

Lindenwood Gardens Cooperative, Inc.

House Rules & Orientation Package Information

APPLICANT / SHAREHOLDER COPY

PRINT NAME(s)

Revised MARCH 2026

LINDENWOOD GARDENS COOPERATIVE

155-51 81 Street
Howard Beach, New York 11414
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We became a Cooperative in 1967. Since then, our various Board of Directors over the years have set up guidelines, as circumstances warranted, for Shareholder(s) to live together harmoniously, which we know as our Rules and Regulations. It was always **for the good of the majority** that the house rules and regulations are adopted.

While some of these guidelines may chafe a few of us, they are necessary to change anything that is unfair or that becomes obsolete. Bear in mind that we, your directors, also live here and are also subject to the same rules, guidelines, fees and monthly charges.

This booklet is a compilation of our Rules, Regulations and Administrative Charges, and is an extension of the Orientation Package. For your convenience, we have set them up by subject matter and to facilitate changes or additions. Whenever changes occur, we will replace those pages so that your copy of the Rules and Regulations will always be up to date.

Anything contained in these Rules and Regulations that is in conflict with our By-Laws is hereby amended to conform to our By-Laws.

The following House/Rules and Regulations shall apply equally to all Members/Shareholder(s) of Lindenwood Gardens Cooperative Inc. their spouses, family members and their guests.

The term “**Lessee**” shall refer to the **Shareholder/Owner**

The term “**Lease**” shall refer to the **Occupancy Agreement**

The term “**Lessor**” shall refer to the **Lindenwood Gardens Cooperative, Inc.**

- The Board of Directors

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Unless otherwise specified, any violation of these Rules and Regulations shall incur a Class I Administrative Charge and be considered a breach of the Lease. The Shareholder(s) will also be required to undo and/or remedy that which caused the violation. **Fines are applied for each day of non-compliance, and after 10 days of non-compliance the daily fine will be raised to the next Administrative Charge Class.**

Administrative Charge Classes I = \$10, II = \$25, III = \$50, IV = \$100 & V = \$200

SECTION A – COOPERATIVE/LESSOR LIVING

- 1) The Shareholder(s) agrees to promote the Lessor ownership principles, to abide by Lessor Rules, Regulations and any Amendments, and bring about a high standard in home and community requirements.
- 2) Everyone is entitled to quiet enjoyment of their units, Shareholder(s) shall not permit any loud disturbing noises in their units or on Lessor grounds, nor permit any disturbances which would interfere with the rights, comfort, or convenience of the other Shareholder(s)s.
- 3) A Shareholder(s) shall occupy his/her unit as a private dwelling for himself/herself and with his/her immediate family/spouse and for no other purpose. As such, the shareholder must indicate who is, and who will be, residing in the unit at orientation and certify those occupants at closing. Noted residents may enjoy the use of the co-op as long as he/she abides by the terms of his/her Lease and the Rules and Regulations of the Lessor. Shareholder(s) must immediately notify the management office in writing of any additional person(s) who are 18 years of age or older, that will be residing in their unit. Failure to comply with this written notification will result in a \$500.00 fine.
- 4) Shareholder(s) shall not permit any immoral act or illegal act to be committed and shall comply with all requirements of the Board of Health and other governmental authorities with respect to the Lessor premises.
- 5) Effective as of January 2002:
For New Shareholder(s) – All 2nd Floor units are required to have 80% carpeting in the bedroom and living room where areas are trafficked. **Failure to comply will incur a Class II Administrative Charge.**

*****SECTION K**

SECTION B – BUILDING

- 1) Each Shareholder(s) shall keep his/her unit in a good state of repair and cleanliness and shall not sweep or throw any dirt, dust, garbage or other substance from unit door or unit windows.
- 2) Each Shareholder(s) is responsible, at his/her own expense, for:
 - a. Any repairs or maintenance caused by his/her own negligence or misuse;
 - b. Redecoration of his/her own unit; and
 - c. Repairs within the unit, repairs, maintenance or replacement of appliances.
 - d. Only LED light bulbs may be used within the unit.
- 3) Unit may be inspected by Management at yearly intervals for the purpose of insuring that the Shareholder(s) are maintaining the unit in proper condition (section B

