface

The following Rules & Regulations were adopted at a meeting of the Board of Directors held on October 8, 1965, and amended, updated and/or revised on October 10, 1966; July 10, 1967; May 16, 1973; April 1, 1979; January 1986; January 1989; November 1993; January 24, 1995; January 12, 1999; June 10, 2003; October 1, 2005; June 1, 2006; October 1, 2006; July 1, 2008; October 10, 2010. June 10, 2013; November 19, 2016; February 21, 2017; July 31, 2017; January 22, 2018; March 20, 2018, July 20, 2020; December 10, 2021, October 29, 2022

These Rules & Regulations will remain in effect until rescinded or amended by this Board of Directors or any subsequent Board of Directors.

Rules & Regulations are the natural outgrowth of living together in High Meadow. Their aim is to maintain a high standard in home and community living.

The Shareholders and Shareholders' families, agents, employees, visitors, and licensees shall observe faithfully and comply strictly with the Rules & Regulations herein contained and set forth, and such other and further reasonable Rules & Regulations as may be adopted by the Cooperative, and by his/her acts of Cooperation bring about for himself/herself and his/her co-Shareholders, high standards of occupancy in his/her home and community.

Infractions of these Rules & Regulations may lead to processing fees and/or may be sufficient cause for eviction as an undesirable Shareholder. Toward this end, your Board of Directors has set forth the Rules & Regulations contained herein.

Please check High Meadow Cooperative's website for updated information.

Board of Directors

October 29, 2022

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Terminology & Application

The term "Shareholder" shall replace all other terms used in previous Rules & Regulations and shall be the sole term that will apply to tenant-Shareholder, Cooperator, tenant-stockholder, etc. These Rules & Regulations shall apply to all Shareholders and shall include his/her/their family, guests, visitors, agents, employees, licensees, and invitees.

Violation of Rules & Regulations and Damage to Property

The Shareholder shall be held liable for the violation of these Rules & Regulations and/or damage to Cooperative property caused by the Shareholder and/or Shareholder(s) family, guests, visitors, agents, employees, licensees, and invitees. In addition, any Shareholder who notices such physical damage is requested to notify the Managing Agent or Superintendent immediately, especially if the damage represents a hazard to other Shareholders. *Any Shareholder and/or Shareholder(s) family, guests, visitors, agents, employees, licensees, and invitees who violate any of these Rules & Regulations will be subject to among other things, to a processing fee noted in Addendum A.*

Monthly Carrying Charges

Monthly carrying charges (including maintenance fees, assessments, and surcharges), as determined by the Board of Directors, are due and payable by the first day of every month and are to be paid by check or money order, made payable to High Meadow Cooperative No. 1, Inc. Shareholders can go on Stillman's website and click on "Pay Online. If payment in full is not received during a ten-day (10) grace period after the first of the month, a late processing fee shall be added to the delinquent Shareholder's account.

*Any Shareholder who is in arrears for two (2) consecutive months, or who has an outstanding balance equal to 1½ times their total monthly fees, or who owes arrears in any amount for three (3) consecutive months, will have their files turned over to the Cooperative's attorney for the commencement of legal action. All fees and legal fees charged by the attorney will be added to the delinquent Shareholder's account. The Management Company, under the direction of the Board of Directors will strictly enforce this. If any Shareholder has a financial or personal problem, he/she must contact the Board before legal proceedings begin, so that an attempt can be made to work out an acceptable solution.

If any Shareholder shall at any time default in compliance with the terms and conditions of the Articles of Incorporation, By-laws, Occupancy Agreement, or Rules & Regulations, as same may be amended from time to time, and the Corporation shall institute legal action because of such default against the Shareholder, the Shareholder shall pay to the Corporation any and all expenses incurred, including costs, disbursements, and attorney fees, and the Corporation shall have the right to collect the same as if it were a part of the maintenance fees for the apartment occupied by the Shareholder.

Cable/FiOS, Satellite & Aerials, etc.

The Cooperative has been wired for Cable/FiOS reception. Aerials, antennas, wire, satellite dishes and the like may not be installed or attached to any common areas of the building or the grounds of the premises. The use of any instrument that causes interference with the operation of television and radios is strictly forbidden. Repair costs resulting from misuse or abuse of cable or FiOS equipment will be the responsibility of the Shareholder. The Shareholder can arrange for Cablevision/Optimum or Verizon FiOS service on an individual basis during normal business hours, which are Monday thru Friday between 7:30 a.m. and 3:30 p.m. Outside of those hours, the technician will not be able to gain access and you may end up needing to reschedule.

Subletting

The National Cooperative Bank (NCB), the Corporation's mortgage holder, and High Meadows By-Laws do not allow subletting.

Roommate Occupancy

A Roommate requires physical occupancy contemporaneously with the shareholder of record and is permitted by the New York State Roommate Law, regardless of any restriction contained in your Occupancy Agreement. Anyone who is living with the shareholder for more than thirty (30) days is no longer considered a guest but rather a roommate and that person should be required to complete the demographic portion of the purchase application with all the ID and contact info involved. If the roommate will require a parking sticker, once the vehicle is registered to the Shareholder's High Meadow address, they can complete the application and follow the instructions. The application can be found on the High Meadow Website.

Temporary Occupancy in the Physical Absence of the Shareholder

When the shareholder is not physically present and in occupancy for an extended period of time and wishes to allow another person to occupy their apartment for that period of time it does not matter that the person is "family, relative or friend," the Shareholder must submit a written request at least thirty (30) days prior to leaving. The request should provide the person's name and personal information (primary address, phone number) the reason for the occupancy and the dates of the occupancy. Management will send an approval or denial letter. If this person will be parking in the Shareholder's assigned parking space the Shareholder must apply for a temporary parking tag.

Pets

No Shareholder may own, keep and/or harbor dogs, outdoor cats, or any other outdoor pets on or in any portion of the Cooperative premises. Visitors' pets are similarly prohibited.

