

House Rules and Polices
revised December, 2009
Rights and Responsibilities for a Better Community

THE BLUFFS AT BAITING HOLLOW CONDOMINIUM I, INC.

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General Responsibilities

Every Homeowner must have Homeowners' Insurance covering interior contents, improvements and liability. *Insuring the contents of all units, (sheetrock in), is a must and is the responsibility of each homeowner. The Bluffs' condominium insurance does not cover any personal property that is damaged in any way under any circumstances. Bluffs' insurance covers only the outside of the building.*

Units shall only be used as residences. Only one family may occupy a unit at any given time.

All Homeowners are liable for the payment of Common Charges and Special Assessments issued by the Board of Managers. Payment of Common Charges is due on the first of each month and must be received by the Management Company not later than the tenth of the month. Any homeowner whose payment is received after the tenth of the month will be charged a late fee of \$50. This charge will be applied to the homeowner's account.

The Management Company must be provided with keys to the units of all Homeowners in case of emergencies.

Homeowners may be subject to fines of \$50 per day for any violation of By-Laws or other House Rules and Policies.

Peaceful Occupancy

Unit Owners shall not use or permit the use of the premises in any manner that would be disturbing to, or a nuisance to, other Owners. No Unit Owner shall make, cause, or permit any unusual, disturbing or objectionable noises and/or odors.

Eighty percent (80%) of the floor area of each second and third floor unit (excluding kitchen, pantry, bathrooms, closets and foyer) must be covered with rugs, carpet or equally effective noise reducing material.

Garbage must be packed in plastic bags and placed in the dumpster nearest the residents' buildings. Homeowners renovating units must arrange with their contractors for the disposal of discarded and unwanted items.

Any residents discarding large items in the dumpster areas will be charged a removal fee.

Recycling Program: See following requirements provided by our sanitation company.

Mattituck Sanitation

Recycling Program

Newspapers:

Yes: Newspapers dry and tied in bundles.

No: Magazines, junk mail, phonebooks, brown paper bags, catalogs, plastic bags and anything glossy.

Glass:

Yes: Separate all glass by colors (clear, green and brown). Rinse all glass clean. (You do not have to remove labels but please remove caps)

No: Ceramics, window glass, mirrors, crystal or light bulbs.

Cans:

Yes: Aluminum or tin cans, rinsed clean.

No: Aerosol cans, pesticide cans or oil cans.

Plastics:

Yes: Food, beverage or household containers such as soda, detergent, bleach, milk, juice, shampoo, cooking oil. All containers must be rinsed clean.

No: Plastic with metal parts, caps, "six-pack" rings, biodegradable bags, pens, disposable diapers, razors, flower pots, fiberglass, vinyl, Styrofoam.

Cardboard:

Yes: Flattened cardboard.

No: Waxed or plastic coated cardboard.

Exteriors and Common Elements

Common areas, including decks, shall not be obstructed, littered, defaced or misused in any manner. Unit owners are liable for any damage to the common areas.

Rear fire exits and staircases must be kept clear and not obstructed in any manner.

Meter rooms must be kept clear for access by LIPA, Cablevision, etc. Natural Grid meters in the rear of all buildings must also be kept clear at all times.

Common sidewalks and entrances shall not be obstructed or used for any purpose other than ingress and egress from the units. Vehicles shall not be parked in such a manner as to impede ready access to or exit from any building.

Only electric grills are allowed in the general common areas or on decks, patios, etc. of residential units. Gas or charcoal grills will be confiscated and the owner fined. A fire extinguisher should be readily available when the electric grill is in use.

The Condominium is responsible for the maintenance of fire extinguishers on the front entrance balconies and back deck staircases. (Any interior or deck extinguishers are the responsibility of the Unit Owner).

Nothing shall be hung, shaken, or thrown from any window, door, deck, or balcony into the common area. This includes but is not limited to laundry, clothes and towels.

