

CHATEAU ON THE HILL

CONDOMINIUM

2009

POLICIES AND PROCEDURES

HANDBOOK

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CHATEAU ON THE HILL RULES AND REGULATIONS
UPDATED SEPTEMBER 2009

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CHATEAU ON THE HILL RULES AND REGULATIONS
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CHATEAU ON THE HILL CONDOMINIUM

Handbook of Policies and Procedures

Adapted from:

*Addendum to the By-Laws of Chateau on the Hill Condominium,
HOA, Phase I and Phase II – Rules and Regulations
(Updated) September 2009*

INTRODUCTION: Welcome to Chateau on the Hill Condominium. This is an owner-run organization with an elected Board of Directors who strive, along with all owners, to maintain this development and its grounds in excellent condition – taking into account the need for economy, budget management, and quality of life issues.

BACKGROUND: Our condominium was developed in two phases beginning in 1984. Phase I began with conversion of the French Normandy-style Castle, which had previously housed the New York State Police, into 24 apartments (Units 1-25). Phase I continued with the new construction of 12 townhouses (Units 26-30, and 41-47). This was completed in 1987. Phase II, completed in the fall of 1998, added another 20 townhouses (Units 31-40, and 48-57).

ORGANIZATION: We have three Boards of Managers. The Home Owners' Association (HOA) oversees all common grounds, facilities and amenities, then one for each Phase, Phase I and II, to manage facility-related components that are specific to the buildings in each Phase. Board composition is as follows: There are 5 elected seats on each Phase Board. The HOA has 3 elected seats, plus the automatic inclusion of the Presidents of Phase I and II, bringing the HOA total also to 5. **All owners are encouraged to participate in management of our Condominium by seeking election to a Board position.**

Routine monthly assessments of fees (common charges) are assessed separately by each Board. The monthly assessment paid by all 56 owners to the HOA is to cover such common elements as: roadways, parking areas, grounds, exterior lighting, and recreational facilities. The monthly assessment paid to Phase I or Phase II is to cover the maintenance of elements common to each Phase's physical structures, or other common elements not covered by the HOA. In the case of Phase I (castle unit owners only), the monthly assessment includes a pro-rated utility chargeback to each owner to recover cost of shared utilities paid by Phase I during the previous year. Owners will write one check each month reflecting a composite of both their HOA and Phase fees. The Management Company will distribute funds accordingly.

The Managing Agent has been contracted by the Boards to oversee the daily operation of our condominium. Unit owners or tenants should contact the Managing Agent for items such as:

1. Reporting emergencies related to the COH property.
2. Arranging for repairs to common elements.
3. Making appointments for the services of an exterminator.
4. Clarification of guidelines relating to Department of Sanitation, parking, and other items covered within our By-Laws and Rules & Regulations.
5. To reserve the meeting room in the Castle for private gatherings.
6. To purchase keys to mailboxes, pool, tennis court, exercise room.
7. To advise of move-in or move-out dates.
8. To report observed infractions to these Rules & Regulations.

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RULES & REGULATIONS:

At the time of assuming ownership of a condominium unit, the owner specifically agrees to submit himself/herself and his tenant or guests to all the rules and regulations set forth in the By-Laws and updated herein. This document is the key to the successful operation of a condominium, requiring full cooperation of all owners, tenants and guests.

The Condominium form of ownership is such that it requires everyone to forfeit some advantages that might be available to homeowners. On the other hand, if all owners work together in a spirit of cooperation to comply with all rules and regulations and to be considerate of their neighbors, there are many advantages to be realized in condominium living.

In order to make this system work for the benefit of all; owners, tenants and guests are bound contractually to comply with the By-Laws that include a series of Rules and Regulations. You will find enclosed a summary of these Rules and Regulations with which you should become familiar. They are condensed from an Amendment to the By-Laws and have been (and will be) updated from time to time by action of the Board of Directors. Also please note that the Board of Directors has, and unfortunately must sometimes use, the power to issue written warnings to owners not complying with these Rules and Regulations, and to assess administrative fees (compounded by late fees, if necessary) if violations continue after the initial warning. If violations continue after warning, the Board has the right to suspend all unit owner privileges.

All three Boards reserve the right to modify the Rules & Regulations.