Shareholders may own, keep, or harbor other indoor pets, including cats, within the confines of their apartments, providing they are not a nuisance or unreasonably disturbing other residents (provided that the animals are previously registered with the Managing Agent). The Board of Directors reserves the right in its absolute discretion to limit the nature and number of indoor pets. When the indoor pet is removed from the Shareholder's apartment, it must be carried beyond the limit of the Cooperative premises. The same shall apply when returning to the premises. A violation of this rule may result in the termination of the offending Shareholder's right to retain the pet or the termination of the offending Shareholder's Occupancy Agreement and the commencement of eviction and/or foreclosure proceedings.

Apartment Upkeep and Access

Each shareholder shall maintain their apartment in a neat, orderly, and sanitary condition free from the accumulation of unreasonable debris and clutter or any condition which may create a danger to the health, safety, or welfare of the shareholder or other residents of the cooperative. No room or hallway within the apartment shall be cluttered with property, items, or debris of any sort of the same shall prevent full use of the room or hallway for its intended use or impede entrance to or exit from any room, hallway, or the apartment.

In addition to the right of inspection provided in Article 15 of the Occupancy Agreement, the Board, its agents and employees may, on reasonable notice (except in the case of an emergency, for which no notice is required) access any apartment in order to inspect its condition or to make any repairs to correct any condition in the apartment causing damage to it, another apartment or the property of the cooperative.

Maintenance Responsibility

In general, the Cooperative is responsible for repairs and maintenance to the structure of the buildings, the common walkways and hallways, parking lots, driveways, and grounds and those areas of the apartment interior to the walls, floors, and ceilings. Shareholders are responsible for repairs and maintenance within their apartment. Responsibility for repairs and maintenance is determined according to the Occupancy Agreement, except as specified in this document. A specific but non-exclusive list of examples of the allocation of repairs between High Meadow Cooperative and the Shareholder is outlined below.

To clarify, any replacement of original wiring including fuse boxes, plumbing fixtures, or equipment and/or attachments or connections or any other original items within the Shareholder's apartment, whether performed by the Cooperative or the current or previous Shareholder, become the responsibility of the Shareholder in the event of further required replacement, repairs or service. This includes structural changes, performed by the current and/or previous Shareholder.

All necessary maintenance repairs must be reported to the maintenance and/or proper authority. Failure to timely report maintenance needs will be deemed neglect on the part of the Shareholder, and any cost incurred due to such neglect will be the responsibility of the Shareholder.

Snow Removal

Please read the Snow Removal Notice that will be distributed annually.

Prior to the start of a predicted snowstorm, the staff will place barricades and/or cones in some of the unnumbered parking spaces. These spaces are needed to facilitate the clearing of snow. Any resident who removes any of these barricades and parks their vehicles in the spot will automatically be assessed a \$100 processing fee and may risk having the vehicle towed at the Shareholder's expense.

All main areas of the parking lots will be cleared first and then clearing of parking spaces will begin. Residents are responsible for shoveling out and moving their own vehicles to facilitate the clearing of the spaces. When shoveling the snow from around your car, shovel the snow toward the front of your vehicle, not behind your neighbor's vehicle or in areas of the parking lot that have already been plowed. Parking lots will be salted after the snow has been cleared.

Snow will be removed from sidewalks, walkway entrances, stairways, and stoops once the snow has stopped. The staff will de-ice wherever necessary. Calcium Chloride, sand and grit are the only approved materials to be used by the Shareholders for de-icing purposes

If you need Calcium Chloride, please leave a message on the Maintenance answering machine (914-941-6208), prior to a snowstorm. Place a small bucket between your doors and the staff will come around and provide you with Calcium Chloride.

Some of the icing conditions in front of the apartment are caused by the melting snow from the roofs of the buildings. You must use extreme care when entering and exiting your apartment.

Notify Stillman Management (914-813-1900) or the Maintenance staff of any icing conditions. Use Caution! Residents are responsible for their own care during snow and icing conditions.

Service Requests

Service requests are to be directed to the appropriate department of the Corporation. Emergency requests for maintenance service are to be directed to the office of the Management Company. Routine maintenance requests can be submitted through High Meadow's website or can be directed to the appointed Board liaison through the Maintenance Request form. If the service request is of a nature such that it does not fall under the province of the Superintendent, then the Managing Agent is to be contacted. If the Shareholder through these contacts derives no satisfaction, then the appropriate Board Member, as outlined in the newsletter following the Annual Shareholders Meeting, should be contacted. Procedures for all requests, complaints, and suggestions will be outlined annually in the newsletter following the Annual Shareholder's Meeting.

Emergencies

After hours, emergency calls must go through Stillman Managements Emergency Number. Emergency calls are sent to the staff on duty through our Property Manager and the Account Executive. At no time should shareholders contact or go to a staff's home for High Meadow issues.

For emergencies, after hours, weekends and holidays you must dial 914-813-1900 and press 8
Or you can call 1-800-705-3707

Emergencies are included but not limited to: flooding, no heat or hot water, no electricity, and fire. In the event of a fire, you must call 911 first.

Common repairs will be addressed during regular business hours. Common repairs include but are not limited to: as a slow draining sink or tub or a lockout. These issues will be deferred to the next business day.

Structural Changes

No change in the structure, including cabinets and fixtures, plumbing and electrical wiring, of the corporate premises shall be made by, for, or on behalf of any Shareholder inside or outside the apartment without the prior written consent of the Board of Directors. Application for renovations can be found on High Meadow's web site or requested from the Maintenance Department Office (behind 98CC). The Guidelines for Alterations Application (Addendums B & C) shall govern changes. No change in the appearance of the exterior shall be made without the prior written consent of the Board of Directors. Erecting any structure on community property, for example, but not limited to fences, sheds, patios, is prohibited.

Work hours for all alterations/construction within an apartment must occur Monday thru Friday 8:00 a.m. to 6:00 p.m., Saturday & Sunday 9:00 a.m. to 5:00 p.m.

Any work involving plumbing, electrical wiring or alterations that include common areas (hallways, front sidewalks, exterior of the buildings, etc.) must occur Monday thru Friday 7:00 a.m. to 4:00 p.m. and must be coordinated with the Facilities Manager.

Structural Repairs and Replacements

The Cooperative is responsible for repairs to and maintenance of the building foundations, the structural frame, the sub floor and floor slabs, sidewalks, exterior walls, exterior doors, and windows (excluding storm doors and sliding doors), roofs and roof structures, cellars, fences, chimneys, common stairways and entrance ways and main entrances, and other public spaces and for any painting needed for the above areas.