SECTION B – BUILDING (continued)

paragraph 1). Based upon the report of Management, if the Board resolves that a unit is in such a state of disrepair as to the possibility of permanent damage, then the shareholder(s) shall be notified and immediately take the necessary steps to remedy these conditions. Should a Shareholder(s) fail to make satisfactory repairs or replacements with reasonable time, the Lessor may do so and add the costs to the next monthly carrying charge. **Failure to provide access 30 days past Lindenwood Gardens Co-op, Inc. c/o Management request, will incur a class V Administrative Charge for each day access is denied.**

- 4) Smoking of any kind is prohibited in the Common Areas including but not limited to hallways, vestibules, crawl spaces, laundry rooms, shed rooms, meeting areas, management office, etc. Additionally, the Cooperative has designated a 10 foot radius around the buildings as a non-smoking area. Failure to adhere to this rule will result in administrative fines and possible eviction.
- 5) Shareholder(s) shall not permit anything to be done or kept on Lindenwood Gardens Co-op Inc., property that will increase the rate of insurance, and shall be personally liable for any additional insurance premiums levied.
- 6) At purchase, the new Shareholder(s) assume the responsibility of any previous shareholders alteration/changes performed in the unit and as such the new shareholder will be responsible for the repair of **ALL** modifications should they be required by the Cooperative. Shareholder(s) may not authorize any structural alterations without Co-op Management written consent. (please note that the co-op can require a new shareholder to return the premises to the buildings original configuration at the shareholders expense).
Shareholder(s) cannot authorize any structural alterations in his/her unit without first applying to do so by submitting an Alteration/Renovation form to the Co-op management office, and receiving written consent from the Property Manager via email reply, **ALL alteration requests or documents MUST be emailed to LindenwoodGardens@gmail.com** Examples are: removal of any wall, floor, removing and or replacing any plumbing, removing or replacement of any electrical equipment. Alteration requests must include a detailed description of the scope of work that will be done along with the contractor's proof of insurance certification, and copy of their license (for any electrician, plumber, and contractor). **Failure to comply may incur a Class V Administrative Charge**, and management may require that all alterations be undone at the Shareholder(s) expense. Shareholder(s) acknowledge that they are responsible for all the structural changes that their contractor will be making. The contractor must carry away any debris from any alterations. Maintaining the cleanliness of the hallway due to any alteration is the responsibility of the Shareholder(s) receiving the alteration. Shareholder(s) are required to direct their contractors to obtain clearance from the management office before the commencement of any work.

SECTION B – BUILDING (continued)

- 7) For the safety of all, our Shareholder(s) are prohibited from using or accessing attics, the roofs of any building, or roof garage for any purpose whatsoever. Failure to comply will incur a Class III Administrative Charge.
- 8) Signs, advertisements, notices or lettering, are not permitted to be attached in any manner by anyone to any part of the outside of a building, nor awnings, except by written permission of the Board of Directors. Flagpole brackets can be attached to the outside walls.
- 9) Due to insurance and fire regulations, only mats are permitted in our hallways. Sidewalks, entrances, stairways, stairwells and other public areas are to be kept free of all other items, example: unattended carriages, strollers, bicycles and other similar wheeled vehicles, chairs, rain/snow shoes or any shoes/sneakers are not to be left in the hallway without board approval. **Please also note:** Building Staff cannot properly clean buildings which contain obstructive items. Also, **NO** Garbage is permitted to be left in the hallway or outside of garbage containers for any period of time. Failure to comply will incur a Class III Administrative Charge.
- 10) Shareholder(s) seeking to have their hallways painted need the approval of the majority (3 out of 4) of the Shareholder(s) residing in their building, and must submit their request by way of a Painting Request form provided by the management. The Shareholder(s) in the building will pay a pro-rata share toward the cost of the painting in an amount as determined by the Board from time to time. Halls may only be painted in the color format(s) approved by the Board of Directors.
- 11) Shareholder(s) must maintain a homeowners' insurance policy with a minimum amount of \$100,000 for injury to a third party or damage to a third party's property. **Yearly proof of insurance must be brought down or mailed to the Co-op management office every renewal period.** Failure to provide yearly active Declaration of insurance will result in a Class IV Administrative Charge.
- 12) As per the Department of Health, City of New York, **window guards must be installed** in all the windows (except bathroom) **if a child 10 years of age or younger lives in the unit.** It is a violation of the NYC law to refuse, interfere with the installation, or remove window guards where required. As required by the NYC Department of Health, the yearly child confirmation form for Window Guards must be signed and returned to the management office. Failure to comply will result in a Class III Administrative Charge.
- 13) Concerns or complaints regarding maintenance of the building and/or the premises should be put in writing and to the attention of the Managing Office.
- 14) MOVE IN and MOVE OUT – Shareholder(s) that have the intention of moving out of Lindenwood Gardens Co-op MUST notify management of their intended date and time

