



CO-OP LIVING AT VERNON WOODS

NOVEMBER 2025

This handbook provides essential information about cooperative living, your rights and responsibilities as a shareholder or subtenant, and the rules and regulations that ensure a harmonious environment for all residents. Please read this handbook carefully and keep it for future reference.

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WELCOME

Welcome to Vernon Woods! This handbook is your resident-friendly guide to life in our cooperative community. Please keep it handy and refer to it whenever you need to check a policy, schedule a service, or plan a move. We update this publication periodically; unless expressly stated otherwise, the latest edition supersedes earlier versions. Please retain a copy for the duration of your residency.

HOUSE RULES OVERVIEW

The House Rules are the practical “do’s and don’ts” that keep our multi-family community safe, comfortable, and respectful. They support every resident’s quiet enjoyment and apply to all Shareholders, approved Subtenants, household members, guests, and contractors while on the property.

Enforcement: Violations may result in warnings, inspections, and administrative fees/fees as specified in the rules and sections of this Handbook. If a violation continues or is serious, the Shareholder may receive a formal Notice to Cure and may be responsible for related legal fees; remedies can extend up to and including eviction, consistent with the Proprietary Lease and applicable law.

Example: The 80% floor-covering rule (see Rule 14) helps reduce noise transmission between apartments. If Management receives a noise complaint and an inspection confirms non-compliance, follow-up inspections and enforcement may continue until compliance is confirmed.

Admissions Note: Applicants (prospective buyers and subtenants) are asked to review the House Rules before their interview. The interview will include a review of the community's rules and expectations. It serves as the final step in confirming compatibility with the cooperative and ensuring all requirements have been satisfied. Please feel free to bring any questions you may have to the interview.

House Rules

Rule 1 — Admissions & Approval

All prospective Shareholders and Subtenants must be interviewed and approved by the Admissions Committee prior to any transfer of shares or occupancy.

Rule 2 — Use of Premises — Family Occupancy

Apartments are for private residential use by the Shareholder, the Shareholder's spouse, and their children when the Shareholder is a permanent resident of Vernon Woods. Family members may not occupy the apartment in the Shareholder's absence unless approved under the Family Occupancy policy; otherwise such occupancy is deemed a sublet and governed by the Sublet Policy. See the Family Occupancy section for requirements.

Rule 3 — Residential Use & Home Occupations; No Transient Use

Apartments may be used for residential purposes and any home occupation permitted under applicable zoning, building code, or other governmental rules and regulations, and for no other purpose unless otherwise consented to by the Cooperative. No apartment may be used or rented for business, transient, hotel, motel, Airbnb or similar short-term purposes.

Rule 4 — Insurance Proofs

Shareholders must forward to the Management Office a copy or proof of their homeowner/co-operative insurance within 30 days of each annual renewal.

If the apartment is sublet, Shareholders must also forward proof of their Subtenant's renter's insurance.

Failure to provide proof within 30 days will result in a **\$250** administrative fee.

Rule 5 — Pets

- No dogs are permitted.
- Service animals are permitted as required by law.
- Exotic animals are not permitted.
- Other pets may be allowed with the written consent of the Board. Such permission is revocable if the pet becomes a nuisance.
- Do not feed pigeons or other birds or animals from windowsills, sidewalks, parking lots, or landscaped areas.

Rule 6 — Common Areas (Public Halls, Vestibules & Stairways)

Common halls, vestibules, stairways, and similar common areas shall **not** be obstructed or used for any purpose other than ingress to and egress from apartments. **No bicycles, scooters, baby carriages/strollers, or similar items** may be left standing in these areas. **Fire equipment (including fire hoses)** must remain fully accessible at all times.

Personal items at the apartment door: Do **not** place or store **shoes, door mats/rugs, umbrellas, bins**, outside apartment doors. **Seasonal door décor** is permitted only during the relevant holiday period and must be removed promptly afterward (e.g., no winter holiday wreaths in July).

Rule 7 — Lithium-Ion Devices (Safety)

Prohibited: e-bikes, electric scooters, hoverboards, or other similar transportation or mobility devices using lithium-ion batteries may not be kept, used, stored, repaired, possessed, and/or charged in the Cooperative's buildings.

The sole exception is wheelchair or mobility devices used by persons who are handicapped or disabled.

In the event there is any damage as a result of the storage, use, repair, or maintenance of a banned lithium-ion battery device, the Shareholder in whose apartment the device is used, stored, charged, kept, or placed will be fully responsible for all damages.

Rule 8 — Children in Common Areas

Children under 18 shall not play in the common halls, vestibules, stairways, elevators, parking lots, or gym.

Rule 9 — Hall Décor

Public halls shall not be decorated or furnished by any Shareholder/Subtenant.

Rule 10 — Roof Access

Access to the roof by Shareholder/Subtenant is not permitted for any purpose.

Rule 11 — Windows & Exterior Appearance

No article shall be hung or shaken from windows or placed upon exterior side of windowsills.