The Shareholder is responsible for the repair and maintenance, within his/her apartment, of all interior walls, ceilings, floors above the subfloor (hardwood floors, parquet floors, tile, linoleum, carpet, and the like), interior doors, trim and hardware and the normal painting and decorating work within the apartment. The Shareholder is responsible for all interior wall coverings, including grout, caulking and tile, wallpaper, paneling, and paint. The Shareholder is responsible for all cabinets and counters and any appliances located in the apartment. Replacement glass broken and/or damaged by the Shareholder or their guests, including storm doors, sliding doors and window/door screens are the shareholders responsibility to replace or pay for replacement.

Plumbing

The Cooperative is responsible for repairs to, and the maintenance of the water supply and drainage piping and all pumps, tanks and plumbing fixtures located in public spaces. It is responsible for the entire heating system, including radiators, installed by the Cooperative. The Cooperative is also responsible for the proper functioning of original Cooperative installed faucets, toilets, sinks and tubs, including the pipes connected to these fixtures.

The Shareholder is responsible for the repair, maintenance and replacement of all piping, fixtures and other equipment installed by the Shareholder or by a previous Shareholder, whether installed with or without the approval of the Cooperative.

Electric/Wiring

The Cooperative is responsible for the repair, maintenance, and replacement of all original wiring from the junction box to the wall outlets within the apartment.

The Shareholder is responsible for all outlets, switches and any new wiring or fixtures installed by the Shareholder; or by any previous Shareholder, whether installed with or without the approval of the Cooperative.

Smoke & Carbon Monoxide Detectors

Effective April 1, 2019, a new law went into effect banning the sale or installation of any smoke detecting device that has a battery that can be replaced or removed. The new law requires that smoke detectors in New York State must be powered by a non-removable battery that lasts for ten (10) years, or it must be hardwired to the home's electricity.

All Shareholders are responsible for installing and maintaining smoke and carbon monoxide detectors within your apartment:

- One (1) smoke detector is required in each bedroom.
- One (1) combination smoke and one (1) CO2 detector in the hallway outside of a bedroom.
- One (1) smoke detector on the lower level of a duplex.

Management has the right to inspect all apartments to confirm the required detectors are in place.

Entrances

Entrance doors to each apartment are cooperative property and no changes are to be made to the entrance doors without written permission from the Board of Directors.

- Nothing is to be nailed and/or screwed into the trim around the entrance.
- If you wish to hang a decoration on your door, please use either a very thin over-the-door hanger or the damage-free hooks (e.g., Command hooks). These hooks can be removed without causing any damage to the paint/door. Nothing is to be nailed and/or screwed into the door.
- The Shareholder is responsible for all keys; replacement and additional keys are at the Shareholder's expense. Any Shareholder, who replaces the lock of the doorknob, must have that lock keyed to the corporation's Master Key.
- The Shareholder is responsible for the maintenance and repairs of the storm door.
- Any damages caused to either door or its paint, are the responsibility of the Shareholder.

Exterior Door Locks

The Cooperative maintains a master key for the basic doorknob lock on all exterior doors. The doorknob lock cannot be replaced unless you contact the Maintenance Staff for guidance and approval. The following procedure will be in effect for anyone who is locked out.

A lock out during the normal staff workday – Monday through Friday between 8:00 a.m. and 4:00 p.m. – will be responded to without charge, providing the top lock is not locked.

If a lockout occurs after the staff's normal working hours, you will be required to hire the services of a locksmith. The staff will not be available to assist with re-entry. We suggest leaving a spare key with a friend, family member, etc., as a backup plan.

Keys

At the time of purchase of their apartment, all Shareholders will receive two (2) keys to the entrance door & two (2) keys to the storm doors, one (1) key to the double-locks securing the Laundry Rooms and Storage Rooms.

The keys are the property of the Cooperative and are provided to the Shareholders as a convenience solely for Shareholder use of the Laundry and Storage Rooms and garages (where appropriate). If a key is lost by a Shareholder, and a new key must be provided, that request must be submitted in writing to the Board of Directors, after which a new key will be provided. A processing fee as listed in Addendum A will be charged to any Shareholder requiring a replacement key.

At the time that an apartment is being sold, the Shareholder who is moving out must transfer the two (2) entrance door keys & two (2) storm door keys, Laundry/Storage Room, and Mailbox (if applicable) keys to the incoming Shareholder at the closing, or earlier. If appropriate, two (2) keys for the exterior door to the one (1) bedroom apartments. Failure to do so will result in a processing fee as listed in Addendum A.

At the time of garage rental, Shareholders will receive one key to the garage being rented. At the time of giving up a garage rental, or move-out, the Shareholder must surrender the garage key to the Maintenance Staff. Failure to do so will result in a processing fee as listed in Addendum A.

Cooperative Employees

High Meadow employs three (3) full time employees who work during standard work hours: Monday through Friday between 7:00 a.m. and 4:00 p.m. Shareholders are prohibited from directly contacting or going to the home of the High Meadow staff. Violators will be subject to a \$100 processing fee.

The hiring of Cooperative employees for personal business during working hours is prohibited. Any arrangement for services between a Shareholder and Cooperative employee, for personal business must be made during the employees off hours and is not covered by Cooperative insurance. It is the responsibility of the Shareholder and/or the employee to obtain appropriate liability insurance having the Cooperative as named insured in that event.

If work is to be performed by the Cooperative in any areas that have been altered, replaced, or installed by the current or previous Shareholder(s) or in any way are not original, those items must be disconnected and/or removed by the Shareholder before work can commence by the Cooperative.

If the work to be performed by the Cooperative is of an emergency nature, the Cooperative will not be responsible for damages that may occur to Shareholder's belongings or installations associated in any way with the area in which the emergency repairs are to be performed.

Appliance Installation

The Cooperative has no responsibility for the installation, repair, maintenance, or replacement of any household appliances, including stoves, refrigerators, freezers, dishwashers, washers, dryers, or air conditioners. All window air conditioners must be installed with the recommended window bracket for support and drip kit if installed over a doorway.