SECTION B – BUILDING (continued)

PRIOR to moving. Shareholder(s) moving in must also notify management of their move-in date. Move-In and Move-Out are only permitted Monday – Saturday, 8:00am-7:00pm. A C.O.I. is needed for any company delivering or removing items from units

SECTION C – GROUNDS

Shareholder(s) shall be held responsible for any changes, damages to and/or destruction of the landscape, buildings or grounds if and/or when caused by the actions of their family members their guests. The front and side lawn areas cannot be used for entertainment, barbecuing or picnicking.

- 1) Barbecuing is permitted at the rear of the buildings ONLY (20LB PROPANE tanks for barbecuing ARE NO LONGER ALLOWED ANYWHERE ON LINDENWOOD GARDENS PROPERTY. 10-15lb tanks are allowed). Wading pools are to be emptied to prevent mosquito breeding/housing and stored out of the way to avoid hampering our landscaping company and employees from doing their work.
- 2) Shareholder(s) can plant flowers and small shrubs in the front areas of their residence at unit owner expense, as long as they properly maintain the front garden. Shareholder(s) may also place board approved decorative items to enhance the appearance of their front garden and the items are not deemed offensive or inappropriate. The Shareholder(s) will be responsible to ensure the buyer of their unit is transferred responsibility of the transformed area or for the restoration of the area to the original condition before their unit is up for sale. Water features, with the exception of already approved birdbaths, are not allowed. Water features installed by a shareholder prior to this revision are allowed to remain but must be removed with the transfer of sale to another Shareholder(s) of the unit.
- 3) Shareholder(s) are permitted to plant vegetable gardens in the rear of the buildings that do not attract rodents. Shareholder cannot install deterrent devices with irritable decibels. The Shareholder(s) will be responsible for the vegetation area and for restoration of the area when their unit is up for sale or if the garden is discontinued, care shall be exercised to avoid interference with our landscape work. Violation of this may incur a Class III Administrative Charge.
- 4) All garbage, refuse and cardboard recycling (flattened and tied) must be placed **inside the designated dumpsters** and the doors kept closed to steer away vermin and or rats. DO NOT LEAVE GARBAGE BAGS or CARDBOARD ON THE FLOOR NEXT TO the DUMPSTERS. This will be strictly enforced because of the potential danger to everyone's health. Violation of this will incur a Class IV Administration Charge.
- 5) Bulk Disposal. Large heavy items such as a couch, mattress must be covered in plastic before putting out to dispose. To dispose of a refrigerator (the refrigerator door must be removed) and dishwasher you must first notify the management office, a day and time

SECTION C – GROUNDS (continued)

will be provided to open the bulk storage area prior to 4:00 p.m. Shareholders are required to bring disposing items to bulk. All other debris such as small chairs, tables, sports equipment, etc. **MUST** be broken up and placed in the green garbage dumpsters.