COMMON AREAS – APPEARANCE OF THE BUILDINGS

1. No articles or decorations that change the exterior of a building or are permanently affixed to the building or its appurtenance may be displayed. Penetrations of the stucco for any reason are not allowed. Exterior glass surfaces of any windows are not to be colored or painted.
2. No outdoor clotheslines may be affixed to the buildings nor can clothing, rugs, etc. be hung or draped from or over any fixtures or trees/foilage.
3. No ventilator or air conditioning device is to be installed in any unit without prior written approval of their Phase Condominium Board.
4. No garbage, refuse, baby carriages, strollers, bicycles, furniture, personal items, fences etc. shall be allowed to stand unattended or be erected in common areas or in corridors of the Castle.
5. No exit or entrance to halls, staircases or fire exits, or roadways, parking places or sidewalks shall be obstructed in any manner.
6. Storage bins have been provided for the use of Castle unit owners and are to be used only for the storage of personal items belonging to the unit owners. Aisles of the storage area must be kept clear at all times, with no items to be left outside of any storage compartment. The use of the storage area is at the sole risk of the owner. The COH Condominium (neither Phase nor HOA) assumes no liability for stored items.
7. No trash or refuse is to be stored in the storage bins. See section on **Garbage & Recycling**.
8. Owners are liable for any damage to buildings or grounds caused by themselves, their tenants or guests, or service and delivery persons.

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OCCUPANCY & USE OF UNITS

1. **Noise**: No unit owner may cause or permit any unusual disturbance or objectionable noise to be produced to emanate from his or her unit or possessions which would interfere with the rights and convenience of other unit owners. The playing of musical instruments, recorded music, movies/television, or any projection or amplification equipment is not allowed between the hours of midnight and 8:00 A.M. if it disturbs or annoys other owners.
2. **Carpeting**: In all units that are above other units, not less than 80% of the floor area must be covered with rugs (except kitchens, pantries, bathrooms, closets and foyers).
3. **Antennas/Signage**: No radio or television antenna, satellite dish or other reception apparatus shall be attached to, or hung from the exterior of any building or any part of the building or adjacent posts, trees, mailboxes, fences, etc. No signs, notices, or advertisements (e.g. "For Sale", "For Rent", "Garage or Tag Sale") shall be inscribed or exposed at any window or part of any building or grounds (including trees, poles, etc.) anywhere on or adjacent to the property of the Condominium.
4. **Loitering**: There shall be no playing or lounging in the Common entrances, passages, public corridors, vestibules or stairways of the buildings.
5. **Items/Activities Within Units**: No items or activities may be in the units that would increase the Condo's insurance rates (without Board approval), or result in the cancellation of insurance. All items or activities within all units must be in full compliance with every applicable law.
6. **Barbecues**: Barbecuing is never to be conducted within any unit. Exterior barbecuing is allowed at all townhouses and at certain Castle units (Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 16,17, 21, 22, and 23 only). Barbecues in use must be a minimum of 5 feet from the building. Except for specially, Board-designated sites for some of the aforementioned units; barbecuing is never to take place on common grounds.
7. **Equipment Specifications**: All radio, television or other electrical equipment used or installed in any Unit shall fully comply with all rules, regulations, requirements or recommendations of the NY Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit owner alone shall be liable for any damage or injury caused by such device.
8. **Use of Plumbing**: Toilets and other water apparatus (both inside and outside of units) shall not be used for any purpose other than those for which they were designed, and no sweepings, rubbish, rags or other articles shall be thrown into same (including storm drains). Any damage resulting from misuse shall be repaired and paid for by the Unit owner.
9. **Condition Maintenance**: Each Unit owner shall keep his or her Unit and its appurtenant Limited Common Elements in a good state of preservation, condition, repair and cleanliness in accordance with the terms of the By-Laws.
10. **Exterminator**: Contact the Managing Agent to make appropriate arrangements.
11. **Alterations**: Any owner wishing to make alterations (structural or otherwise) to their unit or to its limited common elements must submit a written request for review and approval by the Board. Depending on the type of alterations, architectural or engineering specifications may be required.

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PETS / ANIMALS

No bird, reptile or animal shall be permitted, raised, bred, kept or harbored in the units or on the grounds, except for dogs, cats or other common household pets, **not to exceed one pet per Unit**. Such pet may be kept **in** the Unit, subject to the following Pet Policy adopted by the Board of Managers in December 1998.