Home Appliances

Written permission must be obtained from the Board of Directors prior to the installation of any major appliance, including air conditioners, washing machines, clothes dryers, dishwashers and/or freezers, if plumbing and/or electrical work is required.

Shareholders will permanently connect any approved dishwasher or washing machine to the existing plumbing at their own expense. All piping and connectors must be made of copper or approved polyvinyl chloride (PVC) material.

All washing machines and dishwashers must have check valves installed and maintained by the residing Shareholder. All washing machines must be installed with reinforced hoses to the hot and cold-water lines. All water using appliances must have shutoff valves installed within the apartment, which shutoff and installation shall be inspected and approved by Management.

Licensed and insured contractors must complete all installations. Licenses shall include proof of compliance with the home improvement contractor provisions of the Westchester County Consumer Protection Code. Management has the right to inspect all apartments and installations to confirm that all regulations were followed. Non-conforming installations will be subject to removal.

All dryers must be properly vented through the wall to the outside. They may not be vented into any portion of the apartment including closets, through the ceiling, into the attic, or into the basement. All venting installations must be reviewed and approved in writing by the Board of Directors prior to any work being performed.

Garbage disposals are prohibited.

Carpeting

All apartments which are located above another apartment must have floor coverings, rugs, or carpeting (with adequately thick padding/underlay) or equally effective noise reducing material to the extent that neighbors are not disturbed by reasonable activities conducted therein. At least 80% of the entire floor space except for the kitchen, bathroom and closets must be covered on the main floor.

Any noise complaints received from residents will prompt a carpet inspection by the Management Company to confirm compliance with the above; failure to comply will result in the commencement of legal action to compel compliance. In addition, the non-compliant Shareholder will be liable for the imposition of a charge in the amount of \$150 per month or part thereof that the apartment is not in compliance and all legal fees in connection with such action.

Installation of a new flooring, floor, or similar installation, on top of the existing hardwood floors may be deemed acceptable, as an alternative to carpet/rugs and padding underlay, providing that adequate a noise-reducing underlay, such as 1/4" cork, is used and prior approval by the Board of Directors has been given to such installation.

Garages

The rental and use of Cooperative garages is a privilege, not a right. If any Shareholder who is renting a garage falls behind in payment of any or all their monthly carrying charges for any three (3) months during a twelve (12)-month period, the Corporation may revoke the Shareholder's privilege of use of the garage. In the event of such an occurrence, the Shareholder will be required to vacate the garage and surrender the key immediately upon notification. Only one garage per apartment is allowed.

You are responsible for properly maintaining your garage. The staff must have access to the back of each garage in case of an emergency. In the event of failure to comply, the Corporation reserves the right to enter the garage(s), remove all belongings, including any vehicle, stored there and dispose of them in an appropriate manner. If it becomes necessary, the Shareholder will be charged for any costs incurred by the Corporation to enter the garage(s). This would include removal and replacement of the lock(s) and keys, and the costs and/or efforts incurred while removing and/or disposal of property that is found stored within the garage(s). Any vehicle towed will be stored at the facility of the contracted towing company. It will be the Shareholder's responsibility to recover the vehicle and pay any fees incurred for towing and/or storage.

Any Shareholder wishing to rent a garage and who is in arrears will be denied the opportunity by the Corporation.

Any Shareholder wishing to rent a garage should contact the Community Room/Garage Rentals Liaison. High Meadow has thirty (30) available garages for rent and at times, there could be a waitlist. Upon written and dated request, interested parties will be added to the waitlist and will be notified once a garage becomes available. The Shareholder will have five (5) business days to respond to the availability notice; failure to respond will be considered forfeiture. Shareholders that do not respond will be moved to the bottom. Shareholders who pass on the available garage, for any reason, will be moved to the bottom of the waitlist or removed, as per the Shareholder's request.

Laundry Rooms

The laundry rooms and equipment contained therein shall be used by Shareholders only, and only during the hours of 8:00 a.m. through 10:00 p.m., Monday through Sunday. Shareholders are reminded to clean machines, leave the washing machine doors open, remove dryer lint, lock doors, and to turn off lights in the laundry room before leaving. Laundry machines are not for pet blankets or fecal matter. This can damage the machines and result in additional fees before others can use them again. Drying lines are provided near all laundry rooms, please use these if you want to dry outdoors- railings are not to be used as drying racks.

Children are not permitted in the laundry rooms unless accompanied by an adult.

No individual may reserve a portion of an area for their sole use. Laundry equipment is to be used on a first come, first served basis only. The laundry rooms are to be used solely for the purpose intended.

Storage Rooms

The Corporation provides the use of designated space for storage or for placement of property or items within the buildings as an accommodation to Shareholders only and without charge. The use of these areas shall be at the sole risk of the person using them, and the Corporation and its Agents shall not be liable for any injury to the person, damage to the property or loss by theft, or otherwise, unless such damage or loss is caused by the gross negligence of the Corporation or its Agents. Shareholders are encouraged to confirm with their insurance company that their homeowner's policy covers such "off premises" property.

Shareholders should be considerate of storage space and try to contain items to a maximum 6 x 8 space. Personal property placed in the storage rooms must be properly placed and tagged with the name and address of the Shareholder. Cages or border structures are not allowed in these areas. The storage of upholstered furniture, bedding material, carpets, propane tanks or other types of fuel, flammable materials, loose papers, or any items of a commercial or business-related nature is prohibited by both these Rules & Regulations and the Ossining Fire Code and subject to removal and disposal without notice and without liability on the part of the Corporation.

All storage rooms are to be used in compliance with all laws and edicts, promulgations, rules, and regulations of all governmental agencies. Current law forbids any storage that is less than two feet below the ceiling.

Children are forbidden to play, nor should anyone congregate in storage rooms or laundry rooms. Shareholders are responsible for any damage they may cause.

Community Room

The Shareholder using the room is responsible for the conduct of his/her guests. The Shareholder is responsible to see that all activities are maintained within the confines of the Community Room. The Shareholder is responsible for the coming and going of guests. The Shareholder must see that guests do not use the parking lots at all. The Shareholder must see that guests respect the rights of fellow Shareholders. The Shareholder must ensure that noise of all kinds is always kept at a moderate level.