Potted plants and planter boxes on decks (particularly on middle and upper levels) must have controlled drainage to avoid spillage on the units below. Planting containers should not be placed on any front railings, and other objects on decks must be secured so that in the event of high winds they will not blow over or off the decks creating a hazard to residents and property beneath. Special brackets to accommodate planters under the railings can be made available, and, upon request, installed by the maintenance staff.

Written requests for any plantings in the common areas must be submitted to the Management Company in advance of any planting, and the requests are subject to the approval of the Board of

Managers. **Periodically, the Board of Managers will have to transplant planting materials to avoid overcrowding.**

Bird feeders and bird baths are not permitted.

To prevent backups in kitchen drains and bathroom toilets, **which will cause serious damage to units** below and to the plumbing system, all food from dishes, pots and pans must be removed before being placed in sinks and dishwashers. Toilets must be used for human waste only. **In-sink garbage disposals are not permitted.**

Damage to any common area caused by a Unit Owner, a tenant, occupant or guest, shall be the responsibility of that Unit Owner. Any damage to the common area will be repaired by The Bluffs maintenance staff, and the Unit Owner will be charged for such repair.

It is the Homeowner's responsibility to notify the Management Company of any known defects or needed repairs in the Common Areas.

In order to respect the privacy of neighbors, residents and guests may not walk behind the buildings.

The Bluffs private beach is for FOX HILL residents only and is accessed through the locked door located at the walkway between Buildings 3 and 4. Climbing over, through or under the fence is strictly prohibited.

Walking near the edges of the bluffs or on the bluff face is strictly prohibited.

Local Department of Environment Conservation regulations protect this part of the property.

Vehicles and Parking

Every unit is assigned one parking spot. Any unnumbered parking spots may be used for a second vehicle or for guest parking. A homeowner shall not occupy more than two parking spaces for his or her own vehicles, and vehicles should display The Bluffs/Knolls HOA sticker on the windshield.

No bicycles, scooters, boats or similar vehicles or toys may be kept in the common areas. Golf carts may be parked briefly in the unit's parking spaces.

Motor homes and trailers are not permitted in the parking areas. Mobile homes, boats, all-terrain vehicles, buses, plows, tow trucks and vehicles with commercial license plates or company logos may not be parked overnight on the property.

Maintenance and repair work on vehicles are not permitted in the parking lots.

Any uninsured, unregistered and unlicensed vehicles left on the property will be towed at the Homeowner's expense.

Pets

The By-Laws state that dogs, cats, birds or reptiles are not permitted unless expressly approved in writing by the Board of Managers, and highly recommends no more than one pet per household, but they are not, at present, being enforced for Unit Owners. The Board reserves the right to enforce the rules against any pets if they become a nuisance to other Unit Owners or if the provisions or regulations concerning animals are not observed. No animal shall be kept in any unit if it becomes a nuisance to other Unit Owners or if the provisions or regulations concerning animals are not observed.

All pets in the common areas must be carried or leashed and under the complete control of the owner at all times. The pet's owner is responsible for immediate clean-up of all droppings deposited by the pet, including the sidewalks, parking areas, roadways and any unpaved areas throughout the common areas. "Pet Mitts" are available from dispensers on site for use by pet owners. Pets may not be walked in the grassy areas near the building or on the lawns behind Buildings 3, 4, 5 and 6. When walking pets, any resident who does not immediately remove fecal matters from the premises will be subject to a \$50 violation fine.

Under no circumstances should any pet be allowed on the golf course property.

All pet owners must prevent their pets from making noise that is objectionable to other Homeowners and Tenants. All pet owners must prevent their pets from damaging or destroying property belonging to others or to the Condominium common areas.

Under no circumstances may pets be tied up or left out on decks alone as they are likely to relieve themselves or disturb neighbors.

Repairs, Remodeling, Renovations and Deliveries

No change or alteration to the exterior of any unit or any of the common areas, including color changes, may be made without the prior written approval of the Board or Managers, execution of a Hold Harmless Agreement and the proper permits from the Town of Riverhead.

No owner shall make any structural alterations or additions to his or her unit without prior written approval of the Board of Managers and execution of a Hold Harmless Agreement.