- 6) All Electronic Waste (televisions, computers, etc.) are to be placed in the designated caged areas located next to the laundry rooms located at:
Section 10: 155-43/45 81st Street
Section 11: 155-40/42 81st Street
Section 12: 81-04/08 156th Avenue
- 7) No powered (motor scooters, E-bikes etc.) or manually “driven” (bicycles, tricycles, big wheels, etc.) transporting vehicles shall be operated or parked in any public walkway, common area, driveway or sidewalk.
- 8) Due to a possibility of serious injury and the danger of starting a fire, possession or use of firecrackers and fireworks on the Lessor property is absolutely banned.
- 9) **During hurricanes and severe wind storms**, garden items have the potential of becoming a projectile object during high winds. **Garden items must be stored away prior to any forecasted storm or hurricane and in a manner that will prevent them from becoming loose and potentially causing damage.** Shareholder(s) that fail to comply with the above subjects will be subjected to a Class V administrative fine. ***

SECTION K

- 10) The **GATED AREA 2** is a common space for use by Shareholder residents only, between the hours of 9:00am-6:00pm. While in this area:
 - a. The noise level **MUST** remain low to respect the adjoining resident’s quality of life.
 - b. All pets **MUST** remain **ON LEASH** if a second person is entering the space.
 - c. Children play here too and the area **MUST** be kept free of pet waste and feces. Pets should be walked to relieve themselves **PRIOR TO** entering the gated area.

Shareholder(s) that fail to comply will be subjected to a Class II administrative fine and possible suspension of access to the gated area.

SECTION D – LESSOR (Lindenwood Gardens Cooperative, Inc.) FACILITIES

- 1) Our **RECREATION ROOM** is available seven days a week (board approval required) on a moderate rental basis only to Shareholder(s) and may be rented for parties, meetings or any other legal purpose the terms, conditions and fees are as follows:
 - a. Fees and deposits required shall be as determined by the Board of Directors from time to time.
 - b. **ONLY** Shareholder(s) may rent the space.

SECTION D – LESSOR (Lindenwood Gardens Cooperative, Inc.) FACILITIES (continued)

- c. Live or amplified music is prohibited.
- d. The room is to be left broom clean with all garbage removed.
- e. The proper deportment of guests, the care and maintenance of the room shall be the responsibility of the Shareholder(s).
- f. The superintendent on duty or management agent is authorized to inspect during the rental. If there is due warning and continued breach of rules, Shareholder(s) MUST discontinue activity and vacate the room.
- g. Deposits will be refunded after an inspection of the premises is completed; deposit will not be refunded should damage and/or violation of a rule has been committed.

2) STORAGE/SHED ROOMS are provided for our Shareholder(s) convenience; however:

- a. SHED ROOMS have been designated in each section where Shareholder(s) are permitted to install metal or plastic sheds for personal use. Sheds are not to exceed dimensions of **8'W x 8'L x 6'H**. Sheds in excess of these dimensions are NOT allowed. (Exception: Shareholder(s) that have been Shareholder(s) prior to January 1981 did not have this size limitation, and some Shareholder(s) may have been granted waivers over the years for larger sheds. Those sheds are hereby authorized but must be removed at the end of their lease and at the expense of the selling Shareholder(s).
- b. Shareholder(s) can only have one shed, the location and positioning of the shed must be approved by management to maximize the use of available space. All sheds must not be less than 18" apart from each other or from any wall (a signed Shed Agreement is required and will be provided by management).
- b. All sheds stored must be clearly marked with the Shareholder's unit number.
- c. All unauthorized articles found outside, next to, or on top of, the shed will be removed.
- d. All articles stored inside and outside the sheds in the shed room are at the Shareholder(s) sole risk.
- e. Due to insurance safety requirements and prevention of fire and/or explosion, certain items cannot be stored under any circumstances, these include; gas and propane tanks empty or not, all motorized items with rechargeable lithium ion batteries, mattresses or box springs, upholstered furniture, wooden furniture, paint, any flammable chemical or any other material or object that can attract rodents, vermin, etc.
- f. It shall be at Management's discretion to request shareholder for an inspection of their shed.
- g. Any stored items, which do not comply with these regulations, will be removed and disposed of at the shed owner's expense. Failure to comply with any of the above will incur a daily Class IV Administrative charge. *****SECTION K**

SECTION D – LESSOR (Lindenwood Gardens Cooperative, Inc.) FACILITIES (continued)

NOTE: 60 day delinquency in maintenance payments can result in the loss of your shed room/storage privileges.