A rental fee, plus a (refundable) deposit, payable to High Meadow, must be delivered to the Board liaison who will then give the Shareholder the key to the Community Room. Shareholders are to put up signs indicating the location of the Community Room to guests, and to remove such signs after Community Room usage.

Live music and excessive noise are always prohibited. Please see the Community Room Rules on the website for the start and end times. The Community Room must be left in broom clean condition by 9:00 a.m. the morning following the rental date. Keys must also be returned to the Maintenance Office mailbox/mail slot by 9:00 a.m. of the next day.

Shareholders will be assessed a processing fee, as in Addendum A, (or such other sum as deemed appropriate by the Board of Directors) for violation of any of the above Rules & Regulations governing the use of the community room which may be deducted from the refundable deposit.

Violators of these Rules & Regulations may be barred from further use of the community room, unless otherwise given permission by the Board of Directors. Costs incurred to cure abuse and/or damage to the community room or to any Cooperative property caused by the Shareholder or his/her guests will be deducted from the refundable deposit and/or charged to the account of the Shareholder.

Parking Areas

All vehicles parked in the parking lots MUST have either a permanent parking sticker or a temporary pass. Applications are available on the Cooperative's website highmeadowcoop.com.

Designated parking areas are for the sole use of automobiles, non-commercial vehicles, small vans, and motorcycles owned by Shareholders. Any vehicle parked in the parking lots must fit and be parked within the lines of the individual parking space. Designated spaces are provided to Shareholders as a courtesy and if a Shareholder fails to abide by the rules pertaining to parking, they may have their parking privileges rescinded by the Board and/or towed from the premises and stored at the owner's expense without liability on the part of the Board or Cooperative.

Automobiles parked in designated parking spaces must be kept in proper working condition. If a vehicle is determined to be causing damage to a parking space because of dripping fluids such as oil, transmission fluid, etc., that individual will be required to pay for the repairs of the damaged area(s) as determined by the Board to correct the problem and to remove the vehicle from the premises until written proof of repair is provided. Any costs incurred by the Cooperative to perform cleaning, repair, or replacement because of damages, will be the responsibility of the Shareholder. Vehicle repairs of any sort may not be performed on Cooperative property.

Inoperable, uninsured and/or unlicensed vehicles may not remain for more than five (5) days in the parking areas. After such time, the vehicle shall be deemed abandoned and may be removed from the Cooperative premises and stored or disposed of at the owner's expense without liability on the part of the Cooperative.

Parking in fire lanes, driveways, right-of-way, curbs, grass, or sidewalks is prohibited. Non-residents are subject to tow-a-way at their expense, as the Cooperative property is private. All vehicles must park such that the front of the vehicle points toward the curb and at least two (2) feet back from any shrubbery or sidewalk. Visitors may not park in numbered spots at any time whatsoever.

Unmarked parking spots are for the use of Shareholders only, on a first-come, first-served basis, and may only be used by Shareholders when their numbered space is occupied. Any vehicle that remains in an unmarked spot without being moved for seven (7) days will be removed from the premises at the owner's expense without liability on the part of the Cooperative.

Violation of these Rules and Regulations relating to parking shall be deemed a material breach of the occupancy agreement and may subject the offender to termination of the Occupancy Agreement and the commencement of summary (eviction) proceedings and/or foreclosure.

Play Areas

Parents are responsible for the supervision and conduct of their children at all times, everywhere on the Cooperative grounds. There are several designated Play Areas in High Meadow:

- Toddler Playground behind Building No. 7
- Toddler Playground behind Building No. 16
- Basketball Court behind Building No. 20
- Ball Field behind Building No. 14

Organized ball playing is permitted only in the areas designated for such use. No ball playing of any form whatsoever is permitted in the parking areas. The playing of stickball or the use of any form of bat/stick or racquet is prohibited, except in the designated ball field.

Personal property including but not limited to bicycles, carriages, and toys, may not be left in the Play Areas. Any items left in these areas, and/or which create an obstruction or danger to the use of the corporate premises, will be removed by the Corporation and stored. The recovery of such items by the owner will be subject to a processing fee fixed by the Corporation to compensate for the time and inconvenience for said removal and storage.

Bicycle riding, rollerblading, skating, skateboarding or other vehicular toys, except tricycles, are prohibited from being driven or used in the playground areas, clothesline areas or interior sidewalks.

All adults in or anywhere near the playground, must be accompanied by a child in his/her physical presence. An adult who is not in the physical presence of his/her child should not be in or loitering within the playgrounds, all for the protection of the children.

The use of playground areas after dusk is prohibited.

These restrictions have been implemented for your safety and the safety of your children as well as the safety and consideration of all the residents living in High Meadow.

Garbage and Recycling

Garbage must be placed in bags and shall be deposited in receptacles provided by the Cooperative for that purpose. Lids are to be kept tightly closed. Refuse may not be burned or buried on Cooperative property. Containers in the laundry rooms may not be used for disposal of garbage. The 'trash garage' located behind 167 Charter Circle may be used for items to be picked up as 'bulk garbage' (large pieces of furniture, carpets, etc.)

White Shed

The bulk trash shed behind apartment 175 Charter Circle (Parking Lot I) will now remain locked. Residents must contact the Maintenance Office at 914-941-6208 to make an appointment to dispose of bulk items. Please see Addendum A for the disposal fee schedule.

Construction debris, paint cans, propane tanks, tires with or without rims, may not be disposed of on High Meadow Property. They must be taken off-site and disposed of properly.

Small items and appliances such as a toaster or coffee maker, etc. can be thrown away with an appointment only and at no charge to the Shareholder. The following is a sample of items subject to a refuse disposal fee that will be added to your maintenance account.

Appliances (including, but not limited to, stoves, air conditioners, refrigerators (with the doors removed), dishwashers, clothes washers, and dryers) must be brought to the shed located at the back of Parking Lot 'I' behind 167 Charter Circle. Shareholders are required by law to obtain stickers from the Village for all items containing Freon or any other designated product. The sticker(s) must be affixed to any appliance requiring them (e.g., air conditioners and refrigerators) prior to disposal. It is the responsibility of the Shareholder to comply with all laws and environmental and safety regulations. This includes the removal of doors, etc. Anyone abandoning any item of this type on Cooperative grounds other than in the designated area will be subject to a processing fee as in Addendum A plus any costs incurred by the Cooperative for removing the item to the proper location. A violation of this rule may also result in the termination of the offending Shareholder's Occupancy Agreement and the commencement of eviction proceedings.