1. **Pet Policy:**

- a. One pet per unit is allowed. Allowable pets include a dog or a cat or other common household pet. If by chance a situation exists where there is more than one pet in residence (from prior to 1993), no replacements will be allowed upon its death or removal by other means.
- b. Pets must be leashed whenever out of doors. They are not allowed to run loose anywhere on the grounds. The only exception would be within the fenced areas adjacent to Units 9, 42 and behind Units 26-30. The area must be entirely enclosed.
- c. Cats are never to be allowed outdoors unattended.
- d. No pet is to be tied to any tree, pole, stake, lawn furniture, railing, fencing, etc., in both common and limited common areas. This includes the fenced areas adjacent to Units 9, 42 and behind Units 26-30.
- e. Excessive or prolonged barking creates a disturbance to the community and must be controlled by dog owners.
- f. Owners or walkers of dogs **MUST CLEAN UP** after their pet's waste anywhere on the grounds of this development and or on its neighboring properties. Such waste is to be bagged and placed into the dumpster. It should never be placed into storm drains.
- g. No pet is ever to be left unattended in any common area within the Castle or anywhere on Condo grounds.

2. **Feeding of Animals Out-of-Doors:**

- a. No pigeons or other birds or animals shall be fed from the windowsills or other public portions of the buildings or on the grounds of the Condominium. No birdfeeders are to be hung from any trees or other fixtures.
- b. No stray cats or any other animals are to be fed.

Non-Compliance with the above Pet and Animal Policy will result in a \$50 administrative fee with subsequent increases for each offense, and late charges compounded monthly if necessary.

The Condo Community depends on all homeowners to cooperate in keeping the grounds clean and safe. Therefore, all owners should inform any guests with visiting pets of the above policies. Effective enforcement depends on the cooperation and surveillance of all. If you are aware of a Condo resident who is not in compliance with the above guidelines, or of any non-Condo person who may walk their pets on our property, please contact the Management Company with this information.

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ACCESS TO UNITS

1. The members of the Board of Directors or the Managing Agent may enter any room or unit at any reasonable hour of the day, on at least one day prior notice to the Unit owner for the purpose of inspecting the unit. Under certain circumstances and during an emergency, entry may be required immediately without notice.
2. The agent of the Condominium Board, or superintendent, may retain a passkey to each unit for emergency purposes. Please provide the Board's representative with a key, and replacements, if locks are changed. Forcible entry by the agent in the event of emergency will not involve liability for damage or trespass provided reasonable care is taken. Owners who do not provide keys are tacitly authorizing the management company or municipal emergency respondents to use forcible entry in the event of an emergency. Costs to repair any damage would be the responsibility of the owner.
3. No unit owner, tenant or guest may attempt to enter upon the roof of any of the buildings. Authorized representatives of the Board, or authorized contractors or municipal authorities are the only ones allowed to enter upon any roof.
4. No Unit owner can lease or sell his unit without the approval of his Phase's Board of Directors which has the 'Right of First Refusal'.

PARKING

Assigned Spaces: Each Unit owner in the Castle has one assigned space, marked 'Reserved'. Townhouses have their garages as their one assigned space, plus the use of their driveways, as both a roadway to their parking space and for additional parking. Additional parking needs are addressed above under "Unassigned Parking Spaces".

Unassigned Parking Spaces: Unassigned parking spaces are intended for use by all Unit owners and their guests on a temporary basis. All Unit owners / residents are expected to use their garages, driveways and single reserved spaces to meet their primary parking needs. Storage of 'junk' or unregistered vehicles, commercial vehicles, or boats or any of these belonging to friends of Unit owners who are not actually visiting, is never allowed.

Vehicles Allowed to be Parked on Grounds: Registered passenger vehicles or motorcycles only are allowed to be parked on the grounds, in designated parking spaces or driveways only. Other vehicles, such as trucks, watercraft, trailers and commercial vehicles are prohibited from parking in owners' assigned spaces or in unassigned spaces. Exceptions would be for the vehicles of authorized contractors working on the grounds or in a Unit.

