

Towne House Condominiums at Lido Beach

750-112C Lido Blvd.

Lido Beach, NY 11561

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Email: townhslido@optonline.net

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HOMEOWNER'S GUIDE

Updated March 2016

A committee of residents has compiled the following information for your convenience. This is only a PARTIAL listing of the rules and regulations. Consult your By-Laws for in-depth explanations. The Board of Managers has provided this guide to all Unit Owners and Tenants to affect compliance and make for a better community.

BOARD MEETINGS

Monthly Board Meetings are held in the Clubhouse at 7:30 PM (refer to bulletin boards or our website for dates – www.townhouseatlido.com). Annual Meetings are held in September for Board Member elections and in January or February for Budget review.

CONDOMINIUM OFFICE INFORMATION

The office is located at 750-112C Lido Blvd. The office is open 8:00 AM-4:00 PM, Monday through Friday. The office telephone number is 516-432-6782. The office fax number is 516-432-5204. The condominium website address is www.townhouseatlido.com.

COMMON CHARGES & ASSESSMENTS

Payments for Common Charges and Assessments shall be paid to the Towne House at Lido Beach by US Mail or delivered to the office. Payments should be made within 30 days of the due date, or late fees will accrue. Since common charges and assessment charges are deposited into separate accounts, separate checks are required for each payment.

PARKING REGULATIONS

Every Resident Owner or Renter has one assigned parking space. Do not park your car illegally. If a car is illegally parked in your reserved parking space, immediately report it to the Guard Booth, the Office or a Board Member. Resident Unit Owners/Renters must have a parking tag and sticker affixed to his or her vehicle(s). A "Primary Vehicle" tag and sticker will be issued for a vehicle to be parked in the "Reserved" numbered space that is assigned to each individual unit. An "Additional Vehicle" tag and sticker will be issued for any additional vehicle(s). When an Owner rents their property, they forfeit their right to a transponder. It is illegal to transfer transponders or stickers to unregistered cars.

PARKING REGULATIONS (continued)

SUMMER REGULATIONS require that the “Reserved” vehicle (blue sticker) be parked only in the assigned parking space on weekends beginning Memorial Day from 8:00 PM on Friday through 8:00 PM on Sunday (or Monday if it’s a holiday weekend). If a “Reserved” vehicle is found in any guest parking space while Summer Regulations are in effect, it will be towed at the vehicle Owner’s expense.

NO COMMERCIAL VEHICLES are allowed on condominium property except when contractors are working in a specific unit. The Unit Owner/Renter should arrange with the contractor to park in their reserved space, or the Owner must advise the contractor to park in guest parking. Contact the office for additional instructions and parking passes.

Vehicles (including cars, vans, motorcycles, scooters or trucks) may not be parked in the fire zones or next to the bicycle sheds at any time. If a vehicle violates these rules and regulations, or is found parked in any of the aforementioned places, it will be towed away at the Vehicle Owner’s expense. All motorcycles must be parked in Court 4. According to Nassau County residential parking regulations, all vehicles must park head-in in all parking spaces.

All vehicles on the property must be operable, have valid license plates, current registration and state inspection stickers. Parking spaces cannot be utilized for storage purposes.

We have Gate House coverage from 7:00 PM through 3:00 AM daily and 24/7 during the summer season. If you expect a guest during Gate House hours, either log into the GateKey system (<https://gatekey.us/login>) to register them prior to arrival or call the Gate House at (516) 889-8979, identify yourself with your password and supply them with your guest’s information.

EXTENDED ABSENCE: For extended absences during the winter months, Owners/Renters whose reserved spot is along the East or West roadway **must** move their car to a guest spot in Court #4, and notify the office that you are doing so.(See snow alert parking for additional details.) At any time during the year if your vehicle is going to be parked in a guest spot other than in Court #4 for more than 3 days, please be considerate of your neighbors and park in an available guest space in parking lot #4.