The Cooperative recommends that when purchasing new appliances, mattresses, and box springs that you arrange for the vendor to remove these old items from the Cooperative's property.

Green Dumpster

Located in Parking Lot I behind 169 Charter Circle is the only dumpster that is for paper recycling. The dumpster has a slot cut out in the front. Paper recycling must be placed inside the dumpster via the slot. All cardboard boxes must be flattened before being placed inside. No paper recycling may be left outside of the dumpster.

There are surveillance cameras in the area and anyone not properly disposing of the paper, cardboard, junk mail or any trash will be assessed a \$100 processing fee.

Red Dumpsters

Placed in all garbage areas. Red Dumpsters are for:

- Commingled recycling items, including all numbered plastics containers numbered 1-7, tin cans, glass jars (clear, brown, blue, green) and food containers (clear, brown, and green all included).
- All recycling items must be cleaned before discarding and otherwise must conform to Village regulations (which are mailed to each resident on a yearly basis).
- Plastic bags are not recyclables.
- Items NOT to be placed *in Red Dumpsters*:
 - No foam, film plastics, plastic bags, cardboard/paper, vinyl containers used for hazardous waste, petroleum-based products.
 - No windows, mirrors, drinking glasses, light bulbs, non-food/beverage containers.
 - No aluminum siding, paint cans, scrap metal wire, pipes, tubing motors, computers, printers, dirty aluminum foil or automobile parts.

Black Dumpsters

Placed in all garbage areas for all non-recyclable trash disposals.

Any fine to the Cooperative for a violation of County or Village refuse or recycling laws will be passed on to the Shareholder(s) responsible. Anyone found to be violating these Garbage, Rubbish and Recycling Rules will be charged \$100 per incident by the Cooperative.

Outdoor Items

1. Grills and outdoor furniture are permitted to be left overnight in front of your apartment and are restricted to your immediate stoop area.
2. Nothing is to be left on common (community) property overnight or when not in use.
3. Barbeque grills should not be used under any soffits or left unattended when in use.
4. Lawn ornaments on common property are prohibited.
5. Outdoor furniture/cooking equipment, if not on a patio, should be kept to a 4'x5' area and must be moved close to the building when not in use for lawn maintenance and snow removal.
6. Items may not block basement/crawl space or grate openings or any sidewalks.
7. No items should ever be left on walkways.
8. Toys, bicycles, and other play items must be removed from the grounds daily.
9. Only Kiddie/Wading Pools will be allowed. These pools are not to exceed 4"-6" deep and 36" – 48" in diameter, made of inflatable or rigid plastic. The pool must be always supervised by an adult and emptied when unattended. The pool is to be removed from the grounds and stored in the storage room or your apartment at the end of the day.
10. Bird baths or feeding wildlife is prohibited.
11. Trellises to support vines and plants against the buildings are prohibited.
12. The outside area around your apartment may not be used as a catchall for storage.
13. Railings and fences are not to be used for drying items. There are several clothes lines within the coop available for use.

By December 1st shareholders should:

- Put away or secure outdoor furniture that is in the front or the rear of your apartment.
- Gardening tools must be stored inside your apartment or in a storage room.
- Move grills, when not in use, and any other items close to the building to facilitate lawn care and snow removal.

Bicycles and Motorized Vehicles

Bicycle riding on interior sidewalks and all lawn areas is prohibited. Sidewalks and walkways may not be blocked by obstructions, which would impede pedestrian traffic or create a tripping hazard. Motorized vehicles, except those medically necessary, and maintenance equipment, are prohibited on all lawn areas and inside sidewalks.

Electric bikes (“e-bikes”) are only permitted to be stored indoors if the battery is removed and stored in a lithium safe box outside of the building. Charging of e-bikes shall not take place indoors and must occur outside of any High Meadow apartments, storage rooms, garages, laundry rooms, etc. Proof of purchase for the battery and the location for storage of the e-bike should be sent to Stillman Management.

Speed Limit

All cars or motor vehicles driven through the South Highland Avenue parking lot, Charter Circle, Geneva Road, or other Cooperative property shall maintain a speed not to exceed ten (10) miles per hour. Shareholders are to require their visitors to abide by this speed limit while driving through the Cooperative property. Persistent offenders will lose their parking privileges.

Landscaping

High Meadow has engaged professional landscaping companies to care for shrubs, trees, and lawns. We take great pride in our environment.

Walking through shrubs and bushes or climbing trees or the committing of any act which injures or damages any plant life on the Cooperative premises, including but not limited to digging on lawns, around shrubs, trees or bushes is prohibited. Any damage caused by a Shareholder, family, or guests thereof, will be repaired by the Cooperative and the cost charged to the account of the offending Shareholder.

Personal gardens are permitted in the immediate area of your apartment. Plants should be native to North America and non-invasive. These gardens may not encumber designated Cooperative property and shall require prior Board approval. Prior to any planting, the Shareholder must submit a written request to the Board of Directors detailing the specification, size, and location, etc. of the garden. No work shall be performed prior to approval. After approval, any tree or shrubbery planted by the Shareholder will become the property of and will be retained by the Cooperative.

The Shareholder must maintain the approved personal gardens. Weeding, watering, and pest control is the sole responsibility of the Shareholder. If the Shareholder fails to do so, the Cooperative will withdraw the rights to a personal garden and resume landscaping responsibility of the area.

Vegetable gardens are restricted to an area not to exceed 6'x6', placed solely behind the Shareholder's building or apartment. Written approval by the Board of Directors is required prior to the creation of such a garden. Such a garden must be neatly maintained, may not impede free access to pathways within the Cooperative property, nor obscure the windows of any other Shareholder or Cooperative property. No Shareholder may erect fences of any sort, including, but is not limited to picket fencing, wire fencing, decorative edgings, etc., without prior written permission of the Board of Directors.