Temporary coverings such as bed sheets, newspaper, etc., are not permitted as window treatments.

Rule 12 — Quiet Hours

Playing musical instruments or any entertainment equipment in an apartment is not permitted between the hours of **10:00 p.m.** and **8:00 a.m.**

Rule 13 — Floor Coverings

Unless expressly authorized by the Board of Directors, 80% of the floors in each room of each apartment must be covered with rugs or carpeting, or equally effective noise-reducing material.

Kitchens, bathrooms, closets, and foyers are excluded. Furniture may be counted toward the 80% requirement.

Management has the right of entry under the Proprietary Lease (Item 25) to inspect for compliance.

Rule 14 — Appliances & Fixtures

No awnings, washing machines, waste disposers, or dryers shall be used in the building or apartments.

Dishwashers are permitted, subject to proper installation by licensed and insured plumber.

Rule 15 — Laundry Facilities

Laundry rooms are for residents only. Hours: **6:00 a.m.** to **11:00 p.m.** The rooms close promptly at **11:00 p.m.**

Items left over 72 hours may be discarded. The Co-op is not responsible for lost, stolen, or damaged items.

See the Laundry Facilities section.

Rule 16 — Window Cleaning

Shareholders/Subtenants shall keep the apartment's windows clean. If the Shareholder/Subtenant receives a written request from the Cooperative, Managing Agent, or Board of Directors, the Shareholder/Subtenant must comply within 10 days of the date of the written request.

The Cooperative or Managing Agent has the right to conduct an apartment inspection to confirm compliance.

The Shareholder/Subtenant will be charged in the event the Cooperative, Managing Agent, or designee performs the cleaning.

Rule 17 — Signs & Postings

No signs, notices, advertisements, or illuminations—including “For Sale,” “For Rent,” or “For Lease”—shall be inscribed or exposed on, or at, any window, door, or other part of any building or grounds.

Rule 18 — Exterior Attachments & Electronic Equipment

No radio or television aerial, satellite dish, or similar device shall be attached to, or hung from, the exterior of the building without prior written approval from the Cooperative or the Managing Agent.

Interior devices such as Wi-Fi routers/boosters and cellular signal repeaters are permitted inside your apartment, provided they do not require exterior mounting or drilling and comply with applicable codes.

All radio, television, or other electrical equipment installed or used in an apartment must comply with applicable codes and regulations.

The Shareholder is solely responsible for any damage or injury caused by electrical or electronic equipment in their apartment.

Rule 19 — Plumbing Use

Apartment bathrooms and kitchen plumbing shall not be used for any purpose other than those for which they were constructed, nor shall any rubbish, rags, feminine hygiene products, “flushable” or cleaning wipes, pet litter, or similar articles be thrown into the plumbing system.

The cost of repairing any damage resulting from misuse of any plumbing shall be paid by the Shareholder/Subtenant in whose apartment it occurred.

Rule 20 — Garbage & Refuse

Garbage and refuse from apartments shall be disposed of only at such times and in such manner as the Board or Managing Agent may direct.

See the Garbage & Recycling section.

Rule 21 — Renovations: Approval Required

No Shareholder, Subtenant, occupant, or guest may permit any construction, renovation, repair, or similar work in a unit until written approval is issued by the Management Office/Agent.

See the Renovation & Repairs Procedure and the Alteration Agreement for requirements. Unauthorized work may result in an administrative fee of \$500.

Rule 22 — Structural Integrity (Absolute Prohibition)

Nothing shall be done in any apartment unit or to the public areas of the grounds or buildings which will impair the structural integrity of any building or which would structurally change any of the buildings.

Rule 23 — Construction Hours & Enforcement

All construction, repair work, and installations involving noise shall be conducted on weekdays from **8:30 a.m.** to **4:30 p.m.** only.

Management, Security, or Maintenance staff may stop unauthorized or after-hours work.

An administrative fee up to and including **\$500** per day may be imposed as Additional Maintenance Charges for work performed in violation of the House Rules or Renovation Procedure.

Rule 24 — Hiring Building Staff

Residents may not hire any employee of the Cooperative for private work unless arranged through the Management Office. This avoids creating liability for the Co-op, interfering with building operations, or placing staff and residents in unmanaged disputes.

It **ensures** proper insurance coverage, clear scope and fees, scheduling within approved work hours, key control/access logs, and accountability.

Rule 25 — Service Complaints

Complaints regarding the service of the building shall be made in writing to the Management Office via email to: **anelson@gramatanmanagement.com**.

Rule 26 — Traffic & Parking

Residents must abide by all traffic and parking rules established for Vernon Woods. Parking Hangers must be displayed when onsite. See the Parking Regulations section.

Rule 27 — Overnight Parking & Violations

Shareholders/Subtenants will be charged **\$20** per night, per vehicle, for overnight guest parking (**12:00 a.m.** to **7:00 a.m.**).

Parking violations are **\$30** per incident. See the Parking Regulations section.