No decks or patios shall be enclosed, decorated or covered by ceramic tile or by an awning or otherwise altered without the prior written consent of the Board of Managers. Deck enclosures may

only be constructed with written approval from the Board of Managers, the execution of a Hold Harmless Agreement, strict adherence to renovation stipulations, proper permits from the Town of Riverhead and filing a copy of the Certificate or Occupancy (CO) with the Management Company for insurance purposes.

Any and all alterations are to be insured under the individual homeowner's insurance policy as extensions of the dwelling coverage, and the maintenance of such will be the responsibility of the Homeowner.

Conversions to natural gas heat may be done with the approval of the Board of Managers. Placement of the compressor must be approved by the Board prior to installation.

Unit Owners wishing to convert any appliance to natural gas, including fireplaces, water heaters or ranges, must have the prior approval of the Board of Managers and the necessary permits and certificates. Unit Owners are obligated to notify Natural Grid of the change.

All new clothes dryers (gas or electric) must be installed according to current Town of Riverhead Code.

Unit Owners must inform contractors of the regulation that no construction, repair work or other installation shall be conducted in any Unit except on weekdays (not including national holidays) and only between the hours of 8:00 A.M. and 5:00 P.M., unless such construction or repair is necessitated by an emergency. Deliveries of large items, such as, furniture, appliances, etc., must also be delivered between these hours.

Suppliers and contractors must remove all materials being replaced or discarded from the property and dispose of them properly. A contractor doing a major renovation **MUST** utilize a small private dumpster for a period not to exceed three days, which must be placed in the assigned parking space for that unit.

All repairs to internal electric, water, gas, telephone, cable, and sanitary facilities shall be the responsibility of the Unit Owner.

NO INTERNAL OR EXTERNAL ALTERATIONS (PLUMBING, HEATING, AIR CONDITIONING, FIRE PLACE ALTERATIONS, HOT WATER HEATERS OR TELEVISION EQUIPMENT) ARE PERMITTED TO DISTURB OR IMPACT ANY/ALL ROOFING SURFACES. UNIT OWNERS MUST SUBMIT IN WRITING A REQUEST FOR APPROVAL OF ANY ALTERATIONS, TO THE BOARD OF MANAGERS PRIOR TO ANY ALTERATIONS WHICH MAY IMPACT THE ROOFING SYSTEMS. THE BOARD OF MANAGERS WILL REQUIRE THE HOMEOWNER TO OBTAIN AN APPROVED CONTRACTOR TO COMPLY WITH OUR ROOFING SYSTEM WARRANTIES.

Doors:

All exterior front doors must be white, and Unit Owners shall not replace any exterior door without the prior written consent of the Board of Managers. More specifically:

Front Doors: Must be white and are the responsibility of the Unit Owner.

Rear Utility Doors: Must be natural and are the responsibility of the Unit Owner.

Rear Fire Exit Doors: Must be natural and are the responsibility of the Condominium Association.

Corner Units with Master Bedroom Doors: Must be white and are the responsibilities of the Unit Owner.

Neither exterior glass surfaces nor any windows may be colored or painted.

SATELLITE DISHES ARE NOT PERMITTED.

Homeowners may contract with the Condominium maintenance staff to carry out household repairs, alterations, etc. but work must be on the employee's time (not during regular working hours). Homeowners must be aware that such repairs and alterations and any other work are not under any warranty by the Condominium.

Seasonal Responsibilities

Winter thermostats must be set at a minimum of 55 degrees to avoid any freeze-ups.

It is strongly recommended that all Unit Owners have their heating units serviced prior to the onset of the cold winter months to insure that they are in proper working order. All condensation pipes must have heat tape with a thermostat to avoid a freeze-up.

Gas and electric service must never be discontinued due to the inherent, potential danger to neighboring units.

Firewood can only be stored on the back deck of the unit (not on rocks adjacent to lower level units or any common areas). It must be elevated at least four inches to prevent nesting by small animals. Delivery trucks may not drive behind the buildings to make deliveries.