Littering

Littering on the premises, buildings or grounds is prohibited.

Noise & Odors

No Shareholder shall make or permit any unreasonable disturbing noises or odors in their apartment, the building or on the grounds by himself/herself, or by said Shareholder's family, guests, visitors, agents, employees, licensees, or invitees if same shall unreasonably disturb or interfere with the rights or convenience of other Shareholders and their families, at any time of the day or night.

There shall be no smoking or vaping of tobacco, marijuana, or other material in any of the common areas, (Community Room, Laundry and Storage Rooms and common hallways). There shall be no smoking or vaping of any substance containing tobacco or marijuana or other material allowed within twenty (20) feet of the exterior perimeter of any building.

The Shareholder is responsible for adhering to the building's quiet hours. There shall be no excessive disturbing noise between the hours of 8:00 p.m. and 10:00 a.m. During any time of the day or night and these quiet hours no person shall operate or use radios, televisions, stereo (record player, CD, DVD, digitally produced or otherwise) loudspeakers, musical instruments, or other sound-production devices which produce sounds that are audible outside the residence of the Shareholder and/or Community Room. Please, also review the carpeting rule on page 11.

If the Shareholder violates the quiet hours, noise, or odor policy and/or the above stated rules on two separate documented occasions, the Shareholder shall be deemed to be in violation of the Rules and Regulations. The Corporation reserves the right to charge the Shareholder a processing fee as noted in Addendum A of the Rules and Regulations and/or commence eviction proceedings against the Shareholder, the decision of which shall be at the sole discretion of the Board of Directors, for the second or each subsequent violation.

Holiday Lighting & Decorating

Outdoor holiday lighting must be plugged into outlets within your apartment or operated by solar lighting or batteries. No outdoor lighting shall be plugged into an outside outlet. Outdoor holiday lighting is limited to two (2) weeks before the holiday and shall be removed within two (2) weeks after the holiday.

Christmas trees can be disposed of in Parking Lot I and place the live tree alongside the white shed. Parking Lot I is located behind 171 and 173 Charter Circle.

If you are disposing of an artificial tree, please contact the maintenance staff and arrange to place it inside the white shed.

Please ensure that any holiday lighting has UL approved wiring. If you reuse any lights, check wiring carefully. Do not use it if cracked or frayed. If you have a fresh Christmas tree, please make sure you keep it watered.

Outdoor Advertising & Soliciting

No signs, advertisements or printed matter affixed to or posted in any apartment to be visible outside the apartment or on any portion of the Cooperative premises is permitted without the permission of the Board of Directors. Soliciting is not allowed.

Reporting Violations

All Shareholders, when reporting violations of the Rules & Regulations, By-laws, or other documents regulating High Meadow Cooperative No. 1, Inc., are to make such reports in writing with a copy going to both the Board of Directors and to the Managing Agent. Oral complaints cannot be accepted or acted upon. All reports must be signed and dated for the Board or Managing Agent to properly follow through on reported violations. Anyone reporting an emergency may do so by phone or in person to the Managing Agent, the appropriate Cooperative Staff member or member of the Board of Directors and should also

provide his/her name.

Violation Processing Fees

All Shareholders who have been notified that they have committed a violation or breach of the contents of the Articles of Incorporation, By-laws, Occupancy Agreement, and/or these Rules & Regulations of the Cooperative, shall be subject to a processing fee as provided in Addendum A, if applicable, in an amount determined by the Board of Directors on a case-by-case basis, plus any other cost or expense incurred by the Corporation resulting from the acts of such violation

The Board reserves the right to change the processing fee, from time to time, upon written notice to the Shareholders. Any processing fees levied that remain unpaid will incur an additional late fee and the Corporation shall have the right to collect the same amount as if it were a part of the maintenance fees for the apartment owned by the Shareholder.

Stock Transfer

The sale of any stock in High Meadow Cooperative No. 1 Inc., without the express prior written approval of the Board of Directors will be considered null and void.

The responsibility for the payment of all maintenance, assessments, and utility charges, late or legal fees of the Cooperative will remain that of the selling Shareholder until such time as a proper closing is held. At such time, all outstanding fees, the move-out deposit, and the appropriate waiver fee must be paid to complete the transfer of any stock. Without such fees being actually paid, the transfer of stock will not take place.

Sale of Stock

All notices of intent to leave the Cooperative and sell their apartment shall be given in writing to the Management Company. The notice of intention to leave the Cooperative cannot have a move out date and must be renewed every six months. The form of the notice shall be as follows:

I, _____ residing at _____ hereby give notice of my intention to leave the Cooperative and sell my apartment.

Waiver Fee

At the closing and the transfer of stock in High Meadow Cooperative No.1 Inc., the Shareholder who is transferring stock shall remit to the Corporation by bank, attorney escrow or certified check, a sum called a waiver fee. The Transfer Agent at closing collects the waiver fee.

This fee is paid to the Cooperative at the closing for waiving its option to purchase the shares at par value and allowing said Shareholder to sell his/her stock for whatever prices the Shareholder deems appropriate. The Board of Directors may adjust this fee periodically. Any increase in fee will not affect a Shareholder who has filed a notice of intent to sell until such notice is no longer valid. A notice of intent to sell is valid for six (6) months. Any change in fees will not become effective until sixty (60) days after such change.

Any Shareholder transferring stock to their apartment, who remains a Shareholder of the Corporation by purchasing another apartment in the Cooperative, will not be subject to a waiver fee on the sale of the first apartment.

Move in/Move Out Process

The Shareholder(s) is to pay a \$1,000 refundable move-out deposit, in the form of a money order, certified or bank check at the time of an accepted offer.

The move-out deposit will not be returned until both the common property and the Storage Room(s) are inspected, and the proper keys have been turned over. The seller should notify the Maintenance Staff as soon as all their personal belongings have been moved out.

The Managing Agent will conduct an inspection of the property and the condition of the Storage Room(s) after the move. The deposit will be refunded in full within two weeks of the inspection, provided that no damage is found to have been caused to the property and no items are left in the Storage Room(s). If any violations are found, any expenses incurred will be deducted from the \$1,000 deposit.