Rule 28 — Extermination & Pest Control

The Management Office, staff, or contractors authorized by the Cooperative may enter any apartment at any reasonable hour to assess the need for extermination. See the Exterminator Service section and Right of Entry under the Proprietary Lease (Item 25).

Rule 29 — Barbecuing

Any and all barbecuing is restricted to the designated picnic/BBQ area. See the Picnic/BBQ Area Rules.

Rule 30 — Basketball Courts Curfew

The basketball courts have a curfew of **10:00 p.m.** for ball playing.

Rule 31 — Anti-Harassment (Residents, Guests, Staff, Contractors, Management)

Vernon Woods prohibits all forms of harassment—including verbal, sexual, physical, written, or electronic—by or against Residents (Shareholders/Subtenants), their guests, employees of the Co-op, Management, or contractors working on behalf of the Co-op.

These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors.

SHAREHOLDER VS. CO-OP RESPONSIBILITIES

Shareholder Responsibilities <i>(Inside the Apartment)</i>	Co-op Responsibilities <i>(Building & Common Elements)</i>
<p>Fixtures, finishes, and appliances inside the unit (e.g., bathroom/kitchen fixtures & tile; floor coverings; cabinets; resident-owned appliances).</p> <p>Exposed/local plumbing components (e.g., under-sink traps, local shut-off valves) and clearing temporary blockages within the unit.</p> <p>Electrical devices and wiring from the in-unit panel onward; light fixtures and switches/receptacles inside the apartment.</p> <p>Radiator covers/vents; exposed natural-gas valve/flex hose behind the stove (licensed work required).</p> <p>Repair and painting of walls/ceilings; cleaning maintenance of windows/entry door/saddle.</p> <p>Resident-made modifications/additions (e.g., in-unit finishes, paneling, built-ins). Damages caused by residents/guests/contractors.</p>	<p>Building infrastructure: in-wall plumbing (risers/stacks), standard heating elements, electrical risers and house systems.</p> <p>Windows and entry doors (including bottom locks and doorbells) — repair/replacement of building-owned components.</p> <p>Common areas: halls, stairways, elevators, laundry rooms, Health Club, grounds, and parking areas.</p>

Note: Shareholders are responsible for repair/replacement costs of Co-op property if damage is caused by the resident, occupants, guests, or their contractors.

WORK ORDERS & REPAIR REQUESTS

The Co-op makes limited repair services available to Shareholders on a fee-for-service basis. Shareholders must contact the Management Office to arrange service; a schedule of fees is available from the office. Subtenants' requests require the Shareholder's written consent; Subtenants should contact their landlord first.

Emergencies (e.g., water overflow): During business hours **Monday-Friday; 9 a.m. to 5 p.m.** call the Management Office at **914-668-9591**. After hours, weekends, and holidays, call Security at **914-668-4310**. Staff will assist to mitigate the emergency; subsequent repairs that fall to the Shareholder are the Shareholder's responsibility.

Report problems immediately—even before responsibility is determined—in your unit or common areas; early reporting reduces costs and prevents damage from spreading to other units.

Email: **anelson@gramatanmanagement.com**.

All requests must go through the Management Office; residents may not privately hire Co-op staff. See Rule 25.

EXTERMINATOR SERVICE

Common areas are exterminated on the second Wednesday of every month. Extermination services for individual apartments are provided on the second Saturday of every month and are included in the maintenance charge.

Sign-Up: Add your apartment to the sign-up sheets posted on your building's entrance bulletin board one week ahead of the second Saturday. You must be available to provide access during your building's service window.

Preparation: Residents may empty cabinets under both kitchen and bathroom sinks to facilitate treatment.

Service Windows (Second Saturday):

- Buildings 98, 104, 110: **8:45 a.m. – 10:30 a.m.**
- Buildings 161, 171, 181: **10:00 a.m. – 12:30 p.m.**
- Buildings 154, 166, 180: **12:00 p.m. – 3:00 p.m.**

GARBAGE & RECYCLING

Compactor Chute: Bag food remains and non-recyclable refuse, **tie securely**, and push fully down the chute. Do not put sharp objects or glass down the chute.

Place on Compactor Room Floor (not down the chute): double-bagged, sealed cat litter and disposable diapers; rinsed bottles/jars in bags; broken-down, **flatten cardboard** (if it doesn't fit inside, place flat boxes outside the compactor room door (**6:00–8:00 a.m.** only)).

Do not block the compactor chute door or leave any items in halls overnight.

Ground-Level Apartments: Place sealed plastic bags at the curb near trash receptacles **6:00–8:00 a.m.** only. No afternoon drop-offs. Do not use landscape receptacles for household trash.

Bulk & Construction Debris: Take bulk to the garbage area behind Building 181. Do not place bulk in halls, stairways, curbs, or in front of buildings. Contractors must cart out all construction debris; Co-op dumpsters, chutes, and compactor rooms may not be used.