When there is a snowstorm warning, residents should move their vehicles to the south side of the parking lot to enable more efficient snow removal from assigned spaces.

Do not leave vehicles in the parking area for an extended period during the winter months. If a vehicle is left on site during the winter months, it should be parked on the south side of the lot to enable snow removal from assigned spaces.

Renting and Selling

Prior to a Homeowner's renting his/her Unit, Homeowners must contact the Management Company for Homeowner Rental Agreement and Prospective Tenant's Rental Application or visit our website at www.thebluffsatfoxhill.com.

Homeowners are permitted one rental per year. Rentals must be for a minimum of one month. Rental agreements are subject to Board approval. Failure to abide by these rules will result in a penalty fee of \$50.00 per occurrence.

Prior to *renting*, Homeowners should make certain that the prospective Tenants are aware of the House Rules and Policies, paying particular attention to the provision that prohibits Tenants from having pets.

The Owner must notify the Management Company of the names of the tenants and submit a short form giving other pertinent information

The Tenant must contact the Management Company to sign a copy of the House Rules.

ANY PERSISTENT VIOLATION OF THE HOUSE RULES OR DAMAGE TO COMMON AREAS BY A TENANT WILL RESULT IN FINES LEVIED AGAINST THE OWNER.

“OPEN HOUSE,” “FOR SALE” OR “FOR RENT” signs or balloons must not be displayed in the window of any unit or any vehicle, on the exterior of any building or on the common areas.

Resale/Transfer Fee

Purchasers at The Bluffs will be required to pay a Transfer Fee in an amount equal to two months' Common Charges payable at closing.

Prior to closing of title, a representative of the Management Company will conduct a physical inspection of the unit to insure that violations, if any, are remedied before title is conveyed. The inspection will include the exterior common areas.

At the time of closing the Seller must transfer to the Purchaser (1) the Prospectus; (2) the Handbook; and (3) the keys to the pool/tennis courts and beach access.

Date: _____
To: Unit Owners of
The Bluffs at Baiting Hollow, Condominium I, Inc.
From: The Board of Managers
Re: REQUIREMENTS REGARDING SELLING A UNIT

IMPORTANT INFORMATION

In accordance with ARTICLE 7, sections 7.1 and 7.2 of the by-laws for this Community **before any unit can be sold or leased** the “Sale or Lease Agreement” shall contain the following language:

“THIS AGREEMENT AND THE RIGHTS AND OBLIGATIONS OF THE PARTIES HEREUNDER ARE HEREBY MADE EXPRESSLY SUBJECT TO THE RIGHTS, IF ANY, OF THE BOARD OF MANAGERS OF THE CONDOMINIUM WITH RESPECT TO THE TRANSACTION EMBODIED HEREIN PURSUANT TO THE TERMS OF SECTIONS 7.2 AND 7.3 OF THE BY-LAWS OF THE SAID CONDOMINIUM, AS THE SAME MAY HAVE BEEN AMENDED”

Once all parties have signed the Agreement, the unit owner (Seller) must send by certified mail:

1. Written notice of the intention to sell, to the Condominium Board, **c/o The Bluffs at Baiting Hollow, Drawer 1003, Port Jefferson Station, New York 11776. Telephone No. (631) 403-4256; Fax No. (631) 331-1232.**
2. A fully executed, original Contract of the Sale containing all the terms offered by the prospective Purchaser or Tenant.

Once the required documents are received, the Board of Managers shall, by written notice to the Owner (within 20 days for a sale or 15 days for a lease) render its decision to exercise its *Right of First Refusal*.

PLEASE BE ADVISED THAT THE OWNER SHOULD NOT PROCEED WITH ANY SALE UNTIL A WRITTEN RESPONSE FROM THE BOARD OF MANAGERS HAS BEEN RECEIVED.