- 3) **LAUNDRY ROOMS** – For the convenience of Shareholder(s), public washing machines and dryers are maintained in various double locked laundry rooms, in each section. Keys are provided and are for access to shareholders, their family and guests exclusive use only. The laundry room machines are operate daily 8:00am to 9:00pm. Please note that the last wash is at 8:00pm. Laundry cards are available at the Management Office. Kindly report broken machine(s) directly to the laundry service office. The contact information is listed in each laundry room. Provide them the laundry room number, address, the last four numbers from the machine ID#s example: 0006475, and be specific with the reporting the information on the issue/problem you are having with the machine.

SECTION E- GARAGES, PARKING & MOTOR VEHICLES (requires a signed and returned parking agreement per space/garage)

- 1) If authorized there can be a maximum of two parking spaces allowed per household which will consist of the following:
 - a. One (1) garage and one (1) outdoor parking space or
 - b. Two (2) outdoor spaces.
- 2) You must own a motor vehicle registered to a Lindenwood Gardens Cooperative, Inc. address in order to have any parking space and/or garage **per vehicle**. Proof of vehicle registration for each separate space/garage must be submitted to the Co-op every renewal period. **Failure to comply can result fines or the loss of the Shareholder(s) privileges to parking space and/or garage. ***SECTION K**
- 3) To park in a garage and outdoor parking space requires a monthly fee. Each shall be by written license agreement only, annual renewable at the option of the Board of Directors, and at rates determined by the Board of Directors. (contact the management office for current rates)
- 4) If/when a space or garage becomes available, the waitlist Shareholder(s) notified shall have 3 days from the time of notification to accept the offered parking facility.
- 5) The Lessor does not permit any splitting or sharing of any parking space or garage.
- 6) Only legally registered and licensed vehicles are authorized for using a parking space or garage. Shareholder(s) are required to complete a new parking agreement should they want authorization to park a new vehicle in their designated space or garage. **Failure to comply can result in the loss of the Shareholder(s)'s parking spot and/or garage and towing at Shareholder(s) expense. ***SECTION K**

SECTION E- GARAGES, PARKING & MOTOR VEHICLES (continued)

- 7) Vehicles without license plates cannot park in our facilities. Failure to comply will result in a Class V Administrative Charge, and the vehicle will be towed and stored at Shareholder(s) expense. Furthermore, **failure to comply will result in the loss of the Shareholder(s) parking space and/or garage. ***SECTION K**
- 8) Shareholder(s) and their guests are not allowed to park their vehicles at a non-designated parking space and will be towed and stored at vehicle owner(s) expense and if continued may result in Class V Administrative Charge.
- 9) Garages and parking space are non-transferable with any sale of a unit.
- 10) Garages cannot be used for sub-renting or profiting.
- 11) All parking shall be vehicle nose in, REVERSE PARKING IS NOT ALLOWED UNLESS AUTHORIZED. **Failure to comply may result in an Administrative Charge. ***SECTION K**
- 12) No commercial vehicle(s) are allowed without permission.
- 13) Any vehicle parking without a returned parking agreement and current registration shall be towed and stored by the tow company at the owner's expense, and will be subject to discontinued use of the parking space or garage.
- 14) A limited number of parking spaces specifically for motorcycles have been established. As a result, only one parking space per household for motorcycles will be allowed. The Board reserves the right to discontinue a Shareholder(s) use of the motorcycle parking spot if there are repeated noise complaints. Shareholder(s) are required to try to keep noise levels to a minimum. Failure to comply may result in an Administrative Charge.
- 15) The storage of flammable chemical or material in the garage is prohibited. Failure to comply will result in a Class IV Administrative Charge.
- 16) The repair or maintenance of vehicles in the parking lots is prohibited except for emergencies which Shareholder must bring to management attention. This will be considered a Class III violation. (Washing or cleaning the interior of a Shareholder(s) vehicle is permitted).
- 17) Everyone is required to observe our speed limit of five (5) miles per hour on Lessor property and to comply with all stop signs. **Failure to comply may result in an Administrative Charge, ***SECTION K**
- 18) Management shall give notice to the Shareholder on record of the presumed vehicle parked on property, whose physical condition Management considers hazardous, or not in compliance with rules. If management does not receive a reply with (7) days, the vehicle will be towed and stored at the vehicle owner(s) expense.
- 19) Installation of electric vehicle charging stations in garages or parking areas is prohibited.