Cat Litter or Food—Do Not Toss Out of Windows: Never discard cat litter or food out the window; it creates odors and pest issues and violates sanitation rules.

Enforcement: Illegal dumping on co-op property is subject to a **\$100 per-incident** administrative fee. Damage or blockage to equipment will be charged to the Shareholder in addition to any administrative fees.

SECURITY

Security is on duty 24/7 at the community entrance. Security announces visitors, confirms whether contractors have been cleared through the Management Office, and provides a point of contact for building issues or emergencies when the office is closed.

Access Eligibility: Only registered Shareholders or approved Subtenants may enter unaccompanied. If you are not currently registered with the Management Office as a Shareholder or Subtenant, you do not have access to the grounds without being confirmed as a guest by the resident of record.

Rideshare, Taxis & Paratransit: To speed up gate access, you may call **Security** at **914-668-4310** to note expected pickups.

VISITORS & GUEST ACCESS

- **Confirmation required:** All visitors must be confirmed by the Shareholder/Subtenant of record each time they arrive.
- **Security's role:** Security will not unlock or grant entry to any apartment. Guests and cleaning professionals must have their own keys. Security does not hold or transfer keys.
- **Heads-up to Security (optional):** You may call **Security** at **914-668-4310** to note expected guest arrival windows to help speed gate access.

- **When you'll be away:** To pre-authorize access during an absence, email **anelson@gramatanmanagement.com** at least one **(1) business day** in advance with:
 - Visitor names and dates of access,

Management will confirm with Security once your authorization is received.

Lock-Out Assistance

- **Who may request:** Only the **Shareholder/Subtenant of record** (and registered occupants) may request lock-out assistance.
- **How it works:** Security will verify identity and **coordinate** access. Bring **government-issued ID** for verification.

Availability & Fees

- **Weekdays, Superintendent hours: Monday–Friday, 8:00 a.m.–4:30 p.m. — No charge.**
- **Evening two-guard shift: Daily, 5:00 p.m.–1:00 a.m. — No charge.**
- **After-hours call-out (all other times): \$90** Superintendent call-out fee, billed to the **Shareholder**.
- **Frequent lock-outs:** Repeated requests may result in a **\$90** administrative fee.

PACKAGE DELIVERY & MAIL PROCEDURES

Core Rules:

- Security will not sign for, accept, hold, store, or deliver packages.
 - Always include your full building address and **apartment number** when ordering.
 - Large deliveries (furniture/appliances) must be scheduled through the Management Office.
 - **Retrieve packages promptly.** The Co-op is not responsible for lost, stolen, or damaged packages.
- What Security Does Not Do:**
- Signature-required packages must be signed by the Shareholder/Subtenant; Security will **not** sign on your behalf.

PARKING REGULATIONS

Eligibility & Registration: Each apartment is entitled to one unassigned outdoor parking space. A parking hanger must be displayed on the rear-view mirror. Vehicles must be legally registered and insured. Additional vehicles must be parked off-site unless a garage space is rented.

Outdoor Lots: Park only in marked spaces. Do not block entrances or drive aisles.

Garage Parking: Garage spaces are available for rent (waitlist via the Management Office). Fee: **\$80/month**. Vehicles registered to a garage space may not park outdoors from **12:00 a.m. to 7:00 a.m.**; a **\$20** overnight charge applies if they do.

Overnight Guest Parking: 12:00 a.m. to 7:00 a.m. at **\$20** per night, per vehicle (billed to the Shareholder; Subtenant guest charges will be added to the landlord's invoice).

Unmarked/Restricted Areas: No parking in areas signed or coned off, loading zones, fire lanes (*10-minute drop-off with hazards on only*), grassy/landscaped areas, or other restricted locations. Handicap spaces require a displayed handicap hanger or license plate. Illegally parked vehicles may be towed at the owner's expense (**\$300** as of writing).

Enforcement: Parking violations are **\$30** per incident.

PARKING REGISTRATION & AGREEMENT (FORM)

I, _____, certify that I am the occupant of _____ Pearsall Drive, Apartment _____. I own / rent (circle one) this apartment. I am the owner and/or operator of the following vehicle:

Make: _____ **Model:** _____ **Year:** _____ **Color:** _____

License Plate State / Number: _____

Attach a copy of your vehicle registration. Return this completed form to the Management Office after closing or lease signing for processing.