REMINDER: The Seller is personally responsible for turning over to the Purchaser/ Transfer Agent at closing, the key(s) for the front door, storm door, common door, laundry/storage room and the mailbox, if any. The garage key, if any, must be turned over to the Maintenance Department. The Cooperative is not responsible for these items. If lost, the replacement cost for each key is \$50, except for the mailbox key which must be obtained from the US Post Office.

Moving Dates and Times are as follows:

Monday - Friday 8:00 a.m. to 5:00 p.m. and Saturday - 9:00 a.m. to 4:00 p.m.

After moving in or out of a one-bedroom apartment the railings and doors must be wiped with disinfectant wipes.

Prospective Purchaser(s)

The prospective purchaser(s) shall at the time of application, pay a \$500 refundable move-in deposit, in the form of a personal check or money order.

The deposit will not be returned until both the common property and the storage room are inspected. Please contact the Maintenance Office as soon as you are moved in.

The Managing Agent will conduct an inspection of the property and storage room(s) after the move. The deposit will be refunded in full within two weeks of the inspection if no damage to Cooperative property or violations are found. If any are found, any expenses incurred will be deducted from the deposit.

REMINDER: The Purchaser is personally responsible to collect the key(s) for the front door, storm door, common door, laundry/storage room and the mailbox, if any, from the Seller at the closing. The Cooperative is not responsible for these items.

Insurance

The Corporation's insurance for damage to an apartment from fire or any other cause covers only structural damage to the apartment and does not cover damage to personal property or expenses for alternate lodging, meals, etc. If reconstruction or repairs to the apartment require the Shareholder to vacate the premises, the monthly maintenance charges will be abated during that period.

All Shareholders of High Meadow Cooperative No. 1, Inc. must obtain and maintain comprehensive liability and casualty insurance covering their respective apartments. Written proof of current coverage which includes the name and address of the insurance company and the policy number, and the name, address, and telephone number of the broker, if any, must be delivered to the Managing Agent upon the anniversary or renewal date of the policy every ensuing year, or whenever the policy is renewed. Failure to provide the information requested, or to obtain and/or maintain the required insurance, shall be deemed a material breach of the Occupancy Agreement, and shall subject the defaulting Shareholder to such legal action as is provided therein including termination and commencement of eviction proceedings.

Preferred Income Guidelines

See Resale Application

Equity Loans/Mortgage Refinancing

Any Shareholder wishing to apply for a home equity loan, or to refinance their mortgage, must submit, in writing, their request to the Transfer Agent. The request must include the following information:

- Name of present mortgage bank.
- Name of new bank.
- Original mortgage amount.
- Proposed mortgage/equity loan.
- Monthly payment on current mortgage.
- Monthly payment on proposed mortgage/equity loan.
- Copy of the new mortgage/equity loan commitment and a copy of a current lien search must be included when received by the Shareholder.

Based upon the above information, the Board may require additional information and an updated credit search to be conducted. Shareholders will be required to pay for the cost of the credit report and the attorney/transfer fees for preparing the documents that the banks will require (Recognition Agreement, Consent and Maintenance Letter, Indemnity Agreement, Insurance Certificate, etc.) and to coordinate the closing process.

Anyone with a poor maintenance payment record or who is refinanced, or equity loan will substantially increase their monthly carry charges beyond their ability to meet Cooperative income guidelines may not be approved for these loans. If, in the opinion of the Board, the applicant does not meet the qualifications, it will exercise its right of refusal and deny permission to refinance or to take out an equity loan.

Amendments to the Rules & Regulations

The Board of Directors reserves its right to rescind, amend, or change any of the Rules & Regulations, by a majority vote of the directors in attendance at any meeting of the Board of Directors, as it may deem necessary for the welfare of High Meadow Cooperative No. 1 Inc. and its Shareholders.

Addendum A

Current Fees, Effective September 22, 2022

The Board of Directors deems all fees mentioned below proper and necessary. The Board of Directors, at its discretion, will adjust such fees periodically. Shareholders are urged to keep this list with their current copy of the Rules & Regulations, and all other significant documents and papers concerning High Meadow Cooperative No. 1 Inc., and which shall be published periodically.

| | |
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| Garage Rental per month | \$95.00 |
| Community Room | |
| Usage Fee | \$100.00 |
| Refundable Deposit | \$100.00 |
| Violation Processing Fee | \$100.00 plus, cost of repairs |
| Late Maintenance Fees & Surcharges | |
| 1st Month | \$25.00 |
| 2 nd Month | \$50.00 |
| 3 rd Month and All Ensuing Months | \$75.00 |
| Processing Fee Assessment | |
| 1 st Letter | WARNING |
| 2 nd Letter | \$50.00 |
| 3 rd Letter | \$75.00 |
| 4 th Letter & Summary Proceedings | \$100.00 |
| Charges for going directly to the staff's home \$100, plus, the staff's overtime | |
| Lost Storage room or Laundry Room Key | \$50.00 |
| Lost Garage or Entrance Key | \$50.00 |
| Water Abuse Processing Fee | \$25.00 |
| Appliance Disposal Violation | \$100.00 |
| Non-Surrender of Entrance, Laundry Room, Storage room, or Garage Keys at Time of Stock Transfer, | |
| Per Key | \$50.00 |
| Improper Abandonment or Placement of Appliances or Bulk Garbage or Recyclable items | |
| Per occurrence | \$150.00 Plus Actual Cost of Removal and/or Any Fines Incurred by The Corporation. |
| Waiver fee rebate for storm windows installed prior to window replacement project available at move-out if proper documentation is presented to the Board of Directors | |
| Waiver Fees | |
| One Bedroom Apartment | \$2,200.00 |
| Two Bedroom Maisonette Apartments | \$2,450.00 |
| Two Bedroom Duplex Apartment | \$2,800.00 |
| Three Bedroom Duplex Apartment | \$3,200.00 |
| Move Out Deposit | \$1,000.00 |
| Move In Deposit | \$500.00 |
| Bulk Trash Disposal Fees | |
| Electronics - computers, TV, printers, etc., depending on size | \$40 each |
| Appliances - Refrigerators, ranges/stoves, dishwashers, washing machines, dryers, air conditioners | \$40 each |