SECTION E- GARAGES, PARKING & MOTOR VEHICLES (continued)

- 20) In the event of a snow storm prediction of 6 inches or more, at the discretion of management and the BOD, parking spaces may be allocated for snow placement during snow clearing of the parking lots. Shareholders must temporarily move their vehicles while clearing is being made, and can return to their parking spaces once its completed.

A 60-day delinquency in maintenance payments may result in the loss of your parking space and or garage privileges.

SECTION F- APPLIANCES

- 1) As the Lessor provides laundry facilities, private washers and/or dryers are positivity not permitted IN ANY UNIT. **Failure to comply will result in a Class V Administrative Charge.**
*****SECTION K**
- 2) The installation of an air conditioner or freezer unit is permitted by written license agreement to be approved by the board of directors for a term of one year, renewable at the option of the Board of Directors and at rates as determined from time to time by the Board of Directors. The Shareholder(s) must obtain prior written consent to install or use any of the air conditioner or freezer appliances. The Lessor will insist on the prompt removal of any unauthorized appliance equipment. Appliances will be considered in use if found in the unit. **Failure to comply will result in Class II Administrative Charge (***SECTION K), and a 12 month fee will be due from the Shareholder(s).**
- 3) A Shareholder(s) is permitted a maximum of three air conditioners per unit with capacities up to 7 ½ AMPS each, except that, the designed living room outlet only may not exceed 12 AMPS. Three bedroom units are permitted a maximum of four air conditioners. Shareholder(s) are required to submit copies of bills for all air conditioners prior to installation in their units. If a member who has installed a through the wall air conditioner and has decided to sell his/her unit, at the option of the Board of Directors, they can direct the outgoing Shareholder(s) to restore the now open wall to its original condition, or be required to leave the air conditioner in the unit.

SECTION G – PETS

Recognizing the usefulness of pets, the Lessor permits the ownership and maintenance of domesticated animals such as dogs and cats but there are limitations such as:

- a. Pet weight cannot exceed: 50 lbs
- b. The maximum number of pet(s) is (2) two, shareholders that currently possess two or more are excluded from this rule until they are reduced to two pets.
- c. Some alternative pets will be allowed on a case by case basis at the Boards discretion.

The following terms and conditions apply:

- 1) Pet(s) must be restrained on a leash while on property and they are not permitted on front lawns or in laundry room areas.

SECTION G – PETS (continued)

- 2) The Shareholder(s) are required to provide the management office with a current rabies vaccine record, and must provide a valid New York City pet registration (if required by NYC law) and comply with all municipal laws concerning animals shall be observed. All provided records will be kept in the shareholders file at the management office.
- 3) Pets must be curbed, kept off of front lawns and pet waste must be picked up and properly disposed of by an individual walking the pet.
- 4) The owner of the pet shall be liable for any injury or damage caused by such animal.

SECTION H – LESSOR EMPLOYEES

Lindenwood Gardens Cooperative, Inc. employees may not do any private personal work for any Shareholder(s) during their normal working hours. All employees are instructed to this effect. Also, the Lessor shall not be responsible for private work/repairs performed by employees and any articles delivered to, or left with any employee on behalf of the Shareholder(s).

SECTION I – MONTHLY CARRYING CHARGES

Monthly Carrying Charges, also called the Monthly Maintenance, are the Shareholder's share of the costs to live within the co-op. These costs include, but are not limited to, property taxes, electricity, water, sewer, insurance, grounds up-keep, landscaping, basic building maintenance and supplies, etc.

- 1) Monthly Carrying Charge payments are due on the first of the month. The following are the Administrative Charges applicable if carrying charges are paid after the tenth of the month.

- a. After the 15th of the month: \$40.00 Late fee

- b. After the 20th of the month: \$50.00 Late fee

A check returned by the bank will be considered as though the carrying charges have not been paid, and the above charges will apply, plus reimbursement to the Lessor of any bank charge and administrative fee.