Parking Rules:

1. Only vehicles displaying the current Vernon Woods parking hanger or valid guest passes may be parked overnight on the property.
2. Hangers must be displayed on the rear-view mirror. Replacement hangers: **\$100**. Shareholders with Subtenants must provide their parking hanger to the Subtenant. Outgoing Shareholders must return the hanger to Management before closing.
3. Guests planning on staying overnight must obtain a guest parking pass at the security gatehouse upon entering the property. Vehicles without an authorized hanger/pass, without plates, or without current registration/inspection will be assessed an administrative fee of **\$30** per night and are subject to towing at the owner's expense (**\$300** as of writing). Taking up two spaces or parking on grass is **\$30** per incident.
4. Overnight parking is **12:00 a.m. to 7:00 a.m.** Overnight guest parking is **\$20** per night, per vehicle (charged through maintenance).
5. Fire lanes and emergency access areas marked by yellow curbs are **limited to ten (10) minutes with hazard lights on**; violators will be towed at the owner's expense. Vernon Woods is not responsible for tickets issued by the fire department.
6. Each unit will be provided with one hanger for the outdoor lots. The hanger is assigned to the apartment. Vehicles must be properly registered and inspected. Additional vehicles must be parked offsite unless a garage space is rented.
7. If a resident has only one vehicle and has a leased garage space, the vehicle may not park outdoors from **12:00 a.m. to 7:00 a.m.**; violations may be administrative feed **\$30** per night and/or towed.
8. Travel & Long-Term Parking (Especially Winter)
 - If you'll be away, **do not leave your vehicle on Pearsall Drive or the cul-de-sac**. Park in **Lots 4-11 or 12** instead.
 - During snow forecasts (3" or more), vehicles on Pearsall Drive are subject to enforcement **per the Snow Emergency Parking Regulations** (administrative fees/towing).
9. Observe the posted speed limit of ten (10) mph on the grounds.
10. **No vehicle repairs or storage of unregistered/expired, totaled/crashed, or covered vehicles in the outdoor lots or garage.**
11. **No trucks, limousines, or vehicles with commercial plates may park overnight on Vernon Woods grounds.**
12. Vehicles parked illegally may be administrative feed and/or towed at the owner's expense.

Shareholder Print Name _____ **Shareholder Signature** _____

Building & Apartment # _____ **Date** _____

Daytime Telephone # _____

SNOW EMERGENCY PARKING REGULATIONS

Parking Restrictions:

- No parking on Pearsall Drive (including the cul-de-sac) when 3" or more of snow are forecast.
- No parking in signed Snow Removal Zones.
- Large Lot: last two spaces at the end of the single row (Lot #4) adjacent to Building 154 and end spaces by the chain-link fence of all double rows (Lots #5-11).
- Small Lot by cul-de-sac: first two spaces by the lot entrance.
- Spaces with orange cones: do not park during and directly after the snow event.

Prohibited Areas:

- End roadway of Pearsall Drive.
- End of roadway at indoor parking garage.
- Hill leading down to Building 181 trash area.
- Designated areas for motorcycles and bicycles.

Penalties:

- Vehicles in no-parking areas will receive an administrative fee of **\$75** and risk being towed (**\$300**).
- No guest passes issued when 3" or more are forecast. Vehicles with prior guest passes must leave within the first hour of snowfall or risk towing.
- Drop-offs allowed, but the driver must remain in the vehicle.

Community Courtesy:

- When clearing snow from your vehicle, do not pile snow onto adjacent vehicles.

Note: Security may direct residents to temporary parking areas as needed.

MOVES & DELIVERIES — OVERVIEW

Anyone moving in or out must review the moving procedures carefully. All moves must be scheduled through the Management Office.

A non-refundable moving fee of **\$360** is required, and required forms must be completed, signed, and returned to the Management Office prior to the move date.

If using professional movers, obtain a Certificate of Insurance (naming the required Additional Insureds) and proof of Workers' Compensation insurance, and submit them to the Management Office prior to scheduling.

The Shareholder must also sign the Unit Owner Indemnification.

Prior to and after your move, an inspection will take place. Damage to common halls, stairs, elevators, or other public areas will be assessed and billed to the Shareholder of record.

Residents may move small personal items (clothes, boxes) at any time. Rental vans are not permitted for this purpose.

Furniture or appliance deliveries require scheduling through the Management Office. Deliveries are permitted: Monday through Saturday, **9:00 a.m. to 3:00 p.m.** Delivery trucks are not permitted on the grounds after **3:00 p.m.** No deliveries are permitted on Sundays.

Food and grocery deliveries are allowed at any time.

Management, Security, or Maintenance staff may stop unauthorized moves in progress on behalf of the Co-op.

MOVE-IN / MOVE-OUT PROCEDURES

1) All moves will be supervised by Co-op staff.

2) Moving Hours: Monday through Friday, **9:00 a.m. to 3:00 p.m.**, with no exceptions. No moves on New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

3) Only one (1) move per building per day is permitted.

4) **Assignment of Moving Dates:** The Management Office must receive the following before confirming a date:

- **\$360** check payable to Vernon Woods Apartments, Inc.
- Forwarding Address & Moving Indemnity Form.
- If using professional movers: Certificate of Insurance, Proof of Workers' Compensation, and the Shareholder's Unit Owner Indemnification.

Confirm with the Management Office that your requested date is available.