SNOW ALERT PARKING: It is the residents’ responsibility to pay attention to weather forecasts and if snow is predicted, to move their vehicles off the East and West Roadways in a timely manner. Notices reminding residents may or may not be sent out by the Board, but this does not eliminate the responsibility of each resident to comply with this requirement. The Towne House web site will also include alerts. **It is imperative that there are NO vehicles parked on the East and West Roadways prior to the start of snow clearing operations.** Snow removal typically begins soon after the snow starts to accumulate. Any delay in the start of our clearing the roadways of snow is an emergency service community safety concern and an inconvenience to our residents. We will tow any vehicle not moved during a Snow Alert at the vehicle Owner’s expense. Failure to move a vehicle during a snow alert or at any requested time will result in the following fees:

- For the first offense, the vehicle Owner will incur a towing charge and their transponder will be shut off. There is a \$30 fee to turn the transponder back on.
- For a second offense, the vehicle will incur a towing charge, a \$50 fine, and their transponder will be shut off. There is an additional \$30 fee to turn the transponder back on.
- For the third and all subsequent offenses, the vehicle Owner will incur a towing charge, a \$100 fine and their transponder will be shut off. There is an additional \$30 fee to turn the transponder back on.

POOL/BEACH REGULATIONS

Pool hours are 10:30 AM – 7:30 PM during the summer season or as directed by the Board of Managers. Each unit is issued six pool tags for entrance into the pool area. You must show these tags and sign in with the Gate Keeper. Pool tags must be worn on the pool deck at all times. If a unit is sold, all six pool tags must be turned over to the new Owner. If a unit is rented, all six tags should be turned over to the renter of the unit. If any tags are lost, there is a \$50.00 fee to replace each tag. Children under the age of sixteen (16) are not allowed into the pool area unless accompanied by a parent or guardian who will be responsible for the child's safety and behavior. Children eight (8) years and older **must have and wear a pool tag on the pool deck.**

Any child who is NOT toilet trained must wear swimmies and a tight fitting pair of rubber pants over the swimmies when the child is in the pool. If a child is in the pool without the proper protection and an accident occurs, the lifeguards will immediately close the pool so that our filtration system can sanitize the fouled waters. This may take approximately 6 to 8 hours. This will in all likelihood, require the closure of the pool for the entire day. This is according to New York State Sanitary Code 6.30-6.40. Please have consideration for all members of the community who use the pool and follow these regulations without exception. Children should not be allowed in the ocean without being accompanied by an adult. Carry pool tags when walking on or using the beach. Pool tags can serve as a form of identification in case of emergency. **Pool tags are needed for access to the restroom.**

Glass bottles, glasses or glass containers of any kind are a safety hazard and are not permitted anywhere in the pool area. Only plastic or metal containers are permitted around the pool deck. All food brought into the pool area can only be consumed in our Clubhouse, the covered patio just to the right of the entrance to the pool area, or in the designated eating area near the pool pump house. Trash must always be placed in the covered receptacles.

All deck furniture must be placed at least 5 feet away from the edge of the pool. The Sanitary and Safety Laws of Nassau County mandate many of these regulations. Reserving tables, chairs and lounges is not permitted. If a table or chair is not used within 45 minutes and the person(s) is not in the pool, the pool personnel can move your towels, books, etc. to the Clubhouse.

Radios/electronic devices are permitted at the pool only with the use of headsets.

There will be no smoking in the pool area, or in any part of the Clubhouse or maintenance area.

RULES AND REGULATIONS FOR RENTING OF UNITS

A signed copy of the lease agreement must be submitted to the office, along with a rental fee of \$500.00 from the Unit Owner and a security deposit of \$250.00 from the tenant/renter. The security deposit will be returned upon inspection of common property found in good condition at the end of the lease. The rental lease **must** state that **no pets** are allowed, and that the tenant has received a copy of the Rental Guide and will follow all rules and regulations of the condominium. Only one unit rental per each 12 month time period is permitted. No portion of a unit may be rented or sublet at any time (no shares). No unit may be rented for a period of less than two months. It is the Unit Owner's responsibility to ensure that the tenant adheres to all the rules and regulations pursuant to the condominium regulations and By-Laws. Any Unit Owner failing to comply with any provision of the By-Laws shall be subject to a \$200.00 administrative fee for each violation.