Roadside and Castle Oval Parking: Roadside parking is never allowed anywhere on the property except in designated parking areas. Cars found to be parked in the Oval in front of the Castle, or on any roadside on the property will be towed, without notice. Retrieval of the vehicle will be at the sole expense of its owner. In addition, Unit owners may be assessed administrative fees for violations of any aspect of the parking policy committed by themselves, their tenants, co-residents, guests or contractors.

Non-paved areas: Cars or other vehicles are never to be driven onto any non-paved areas.

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TRAFFIC CONTROL

One-Way Street: One-way signs are posted on Mews Lane and must be adhered to. This is a narrow, curved road that is a heavily used pedestrian access road to several Units.

Driving Speed: In the interests of safety for pedestrians and other motorists, speed on the roads of the complex should never exceed 20 mph.

Road and Driveway Access: Never are the roads or driveways to be obstructed by vehicles that are double- or otherwise illegally parked. Vehicles are never to be left parked or standing on Mews Lane, as this single lane roadway would then be blocked for others.

Vehicles Not Allowed: Any vehicle that is powered by a motor of any kind, whether it be two-wheel, three wheel, or more, may be driven on COH grounds only if it is properly registered with the Department of Motor Vehicles. This clearly disallows all unlicensed or unregistered mopeds or scooters that are motor powered.

Who May Drive On The Grounds: Only persons holding valid driving permits (and accompanied by a licensed driver) or licenses from the Department of Motor Vehicles may operate motor vehicles on the premises.

POOL:The pool is managed and maintained by the HOA. Pool regulations may vary in detail from year to year. Updated guidelines are issued to all owners annually and are appended to this document.

TENNIS COURT

Access: A combination lock has been placed on the gate. Combination is 5141.

Who May Play: Unit Owners, residents and their guests only.

Children must be accompanied by an adult in order to play.

Time Limits: There is no time limit on duration of play; neighborliness and courtesy in giving up the court for others who may be waiting are expected.

Needed for Play: Tennis shoes must be used in order to preserve the surface of the playing court.

No Glass Bottles are allowed in the tennis court area.

Securing the Tennis Court Area: The gate of the tennis court is to be locked whenever not in use.

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MEETING ROOM

Location and Access: The meeting room is in the basement of the Castle. All owners should have keys to the front door of the Castle and to the basement door, which give direct access to the meeting room. Replacements for lost keys may be purchased by contacting the managing agent.

Reserving the Room: (For COH Business) The Meeting Room is reserved monthly and as needed for various meetings of the Boards of Directors and their committees, as well as annually for the annual meetings of all owners.

Reserving the Room: (For Personal Use) The Meeting Room can be reserved for personal gatherings such as parties, etc. by residents only. The room is equipped with tables, chairs and trash receptacles. Your request, in writing to the Managing Agent, should include a description of the nature of the party, number of guests anticipated, date, time of beginning and ending, and a summary of how many tables and chairs are desired. A deposit check, made out to COH-HOA for \$100 (\$50 of which is the deposit to be returned, and \$50 as the actual rental fee) should accompany your request.

Residents are fully responsible for returning the room to its original state by noon of the day following the event. This includes, removal of all trash in compliance with COH garbage/recycling policies and cleaning up any spills. The Managing Agent will issue a refund check of \$50 upon his inspection and satisfaction that the room has been suitably returned to its prior state. If there are damages amounting to more than the amount of the deposit, full cost of repair will be further assessed to the resident who leased the room.

No Smoking: The Meeting Room and all common areas within the Castle are non-smoking areas. Administrative fees will be assessed for smoking in these areas.

EXERCISE ROOM

Location and Access: Exercise equipment is located in the basement of the Castle. All owners should have keys to the front door of the Castle and the basement door which lead directly to the exercise room. Replacements for lost keys may be purchased by contacting the Managing Agent. Use of the exercise equipment, sauna and showers is reserved for unit owners and residents only. Equipment use is at your own risk.

No food or drinks (other than water) are allowed in the exercise room.

No Smoking: The exercise room, sauna and toilets/shower rooms are non-smoking rooms, as are all other common areas within the Castle.

Facilities: The room is equipped with a sauna, men and women's toilet and showers, and an assortment of exercise equipment. Towels, soap and other personal items are to be brought in and never left behind by users.

Personal Equipment: No exercise equipment belonging to any unit owner or resident is to be kept in the exercise room. The HOA will not be responsible for any damage or loss to any equipment not belonging to the HOA.