5) On the Moving Day: Notify the Management Office when the move is about to begin so staff can install protective elevator pads and secure doors. A pre-move inspection may be conducted. Notify again when complete so staff can conduct a post-move inspection. If common areas are soiled, movers or the Shareholder must clean immediately; failure to do so will result in Co-op cleaning billed at **\$60/hour** to the Shareholder.

6) **Removal of Refuse:** Remove all wrappings, packaging, and cartons associated with your move from the premises. Break down materials and place in the dumpster behind Building 181. Do not leave materials in compactor rooms, halls, stairways, or curbside.

7) Violations: Any moves contrary to these rules will result in a **\$500** administrative fee. If there is any problem with the payment, the Shareholder's account will be charged.

FORWARDING ADDRESS & MOVING INDEMNITY FORM**Name** _____ **Building & Apartment #** _____

Address 1 (Forwarding if moving out) _____

Address 2 _____

Daytime Telephone _____ New Telephone _____

Move-In Date Requested* _____ Time (circle one) AM / PM

Move-Out Date Requested* _____ Time (circle one) AM / PM

Alternate Move-In Date* _____ Time (circle one) AM / PM

Alternate Move-Out Date* _____ Time (circle one) AM / PM

Requested dates are subject to availability as per the Move-In / Move-Out Procedures.*INDEMNITY:** We/I, _____ (Shareholder/Subtenant) of Apartment # _____

at _____ Pearsall Drive, Vernon Woods Apartments, Inc., agree to hold the Corporation harmless against any and all claims, damages, suits, or causes of action, including reasonable attorneys' fees, resulting from injury to person or property in or about the property during our move into or out of the building.

Applicant (Print) _____ **Signature** _____ **Date** _____**Co-Applicant (Print)** _____ **Signature** _____ **Date** _____**Building/Apartment #** _____

LAUNDRY FACILITIES

Locations & Hours: Laundry rooms are in Buildings 104, 161, and 180. Open **6:00 a.m. – 11:00 p.m.** (doors close promptly at **11:00 p.m.**; please plan cycles accordingly).

How to Pay: Laundry cards may be purchased/reloaded at the Hercules card dispensers located inside each laundry room. The Hercules mobile app (CleanPay / CP Mobile or CyclePay, per posted signage) may be available for starting machines, checking availability, and getting cycle notifications.

Reporting Machine Issues: Use the Hercules kiosk in the laundry room (if available) or contact Hercules directly: 1-800-526-5760 or service@hercnet.com.

Courtesy & Reminders: Remove laundry promptly at the end of the cycle; items left in machines may be placed aside so others can use the equipment. Items left over 72 hours may be discarded. Clean the dryer lint screen after use and wipe the washer drum if pet hair/debris remains. **The Co-op is not responsible for lost, stolen, or damaged items.**

SHUTTLE VAN TO PELHAM METRO-NORTH STATION (AS OF NOVEMBER 2025)

Operating Days & Weather: Monday–Friday during morning and evening rush hours. No service on holidays (*New Year's Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*) or during inclement weather when the Mt. Vernon School District is closed.

Boarding: Morning — designated shuttle space near the parking lot adjacent to Building 161 (Lot #2). **Evening** — northbound side of Pelham Station.

Safety: Infants and children must be secured in an appropriate car seat.

Evening Grace Period: For the **8:09 p.m.** train only, the shuttle allows a 15-minute grace period if delayed; it will not wait beyond 15 minutes.

Morning Departures	Evening Returns
<i>Vernon Woods → Pelham</i>	<i>Pelham → Vernon Woods</i>
6:15 a.m.	5:23 p.m.
6:30 a.m.	5:51 p.m.
6:50 a.m.	6:07 p.m.
7:10 a.m.	6:28 p.m.
7:30 a.m.	7:14 p.m.
7:50 a.m.	7:25 p.m.
8:10 a.m.	7:43 p.m.
	8:09 p.m.

HEALTH CLUB FACILITY / GYM

Hours: 6:00 a.m. – 11:00 p.m. daily (doors close promptly at 11:00 p.m.).

Access & Registration: All Shareholders/Subtenants who wish to use the gym—and each of their guests—must sign the Health Club Release and return it to the Management Office before using the facility (request PDF via anelson@gramatanmanagement.com). Key access requires a **\$50** deposit (refundable upon return); lost/damaged keys may forfeit the original deposit; replacement keys require a new **\$50** deposit. Keys are non-transferable; misuse may result in loss of access.

Eligibility, Guests & Minors: The Health Club is for Shareholders/Subtenants and their accompanied guests. Guests are limited to two (2) per apartment, must be 18+, and must remain with the resident host. **Minors in the gym:** under 18 must be accompanied by an adult resident at all times. **Minors in the Health Club facility (racquetball/tennis/aerobics areas):** under 12 must be accompanied by an adult resident at all times.

Facilities: Upstairs gym; Aerobics room; 1 racquetball court; 3 outdoor tennis courts (weather permitting).