NOTE: IN THE EVENT OF A SALE, THE REQUIRED COMMON CHARGE RELEASE LETTER PROVIDED BY THE MANAGEMENT COMPANY IMMEDIATELY PRIOR TO THE CLOSING DATE WILL NOT BE FORWARDED UNLESS THE ABOVE REQUIREMENTS ARE COMPLIED WITH.

A PHYSICAL INSPECTION OF THE UNIT IMMEDIATELY PRIOR TO CLOSING OF TITLE WILL BE CONDUCTED BY A REPRESENTATIVE OF THE BOARD OF MANAGERS AND/OR THE MANAGEMENT AGENT AT A FEE OF \$75 TO INSURE THAT VIOLATIONS, IF ANY, HAVE BEEN REMEDIED.

Unit Maintenance

Unit Owners are responsible for maintenance of heat/air conditioners, kitchen appliances, whirlpool baths, smoke alarms, and carbon monoxide detectors as described below. It is the responsibility of homeowners to arrange for periodic cleaning of ducts from clothes dryers. It is also recommended that arrangements be made for periodic cleaning of heating and air conditioning duct work.

Repairs to doors, windows, (**EXCLUDING SKYLIGHTS**), and interior plumbing are the responsibility of Unit Owners with the exception of main water pipes and drain pipes throughout the buildings.

When replacing appliances, Unit Owners should retain all installation instructions and operating manuals to eventually pass on to future Owners and Tenants. All new clothes dryers (gas or electric) must be installed according to current Town of Riverhead Code.

The Condominium is responsible for exterior cleaning and chimney service at frequencies to be determined by the Board of Managers. Residents may power wash their decks but must first inform their neighbors to avoid any damage to units below. If a sealant is used, it must be clear.

Heat/Air Conditioning (Gas conversion or original heat pump)

Replace the air filter at least twice a year. Suggested suppliers:

- (1) S&W Anderson Sales, 39 Barrettes Avenue, Holtsville (631-654-1717)
- (2) East Coast Filters, 80 Modular Avenue, Commack (800-544-6390)

These filters must be purchased by the case, due to their unusual size (17 – 1/8 x 17-1/8 x1). For a thorough cleaning of all ducts, contact Cunningham Duct Cleaning Co., Inc, 6 Redington Street, Bay Shore (631-665-6400).

If a Homeowner leaves the unit unoccupied during the winter months, the thermostat must be set at a minimum of 55 degrees. This will prevent water pipes from freezing.

Water Heater and Main Valve

If a Homeowner experiences tank leakage, rust in water or lack of hot water, it may be time to replace the water heater. Many units still have the original builder-installed water heaters, which date from the mid-1980's.

The main water valve is located near the floor in the water heater closet. This valve should be turned off if you leave your unit during winter months. In addition, open the sink faucets in the kitchen and bathrooms. You do not need to turn off the valve at the top of your water heater during an extended absence.

Circuit Breakers

The circuit breaker box is located behind the door in the smaller bedroom.

Never turn off the main circuit breakers when away for an extended period of time; however, individual circuit breakers, such as the one for the water heater, may, at the discretion of the Homeowner, be shut off.

Whirlpool Bath

The water level must be above the jets before turning on. Serious damage to the motor and pump will occur if the tub is run with insufficient water.

To protect against bacterial growth in residual water, pour in 1 ounce of chlorine bleach just before draining. Circulate the water for 2 – 3 minutes, then drain.

Any electrical problems with the whirlpool should be repaired by a licensed electrician.

It is recommended that caulking be replaced periodically to avoid leaking on the unit below.

Carbon Monoxide Detector and Smoke Alarm

As a safety precaution each unit should have a carbon monoxide detector and a smoke alarm in working order.

Fireplace Doors

Replacements may be ordered from Marco Manufacturing at 1-800-331-9234. The Serial number is M860050, Model #2084-DWF36F-2. Request door kit 793404. The screen is not included. (Note: Since openings are non-standard, units such as those sold at Home Depot will not fit.)

Andersen Sliding Doors and Windows

Two sources for repair, weather-stripping and replacement:

- (1) Riverhead Building Supply Corp., 1093 Pulaski Street, Riverhead, New York.
Phone: 727-3650
- (2) Contact the Management Company for in-house assistance.