RULES AND REGULATIONS REGARDING RESIDENT OWNER PETS

- The Lido Towne House Condominium By-Laws indicate that there can be no more than **TWO (2) PETS** per household. Pets can and will be removed if necessary in accordance with the By-Laws.
- **Renters are not permitted to have any pets on the property at any time.**
- Guests are not permitted to bring pets onto the property at any time.
- **All pets are to be walked along the perimeter of the property and in parking areas. Please do not allow your pets to eliminate in the courtyards.** Urine burns the grass and pets could trample the flowers. We understand that accidents can happen, but they should be the exception not the norm.

Leash Law: All Resident Owner's dogs, cats and any other household pets must be leashed when on condominium grounds, except for inside your unit, on the terrace (for "B" units) or in the yard (for "A" units).

Stray Cats: Please do not feed any feral cats that may be living on the property. Feeding these animals will only encourage them to consider the Towne House their home.

Curb Your Pet: Nassau County regulations require any animal droppings be removed immediately.

Beach: Pets are not allowed on the beach or at the pool at any time. Pets may not be left tied up or unattended on Common Property.

Registering Your Pets: Pets **must** be registered in the office. If our employees need to enter a unit, they need to be aware if there are pets inside for the safety of the employee and the pet(s). In case of an emergency, condominium staff will be able to rescue pets that may be in danger. Information to register your pets and the registration form is available in the office. If you are observed disregarding these policies, you will receive a warning letter. Continuing to disregard these policies will result in your transponder being shut off. A fee of \$30.00 will be charged to have the transponder reactivated.

CONDOMINIUM RENOVATION WORK POLICY FOR UNIT OWNERS

Renovation work includes but is not limited to: removal of kitchen/bathroom cabinets, fixtures such as sinks, toilets, tubs/showers; built-ins, interior doors and walls; replacement of exterior windows and doors, water heaters; work performed on the "B" unit terrace/balcony, or in an "A" unit backyard; any electrical or plumbing work; any modifications such as removal or a new addition of walls and/or doorways; and any additions such as clothes dryers, granite counter tops or "Jacuzzi" tubs.

Only licensed and insured contractors must be used to perform all renovation work. A renovation packet with the contractor's scope of work, name, address, telephone number, licenses and insurance certificates must be completed and sent to the office before the start of any work, along with the proper security deposit (\$250.00 for one contractor; \$1,000.00 for two or more contractors). **This Policy is strictly enforced.** At the completion of the renovation work, the Resident Manager will perform a post installation inspection. Once the renovation work and inspection has been completed, assuming no problems have been found, the deposit will be returned. Any costs incurred by the Board of Managers or fines resulting from violations of the condominium rules and regulations in the course of and/or as a result of the work performed will be subtracted from the amount of the deposit returned to the unit owner.

Any and all renovations must have the approval of the Board of Managers before any work is started. It is suggested that you submit the renovation packet and all required certificates to the office a month in advance of start date in order secure Board approval in a timely basis. During the performance of any renovation work, common space or the use of property of any other Unit Owner (parking spaces included) cannot be affected or used. Contractors and Unit Owners are asked to respect the rights of the residents in the Condominium. Noise, dust, etc. must be controlled. No

CONDOMINIUM RENOVATION WORK POLICY FOR UNIT OWNERS (continued)

prep work is to be done on common property. Work hours are limited from 8:30 AM to 6 PM Monday to Friday and 9 AM to 4 PM on Saturday. **No work on Sunday is allowed.** Contractors are not allowed to use the Condominium dumpsters. Debris must be carted off site every day.