- 2) Any Shareholder(s) whose check for carrying charges is returned for insufficient funds twice within a calendar year shall be required to make all future payments by certified check or money order only.
- 3) Management is prohibited from accepting cash payments for any reason. Only checks or money orders, payable to the Lessor are acceptable.
- 4) Management is further prohibited from accepting any payment other than the full amount owed including all Administrative Fines. All Administrative Fines of any kind owed to the Lessor for any reason must be paid together with the following months carrying charges. Please note that fine amounts will increase based on the monthly total balance amount including fine amounts. For example, if the total fine balance exceeds \$100.00, the additional fine for non-payment will be

SECTION I – MONTHLY CARRYING CHARGES (continued)

\$50.00 for each additional month. Outstanding fine balances exceeding \$250.00 or more will subject you to higher monthly fines and potential legal action. *****SECTION K**

SECTION J – LEGAL

- 1) The Lessor will hold the Shareholder(s) liable for any additional legal expenses, including attorney fees incurred because of default in monthly payments, administrative fees or non-observance of Lessor Rules and Regulations.
- 2) Witness Fee – Any Shareholder(s) voluntarily appearing in court on behalf of the lessor shall be compensated for their time and fees determined by the Board of Directors.

SECTION K – ADMINISTRATIVE CHARGES AND LOSS OF PRIVILEGES

The Board of Directors shall have the right to grant, or to revoke, any permissions and/or licenses granted, for non-compliance with our Rules and Regulations, and to impose Administrative Charges according to the following table:

Class I Administrative Charge	\$10.00
Class II Administrative Charge	\$25.00
Class III Administrative Charge	\$50.00
Class IV Administrative Charge	\$100.00
Class V Administrative Charge	\$200.00

* * *

Each Shareholder(s) is required to comply with the Rules and Regulations of the Lessor (Lindenwood Gardens Co-op, Inc.), in the event any Shareholder(s) fails to do so they will be subject to loss of parking/garage privileges and/or if necessary, legal proceedings.

SECTION L – ANNUAL ELECTIONS

The Board of Directors, for their respective terms, are elected during the annual Shareholder meeting.
Criteria to run for Board of Director:

1. Name must appear on the Stock Certificate and Occupancy Agreement.
2. Shareholder must be in good standing, no outstanding arrears.
3. Shareholder must have no disciplinary investigations by the board of directors is pending.

If a Board Member happens to vacate his/her position before the end of his/her term, the remaining Board of Directors may appoint a Shareholder(s) to finish the term until the next annual meeting.

If there are BOD seats open with terms shorter than our usual three years, the three year seats shall be filled by the elected directors who received the most votes, the two year seats shall be filled by the ones who received the next highest amount of votes.

SECTION M – SALES/FLIP TAX & Adding non-spouse Names to Stock/Lease

Shares Explained:

1 Bedroom	83 Shares
2 Bedroom	96 Shares
3 Bedroom no Dining Room	103 Shares
3 Bedroom with Dining Room	103 Shares
3 Bedroom 2 Baths	179 Shares

Flip Tax – When selling a unit, an administration fee/Flip Tax is to be paid by the outgoing Shareholder. The Flip Tax amount is based on the size of the unit and purchase price. An example is listed below:

1 Bedroom	\$4,000 or 15% of the profit, whichever is greater at the time of sale
2 Bedroom	\$5,000 or 15% of the profit, whichever is greater at the time of sale
3 Bedroom No Dining Room	\$6,000 or 15% of the profit, whichever is greater at the time of sale
3 Bedroom with Dining Room	\$6,700 or 15% of the profit, whichever is greater at the time of sale
3 Bedroom 2 baths	\$7,500 or 15% of the profit, whichever is greater at the time of sale

Adding a person to your Stock and Lease - Contact the Lessor to request the policy for adding or changing the persons on the Stock.

Additional Information – Cable Providers: You may contact any service provider but please note: SATELLITE DISHES ARE NO LONGER ALLOWED.

LINDENWOOD GARDENS COOPERATIVE, INC.
155-51 81 STREET
HOWARD BEACH, NEW YORK 11414
718-848-9191
LindenwoodGardens@gmail.com

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THE LINDENWOOD GARDENS COOPERATIVE, INC. HOUSE RULES & ORIENTATION INFORMATION PACKAGE.

Unit # _____

APPLICANT(S) SIGNATURE(S)

APPLICANT(S) SIGNATURE(S)

APPLICANT(S) PRINT NAME

APPLICANT(S) PRINT NAME

Date

Date