Liability: Use of gym equipment and facilities is at owner's risk.

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MOVING

Notification: Every Unit Owner planning to move in or out of a unit or to have a tenant move in or out, must notify the Managing Agent at least one week prior to moving date.

Responsibility for Damages: The owner of the unit and/or tenant is responsible for all costs of cleaning, damages and replacements that occur during or as a result of the move – whether they be caused by the owner, his assistants or hired movers. A deposit of \$250 (in a check made out to the COH Condominium HOA) is to be delivered to the Managing Agent prior to the move. It will be fully returned to the owner/tenant upon completion of the move, after it has been established that there have been no damages. If damages do occur, amounts will be withheld accordingly to make repairs. If the cost of repair of any damage is greater than \$250, further assessment will be levied.

MONTHLY FEES

Schedule: Both the HOA and each Phase assess fees on a routine monthly basis. All Unit owners are required to pay their monthly fees on the first day of each month. These fees pay for operating expenses and capital improvements. Delinquency in payments cannot be tolerated.

Lateness: There is a late fee of \$50.00 (\$25 per Phase and/or HOA) assessed onto the account(s) of any owner who does not submit each month's payment before the 10th of each month. This fee of \$50.00 will be compounded monthly for any continuing delinquency, for both HOA and/or Phase accounts.

Method of Billing and Payment: Near the end of each month, an envelope will be left at the door of each unit. It will include a bill in an aggregate sum comprised of both the HOA and Phase assessments, along with a return envelope. Payment is to be submitted to the Managing Agent by mail, to arrive at their offices prior to the 10th of the month.

LANDSCAPING

Contract Service: A professional landscaper has been contracted by the HOA to maintain our grounds. This service includes care of shrubbery, foliage, flowers (in common areas), trees and lawns.

Owner Involvement: No added landscaping may be done by individual owners/residents on common property. In limited common areas, many units are adjacent to flower beds. Owners of these units are encouraged to do seasonal plantings – but if they do, they must take responsibility to perform appropriate maintenance and clean up in the fall.

Limitations: No existing flowerbeds are to be expanded in size, thereby reducing the size of adjacent lawns. No lawn sections are to be replanted as flowerbeds.

Watering: Seasonal watering of lawns and flowerbeds by owners/tenants is encouraged to keep the grounds looking their best. Unit owners with outdoor spigots may occasionally notice our Superintendent hooking up a hose to water a common area adjacent to their unit. Though this may appear, at first glance to be an intrusion, it is for the good of the entire community. Also please note that water for all units is billed directly to the HOA, with payments covered within each unit owner's common charges.

Watering of areas adjacent to Chateau on the Hill property with water billed under this common condominium account is not allowed.

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SNOW/ICE REMOVAL

Contract Service: This service is contracted annually by the HOA.

Scope of Service:

Snow: For snowfalls the HOA has a contract in place to cover shoveling/plowing of all roads and walks. This includes parking lots, driveways, roadways, walkways and exterior staircases and entryways. The work will continue until the storm has ended and all areas are clear.

Ice:In icing conditions, rock salt or other de-icing agent is spread on all roads, walks and driveways, exterior staircases and entryways by the contractor.

Owner Cooperation: Whenever possible, those parking in areas that have already been cleared, should try not to dump snow from their vehicles onto the cleared ground. The contractor is not expected to clear areas twice and the residual build-up of snow caused by such action, will lead to slipping and icing hazards. Also when possible, moving cars temporarily out of way of plows would be appreciated and would aid in insuring a more complete clearing of snow.

When snow accumulations require overnight shoveling, it is recommended that all owners leave their outside lights lit – to facilitate the contractor's ability to see well enough to do a complete job.

GARBAGE / RECYCLING

COH adheres closely to the Department of Sanitation guidelines set forth by the Town of Mt. Pleasant. Garbage is picked up on Tuesday and Friday mornings from our two dumpsters.

In addition, the Town of Mt. Pleasant Department of Sanitation provides weekly pick-up of recyclables on Wednesday.

Guidelines: **Household garbage and pet waste** is to be bagged and tied and brought to one of our two dumpsters – located at the rear of the Castle or at the entrance to the complex. Garbage or refuse of any kind is never to be left anywhere on the grounds or in common hallways. Tied bags must be placed **in** the dumpster and the cover re-closed. Trash is **never to be left outside the dumpster or on top of it**. This is unsightly, has the potential for attracting vermin, and cannot be tolerated.