Contractors must register their vehicles with the security guard (if on duty) or the **condominium office or Resident Manager** upon arrival on the condominium property each day for the duration of the work. A parking pass must be obtained and displayed on the dashboard of the contractors' vehicle at all times. **It is the unit owners' responsibility to ensure that any and all** contractor vehicles are parked either in the **unit owner's assigned space** (as long as it does not impact the use of adjacent spaces), or in a guest space. If there are questions concerning parking, it is the **unit owners responsibility** to contact the Resident Manager immediately to make acceptable arrangements. Any large trucks or vehicles taking up more than one spot (whether it be the resident's spot or two guest spots **MUST** be parked in Courts 1 or 4.

Contractors' vehicles initially may be backed in to drop off any supplies needed to perform the renovation and thereafter must be parked head-in only. Contractors are not allowed to leave work trucks, storage containers, dumpsters, pods, etc. overnight on the property. Any violation of these requests will end up in a "Stop Work Order" being issued by the Board resulting in a non-refund of the security deposit.

GUIDELINES FOR REPAIR/REPLACEMENT OF WINDOWS

New windows must match the general aesthetic of the originally installed windows. All window frames and corresponding exterior trim must be white. All moveable panes must be awning style. Exposed glass surface areas **MUST** be no less than 39" x 17 ½" (small awning windows), and 39" x 40 ½" (large windows). Lead coated copper pans must be utilized for all window and door replacements. Before replacing any windows, all appropriate documentation must be submitted to the Board of Managers for approval prior to the commencement of any work (Scope of work, Contractor's License, Liability Insurance naming the Towne House additional insurance and Worker's Compensation Insurance). The timeframe of Board approval is thirty (30) days. All work should be planned accordingly. (See Contractor Renovation Section.)

All repair, replacement and maintenance of the glass portion and all hardware of the windows is the responsibility of the Unit Owner.

The condominium cannot endorse or recommend a particular window manufacturer or contractor. Several residents have used Pella windows to replace bedroom (courtyard) windows and Anderson windows to replace balcony and rear yard windows. Schematics for custom-made windows must be submitted for approval (along with the renovation package).

CONTRACTORS

IT IS AGAINST THE LAW TO OPERATE A HOME IMPROVEMENT BUSINESS IN NASSAU COUNTY WITHOUT A LICENSE

Below are the guidelines of the Nassau County Office of Consumer Affairs regarding contractors who may not fulfill their obligations or responsibilities:

To safeguard homeowners against contractors who fail to fulfill their contracts, home improvement businesses in Nassau County are required to be licensed. The Commissioner may suspend or revoke licenses of those who defraud consumers. The license requirement protects consumers against “fly-by-nights” contractors who take money and disappear. In addition, if consumers incur a problem while dealing with a contractor who is licensed, the Nassau County Office of Consumer Affairs will mediate the dispute on their behalf. The home improvement division also administers a Restitution Fund for consumers who have obtained a final legal judgment against a LICENSED contractor and have been unable to collect. Consumers must file a complaint with the Office of Consumer Affairs prior to legal action.

DUMPSTERS

Dumpsters are to be used only for household refuse. Empty corrugated boxes **must be flattened** before being put into the dumpster. Dumpsters must not be used for construction debris, appliances, furniture, carpeting, wallboard, metal or wood of any kind. Please be respectful of your neighbors. If a dumpster is full, use the next one. Please keep dumpsters closed at all times. There are two (2) recycle dumpsters at each refuse station, one for glass, cans and plastic, the second for paper. Please do not put non-recyclable items in these receptacles. If you have had a recent delivery or installation, **removal of debris is your responsibility. Make arrangements with your appliance or furniture deliverers and your carpeting or construction contractors to remove all debris from our premises prior to their departure from the community.** **Special Pickup:** If the office is notified in advance, arrangements can be made with the Town of Hempstead to make a special pick-up for items that you cannot dispose of, provided these items are set outside your unit during regular business hours (Monday through Friday, 8:00 AM to 4:00 PM). NOTE – No member of the maintenance staff is permitted to remove such items from your unit. All items must be set outside your unit, after which our staff will cart these items to the designated area. There will be a work order fee for this service.