Gym Etiquette & Safety: Re-rack weights; no dropping weights; respect others' use and wait until equipment is free; wipe down equipment after use; no food/snacks (sealed drinks okay); keep doors/windows closed while A/C is operating and during winter; keep music/TV volumes low; items left over 24 hours may be discarded.

Compliance: Follow posted rules and staff/Security directions. Violations may result in forfeiture of Health Club access and/or enforcement under the House Rules.

HEALTH CLUB RELEASE, ASSUMPTION OF RISK & INDEMNIFICATION

I/We, _____, residing at _____ Pearsall Drive, Apt _____, being over 18 years of age, in consideration of being permitted to use the Vernon Woods Health Club (gym, aerobics room, racquetball courts, and outdoor tennis courts), agree as follows:

1) **Assumption of Risk:** I/We understand that use of fitness facilities and equipment involves inherent risks, including but not limited to slips, falls, equipment malfunction or misuse, and injuries resulting from physical exertion. I/We represent that I/We are physically able to participate, will use equipment properly, and will follow all posted rules and staff/Security directions.

2) **Release & Waiver of Liability:** For myself/ourselves and my/our heirs, executors, administrators, and assigns, I/We hereby release, waive, and forever discharge Vernon Woods Apartments, Inc., its officers, directors, employees, agents, representatives, the managing agent, and contractors from any and all claims in law or equity arising out of or related to bodily injury (known or unknown), death, or property damage resulting from or connected to my/our presence in, or use of, the Health Club, including voluntary first-aid or emergency care.

3) **Indemnification (Guests):** I/We agree to defend, indemnify, and hold harmless the Released Parties from and against any and all claims, demands, actions, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or related to the acts, omissions, or use of the Health Club by any guest that I/We invite or permit to enter.

4) **Guests, Minors & Supervision:** Guests must be 18+, must sign a separate Health Club Release, and must remain with me/us at all times while in the facility. I/We will not allow any guest to use the Health Club unless I/We am/are personally present at all times. **Minors:** under 18 (gym) and under 12 (facility areas) must be accompanied by an adult resident at all times, consistent with posted rules. Access is a privilege and may be suspended or revoked for violations.

5) **Rules & Hours:** I/We will comply with the House Rules, posted Health Club rules, and staff/Security directions. Health Club hours are **6:00 a.m. – 11:00 p.m.** (doors close promptly).

6) **Miscellaneous:** This Release is governed by New York law. If any provision is found unenforceable, the remainder remains in full force and effect. This document is binding upon my/our heirs, executors, administrators, and assigns.

To obtain the required PDF Health Club Release for guests: email anelson@gramatanmanagement.com.

Agreed to by:

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Building & Apt _____ Phone _____ Email _____

COMMUNITY ROOM / PARTY RENTAL

Spaces Included: Party room, kitchen, entry lounge, and restrooms.

Fees & Deposit: **\$150** rental fee; **\$300** security deposit (refundable after post-event inspection; damages or extra cleaning will be deducted).

Insurance / Alcohol Policy:

All Party Room renters are required to obtain a liability rider to their homeowners or renters insurance policy, naming Vernon Woods Apartments, Inc. as Additional Insured, and provide a copy to the Management Office in advance of their event. If alcoholic beverages will be served, the rider must include host liquor liability coverage.

How to Reserve: Confirm availability with the Management Office; complete and submit the Party Room Rental Agreement; pay the rental fee and security deposit; submit insurance rider if serving alcohol.

Use Guidelines: Renter is responsible for set-up and clean-up and for leaving the space as found. Renter must ensure that all guests observe the House Rules and parking rules.

Parking: Guests must park only in marked open spaces in the outdoor lots; do not park in front of the Health Club or block the ramp (violations are **\$30** per incident). Cameras are installed; compliance is monitored.

Smoking Policy: All interior areas are smoke-free and vape-free (includes e-cigarettes and cannabis).

PARTY ROOM RENTAL AGREEMENT

1. The Shareholder (or its renter, if applicable) takes full responsibility for the actions of guests. Any and all damages to the building, fixtures, furnishings, or grounds are the financial responsibility of the Shareholder. The rented areas (party room/dance studio, adjoining lounge, kitchen, restrooms) must be left in the same condition found, including kitchen clean-up.
2. Failure to pay for any damages may result in a default of the Proprietary Lease and eviction.
3. Access is limited to the party room/dance studio, adjoining lounge, kitchen, and restrooms. Rental does not grant access to the racquetball courts or the upstairs gym. All interior areas are smoke-free and vape-free (including e-cigarettes and cannabis).

All Party Room renters are required to obtain a liability rider to their homeowners or renters insurance policy naming Vernon Woods Apartments, Inc. as Additional Insured and provide a copy to the Management Office prior to the event. Alcohol (including beer) is prohibited unless the rider specifically includes host liquor liability coverage.

4. Vernon Woods Apartments, Inc. is absolved from responsibility for the health and/or safety of the Shareholder/Subtenant and guests. There is no on-site supervision; the Cooperative is not responsible for any personal injury.