Proper Dumpster Inclusions / Exclusions:

NO: Recyclables – This includes: corrugated cardboard, newspapers / magazines, glass bottles/jars, cans, plastic containers.

NO: Metal appliances, Furniture / TV's, Carpets, Construction debris, Chemicals, Barbecues, Unbagged household trash, etc.

YES: Household trash and pet waste in bags that are tied closed, **ONLY**.

SPECIAL ARRANGEMENTS: Owners/residents are expected to call the Department of Sanitation at (914) 769-1045 to make arrangements for removal of large household items such as furniture, appliances or carpet rolls.

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Hint: Many owners have found it beneficial and much easier, when buying replacement items for their homes, or when having work done in their homes, to **arrange in advance** with the vendor/service provider to remove all packing materials and the old items as well.

Guidelines:

Recyclables: The Town of Mt. Pleasant mandates that recyclables **NOT** be placed in the dumpster. The Town picks up cans, glass, newspapers/magazines, and corrugated cardboard on Wednesday mornings.

Townhouse owners are expected to collect their own recyclables each week and to put them out at the curb in front of their unit on the specified pickup day. Appropriate blue recycling containers are to be used, and newspapers, magazines, cardboard are expected to be in paper bags or tied. Blue containers may be obtained at the Mt. Pleasant Department of Sanitation. For further information call them at (914) 769-1045, or go to the website www.mtpleasantny.com to view the guide for recyclables.

Castle residents are to put their recyclables outside of their units in the blue containers on Tuesday mornings for the superintendent to pick up. He will consolidate collections from the Castle for a single Department of Sanitation pick-up on Wednesday mornings.

If a castle resident accumulates large cardboard during the week, the Managing Agent is to be advised. He will arrange for the superintendent to secure it during the week, until it can be put out for proper pick up on Wednesday. It should NOT be put in or near the dumpster.

SECURITY:

Unauthorized persons: The remoteness of the COH complex has from time to time attracted unauthorized persons to park, linger, lounge in our common areas (especially the pool area in summer). All owners are encouraged to call the police at 911 to report any unauthorized or suspicious looking individuals.

Items left out of doors: No items with the potential of harm or unauthorized access are to be left out of doors, unattended by any owner. Such items include ladders, tools, etc.

VIOLATIONS

Compliance with By-Laws and the Rules and Regulations by all owners/residents is expected and is essential to maintain our Community. Should violations occur, a

Warning Letter will be issued by the Managing Agent on behalf of the Board. If the violation reoccurs after receipt of the warning letter, an administrative fee will be assessed. The By-Laws permit the Boards to assess any unit owner as much as **\$50.00 per day** for any violation. At 10 days this can amount to \$500.00. It is not the Boards' intention to derive additional income from this source, but to correct violations. The compliance of all owners/residents with all regulations will make this a non-issue.

Owner's Right to Appeal: Owners have the right to appeal the rulings of the Board in writing and shall be given an opportunity to address the Board in person if they so desire, before paying the assessment. Any Board has the right to waive late fees (which are \$50.00 per month, compounded monthly for as long as lateness in payment persists) until such appeals are heard.

CHATEAU ON THE HILL
2009 Pool Rules & Regulations
Approved by the Board of Managers of the Homeowners' Association

IMPORTANT: These Rules & Regulations must be obeyed at all times. There is no lifeguard on duty. All unit owners are reminded to exercise good judgment when utilizing the pool area. Use of the pool is a privilege of all residents. Please remember that in order to preserve a safe and peaceful environment, everyone must use care and caution not to cause or permit any objectionable behavior that may violate any of the Rules & Regulations herein. Those who disregard these Rules & Regulations will lose their privilege to enter the pool area and will be subject to assessment of administrative fees.

1. New Hours: The pool is open 7 days per week beginning Memorial Day weekend and continuing until the end of the season. Occasionally it will be necessary to post a "POOL CLOSED" sign in order to perform routine maintenance or adjust chemical levels. No one is to use the pool while the POOL CLOSED sign is up. Pool hours are: Mon-Fri 10:00 AM – 8:00 PM, and Sat-Sun 9:00 AM – 8:00 PM. Nighttime swimming is not allowed. It is suggested that no one swim alone for their own safety.