Beach and Beach Access

Homeowners of The Bluffs may access the beach via the locked gate between Buildings 3 and 4. Use of the beach is at the Homeowners' risk.

No one is permitted to climb or walk on the dunes that slope to the beach. This protected area is governed by the Department of Environmental Conservation and the Town of Riverhead. All residents and guests **must stay off the dunes** and bluffs areas that overlook or adjoin the beach.

Recreational Areas (Pool Area and Tennis Courts)

Note: Responsibility for maintaining the pool and tennis courts and for establishing the rules for their use lies with The Fox Hill HOA, not with the Board of Managers of the Bluffs at Baiting Hollow, Condominium I. All questions, suggestions or complaints should be directed to the property manager for the Fox Hill HOA at: 631 403-4256

- A key must be obtained for access to the gates of the pool and tennis courts (one key) and a separate key for the locked door at the beach path. One of each of these two keys, stamped with the unit number, is provided free to each unit; one additional set of these two keys may be obtained at a charge of \$5.00. Keys are of the type that cannot be duplicated.
- The pool gate must be closed upon entering or leaving the pool at any time.
- **The pool hours are dawn to dusk for weekdays and weekends, commencing the last weekend in May to Labor day.**
- Use of the pool, the pool house and other areas adjoining the pool, the playground, and the tennis courts is limited to owners and other tenant-residents of the condominium and their guests. Though at present there is no limit on guests, residents are requested to be considerate of others in not inviting a large number of guests at any given time. Unit Owners must escort their guests to the pool or notify the lifeguard prior to their arrival.
- Use of the pool and surrounding areas for private parties is a privilege. Requests to reserve space for a given date must be addressed in writing to the Managing Agent.
- Children under 12 years of age must be accompanied by a parent or an adult guardian when in the pool area. Small children must wear a safety device when in the pool. Lifeguards are not to be considered baby-sitters.
- The lifeguards' function is to supervise the comfort and safety of those using the pool, and they have the authority to enforce all pool regulations. Their judgment and requests must be respected.

- **Proper tennis apparel and proper tennis shoes must be worn while utilizing the tennis court facilities.**
- Glass containers are not allowed within pool area. There is no smoking at the pool or within the fenced in areas. All refuse and food containers should be placed in the receptacles provided.
- Rafts, styrofoam floats, etc. are to be used only when there are not many people in the pool and they should not obstruct free movement of swimmers. No large inflatable toys are allowed in the pool on weekends.
- All personal possessions must be taken home at the end of each day, and not left in the pool area or the pool house.
- **Persons using the pool must respect the comfort of others and should not engage in ball throwing and splashing of water on the pool deck. Horseplay, screaming or yelling, as well as loud or profane language, are prohibited. Please limit cell phone usage to a minimum and be courteous to your neighbors.**
- Unit Owners/tenants are responsible for seeing that their children and guests are considerate in keeping the bathroom facilities clean.
- Pets are not allowed in the pool area or tennis courts. Pets are allowed on the beach, but owners must attend to cleaning up after them.
- Ball playing is not permitted in roadways and parking areas. Rollerblading and skate boarding are not permitted on the tennis courts.
- Use of any recreational facilities, including pool, tennis courts, playground and beach, is at Unit Owners', Tenants' and guests' own risk.
- No one is permitted to climb or walk on the dunes that slope to the beach. This protected area is governed by Department of Environmental Conservation rules. **All residents and guests must stay off the all dunes and bluffs areas that overlook or adjoin the beach.**

Site Surveillance

- Although there is a gatehouse at the property entrance from Oakleigh Avenue and there is a guard present during most evening hours (from approximately 8 p.m. through 5 a.m.), the Condominium should not be considered a "gated community." (Note: The Guard is an employee of the Fox Hill HOA, not of the Bluffs at Baiting Hollow Condominium I, Inc.)
- The Gatehouse telephone number is: 631 369-2635.

Revised December 2009