DO’S AND DON’TS: RULES AND REGULATIONS IN ACCORDANCE WITH THE BY-LAWS

Nothing, including, but not limited to laundry, clotheslines, outer awnings, shades, decorations, planters, or other obstructions, shall hang in the rear yards, terraces or railings. Sailcloth attached to the terrace railing is the only exception to this rule. Terrace sailcloth must be white canvas with wind portholes.. “B” unit privacy fences may **NOT** be installed in-between two connected terraces (common elements) without contacting our Resident Manager for consultation and recommendations. In addition, both Unit Owners on either side of the privacy fence must agree to the installation (in writing to the office). If fences are installed without prior consultation and the proper recommendations, damage can occur to the railing, the wall and/or balcony. Any privacy fence installed without approval will be removed at the unit owner’s expense. In addition, any damage to the common elements will result in the unit owner being fined and responsible for the cost of the repairs.-

DO'S AND DON'TS: RULES AND REGULATIONS IN ACCORDANCE WITH THE BY-LAWS

(continued)

A set of your unit keys must be left with the Condominium Office in case of an emergency.

No personal property may be left or stored in any Common Area except for bicycles in the bike shed.

No planting or picking of flowers is allowed in any Common Area.

Prior to the sale of any unit, the Resident Manager will inspect that unit to ensure conformity with all condominium requirements.

No signs may be displayed on Towne House property or vehicles parked on the property. If selling your unit, vehicle, etc., be advised that our By-Laws stipulate that signs are not permitted anywhere ("For Sale", "Open House", etc.). All units intended for sale or rent can only be advertised by appointment only. No advertisement can include a unit number or state "open house".

Combustibles or explosive liquids are prohibited inside any unit or on/under any terrace.

The Fire Marshall has declared the following policy and regulations that must be adhered to with regard to BBQ grills at the Lido Towne House:

- 1) All "B" units may **only** have electric grills. No charcoal or gas grills may be within ten (10) feet of the building. Since all terraces are no more than eight (8) feet from the building line, that precludes the use of gas or charcoal.
- 2) "A" units may have gas or charcoal grills **if** they can be placed at least ten (10) feet from the building and not under the above terraces. If your "A" yard is narrower than ten (10) feet from the building line, then you may only have an electric grill.

If you need clarification regarding the above information, please contact the office. Please be aware that failing to adhere to these regulations may result in a fine by the Fire Marshall, which will be the responsibility of the unit owner (not the Condominium).

HELPFUL HINTS

- Help protect our dunes, they protect us – remind violators to stay off.
- For information concerning the rental of the Clubhouse, contact the office at (516) 432-6782. They can help you with all the pertinent information and details including security and rental fees.
- Contact information for all Board Members is available in the Towne House Office.
- Come to the Board Meetings. If you cannot attend meetings, let the Board hear from you in writing or by email. Make sure to include your name and unit number. Letters or emails (twnhslido@optonline.net) must be received in the office by the Friday before the Board meeting in order to be placed on the agenda. Be sure to read Board Meeting Minutes to keep current on Board initiatives.
- A schedule of all fees is posted in the Towne House Office.
- As a service to Unit Owners, work orders are available on a fee for service basis (contact the office).
- **Leave a forwarding address and emergency telephone number** if you are going to be absent from the Towne House for an extended period.