2. Guest Policy: Each owner/resident is allowed to bring a maximum of 2 GUESTS at any one time to use the pool at their own risk. All guests must be accompanied by the owner/resident.

3. Key Access: All unit owners have been issued a key to the pool. This one key will open the pool gate and restrooms. The gate and restrooms are to be kept locked at all times. If you lose your key, contact the management company for a replacement, for which a fee will be charged.

4. Lightning storms: Swimming during a lightning storm is strictly forbidden. At the first sign of lightning or the sound of thunder, those in the pool area should leave immediately and by Westchester County Dept. of Health guidelines may return only after at least 30 minutes have passed without any thunder or lightning.

5. Water Conditioning: The superintendent and weekend staff are responsible for the care and operation of the pool. They will check the chemicals before pool hours, and at 12:00 Noon and at 4:00 PM. before leaving for the day (times approximate). LBI Pools, Inc. is our certified pool contractor. Your cooperation while the chemicals are being checked/administered or the pool is being cleaned is imperative.

If conditions arise which make the pool unsafe for swimming, i.e., murky water, inadequate chemistry, etc., the "POOL CLOSED" sign will be posted until conditions have been corrected and the water has been made safe for swimming.

6. Children: Children under the age of 14 must be accompanied by an adult or mother's helper 16 years or older. Unit owner's/resident's children over 14 are permitted to use the pool only if the parent is at home. In any case, parents are required to instruct their children to abide by these Rules & Regulations.

(over)

7. Attire: Swimsuits must be worn in the pool even for those who are not actually swimming. No one may enter the pool in shorts, dungarees, or diapers without rubber pants.

8. Pets: No pets are permitted in the pool area.

9. Activities within pool fence: Running, ball playing of any kind and unnecessary noise, including loud radios, tape players, etc., are not permitted in the pool area, nor is behavior which annoys or endangers other pool users.

10. Pool toys: Small rafts of 5 feet and under are permitted in the pool. Snorkels are not permitted.

11. Personal Items: No personal possessions are to be left at the pool or picnic area unattended. Any such items will be considered to have been abandoned and will be moved by management to the dumpster.

12. Neither the Condominium nor the Managing Company are responsible for any personal property within the pool/picnic area.

13. Food/beverages: Food is never to be brought into the pool area. Only beverages in plastic containers are allowed. No glass bottles, containers, etc. are allowed in the pool area. A picnic table is provided in the area of the tennis court for anyone wishing to eat.

14. Trash: Trash receptacles are provided throughout the area. Please discard all trash and fully extinguished cigarettes appropriately.

15. Shower and bathrooms: An outdoor shower and men's and women's bathrooms are provided at the pool area. All users are asked to keep them clean and to securely shut all faucets when finished. Any problems with plumbing, lighting, fixtures or sanitary supplies should be reported to the management company. BATHROOM DOORS ARE NEVER TO BE PROPPED OPEN AND MUST BE KEPT LOCKED AT ALL TIMES. YOUR GATE KEY WILL OPEN THE BATHROOM DOORS. ALL RESIDENTS ARE ASKED TO ASSIST IN SAFE MAINTENANCE OF OUR FACILITIES BY CHECKING WHEN THEY LEAVE THE POOL AREA TO INSURE THAT DOORS AND THE GATE ARE LOCKED. THIS WILL ASSIST IN BARRING UNAUTHORIZED INDIVIDUALS FROM GAINING ACCESS.

16. Emergency Telephone: A telephone is provided adjacent to the pool. It is to be used for emergencies only --- these being 911 emergencies.

17. Dates: The pool season begins Memorial Day Weekend, Saturday May 23rd and will continue 7 days per week through Labor Day, Monday, September 7th. Weather permitting, the pool may remain open for use during the month of September.

18. Contact Information: Any complaints or questions about the pool area, water quality, or violations of these Rules & Regulations should be directed to the managing agent at 914-654-1414 who will investigate and take corrective action.

POOL HOURS: SATURDAY, SUNDAY and HOLIDAYS: 9:00 am – 8:00 pm
MONDAY thru FRIDAY: 10:00 am – 8:00 pm

Management Company: 914-654-1414