CONDOMINIUM OR UNIT OWNER RESPONSIBILITIES WITH RESPECT TO REPAIR AND MAINTENANCE WITHIN THE UNIT

1. **Air Conditioner Sleeves** – are common elements and shall be repaired by the condominium.
2. **Concrete Terrace/Balcony** – belongs to “B” apartment Unit Owners. Maintenance is the responsibility of the “B” apartment Unit Owner. In any situation where lack of maintenance causes a problem for a neighbor or for condominium maintenance or safety, the Board of Managers has the right to make needed repairs and charge the expense to the Unit Owner.
3. **Doors** – Front and Rear doors are common elements. Painting of the door exterior is the responsibility of the condominium. Painting of the interior of the door is the responsibility of the Unit Owner. Storm doors are Unit Owner’s responsibility. All storm doors must be finished/painted in white. The door frame is the condominium’s responsibility. All glass and hardware on doors are Unit Owner’s responsibility.
4. **Fences** – of “A” apartments (including those separating back yards) are common elements. All maintenance is the responsibility of the condominium.
5. **Gates** – of “A” apartments belong to the Unit Owner. Maintenance and/or replacement is the Unit Owner’s responsibility.
6. **Flashing** – is a common element and the normal maintenance responsibility belongs to the condominium, except when altered by the Unit Owner or private contractor. If altered, it will become the Unit Owner’s responsibility to replace and maintain.
7. **Gutters and Leaders** – are the property of the “A” Unit Owner. Maintenance is the responsibility of “A” Unit Owners. Before installing gutters or leaders, “B” Unit Owners must submit approval to the office.
8. **Light Fixtures** – under the soffit at the front entry and the terrace/balcony belong to the Unit Owner. Repair and replacement is the Unit Owner’s responsibility. Any change in design is subject to the approval of the Board of Managers.
9. **Plumbing Back-Ups** – Pipes between the walls and/or under floors are condominium responsibility. However, if a back-up is found to be caused by carelessness or negligence (i.e. found to be caused by discarding items not intended to be discarded via sink or tub/shower or toilet), responsibility for repairs are the Unit Owner’s.
10. **Railings** – on courtyard stairs are considered common elements. Responsibility for repair and maintenance belongs to the condominium.
11. **Stairs/Railings** – leading from “A” units terrace to their yard belongs to the Unit Owner. Responsibility for painting and maintenance belongs to the “A” Unit Owner.
12. **“B” Units** – All NEW “B” unit residents are required to cover 75% of the living room and bedroom area of their unit with carpet, sound proofing or some other form of insulation to comply with p. 27 of the By-Laws.
13. **Sale of Unit** - Prior to the sale of any unit, the Resident Manager will inspect that unit to ensure conformity with all condominium requirements.
14. **Central Air** - No central air conditioning is permitted in any unit at any time.
15. **Trees/Shrubs/Plants in “A” Unit Yards** – The responsibility for pruning/trimming belong to the “A” Unit Owner. In any situation where pruning and trimming is insufficient (i.e. comes through the fence and/or causes a problem for a neighbor or for maintenance and/or safety), the Board of Managers has the right to have trees/shrubs/plants pruned/trimmed and charge the expense to the “A” Unit Owner.
16. **Interior Circuit Breakers** – belong to the Unit Owner. Maintenance is the responsibility of the Unit Owner.

**CONDOMINIUM OR UNIT OWNER RESPONSIBILITIES WITH RESPECT TO
REPAIR AND MAINTENANCE WITHIN THE UNIT (continued)**

17. **Exterior Circuit Breakers** – are common property; responsibility for repair and maintenance belongs to the condominium and should ONLY be touched by a Unit Owner or Renter in an emergency situation. Please always contact the Office or Resident Manager before accessing the Exterior Circuit breaker.
18. **Crawl Spaces** – are considered common elements and cannot be utilized for any storage. Periodic inspections by condominium staff will be performed and any necessary cleanup for items illegally stored in the crawlspace will be charged to the Unit Owner.

All residents will receive this Homeowners' Guide. New residents will sign an affidavit to verify receipt and to assure compliance of the guidelines. If you have any questions, please call the Resident Manager or Office Manager at 516-432-6782.