There must be no parking directly in front of the Health Club.

(Guests should use only marked open spaces in outdoor lots; violations are parking violations subject to administrative fees and/or towing.)

6. Food and beverages must not be consumed outside of the party room/dance studio.
7. No decorations are permitted outside the party room/dance studio. A administrative fee will be assessed if adjoining areas are decorated.
8. Closing/Clean-Up: The party room/dance studio, adjoining lounge, kitchen, and restrooms must be cleaned and restored to the condition found by **11:00 p.m.** on the event date. All guests must leave no later than **11:00 p.m.**
9. **Tables & Chairs:** The Cooperative has a limited number available; confirm counts with Management and procure additional items if needed. Coordinate any third-party delivery/pickup with Management.
10. If you are a renter/Subtenant, this Agreement must also be signed by the Shareholder (Owner) of your apartment.
11. Deposit Forfeiture: If any provision is violated, the entire **\$300** security deposit will be forfeited.

Payment: Attach two checks — **\$300** Security Deposit and **\$150** Rental Fee.

Event Details:

Date of Party _____ Time Party Begins _____ Time Party Ends _____

Estimated # of Guests _____ of Tables _____ # of Chairs _____

Agreed to by:

Shareholder Print Name _____ Shareholder Signature _____

Building & Apartment # _____ Date _____

PICNIC / BBQ AREA RULES

Hours: **10:30 a.m. – 9:00 p.m.** (area closes promptly at **9:00 p.m.**).

Use of Area: First-come, first-served; no reserved tables. Do not relocate tables. Limit use to one (1) table and one (1) grill per group. Barbecuing is permitted only in the designated picnic/BBQ area.

Noise & Conduct: No loud electronic equipment or amplified music. No alcohol.

Grill Use & Safety: Scrape and clean grill grates after use. Allow coals/ashes to cool fully, then dispose only in the designated metal receptacle—never in trash cans or on the grounds. Close BBQ lids after cleaning. Never leave grills unattended.

Clean-Up: Bag all trash. If receptacles are full, take trash to the dumpster behind Building 181. Leave the area as you found it.

NOISE COMPLAINTS & RESOLUTION

Standards: Unreasonable noise is a breach of the **Proprietary Lease, §18(b)**, and violates House Rules. See Rule 13 (Quiet Hours **10:00 p.m.–8:00 a.m.**), Rule 14 (Floor Coverings/80% Rule), and Rule 24 (Construction Hours).

If there's a disturbance: During the event (especially after **10:00 p.m.**), call Security (24/7) 914-668-4310 so it can be logged and addressed in real time. Next business day, email the Management Office (anelson@gramatanmanagement.com) with date/time, location/source (if known), brief description, your building/apartment number, and whether Security was contacted. If multiple apartments are affected, each party should send a separate email.

What Management may do: Notify the responsible party and require corrective action; inspect for floor-covering or construction-hours compliance; and apply enforcement under the House Rules.

Enforcement: Administrative fees may be assessed pursuant to the House Rules. For ongoing or serious violations, the Shareholder may receive a Notice to Cure; legal fees and remedies (up to and including eviction) may apply. For subleased apartments, charges/administrative fees are billed to the Shareholder's account.

PET POLICY (SUMMARY)

No Dogs. Service animals are permitted as required by law. Exotic animals are not permitted. Other pets may be allowed only with prior written consent of the Board (consent is revocable).

SUBLET POLICY

Cap on Sublets: Vernon Woods permits subleasing provided the total number of sublet units does not exceed 10% or 35 units (whichever is reached first).

Shareholder Eligibility: A Shareholder must have occupied the unit for at least two (2) years prior to executing a sublease.

Check Availability First: Contact the Management Office to confirm the complex is below the sublet cap. During a temporary moratorium, a waiting list will be maintained.

Term Limits: Subleases may be for no longer than one (1) year at a time; no more than three (3) consecutive years (policy since January 2010). The Board reserves the right to review all lease renewals. Submit a copy of each signed lease renewal to the Management Office sixty (60) days prior to the renewal date.

Fees & Surcharge: Sublet surcharge **\$0.40** per share per month (Additional Maintenance Charges); annual lease renewal fee **\$125**; one-time Renter's Registration fee **\$200**.

Insurance: The Subtenant must provide proof of renter's insurance.

Interview: Applicants must attend a meet & greet via Zoom with the Admissions Committee and receive approval.

Family Occupancy (Shareholder Absent): See the Family Occupancy section for requirements and approvals.

Prohibited Uses: No transient, hotel, or motel use of any apartment (see House Rule 3). Admissions & Compliance: Subtenants must complete the admissions process (see House Rule 1) and comply with the House Rules and Proprietary Lease.

FAMILY OCCUPANCY (SHAREHOLDER ABSENT)

Definition: When a Shareholder is not in permanent residence, family members may occupy the apartment only with prior approval as Family Occupancy. Without such approval, the occupancy is treated as a sublet and is subject to the Sublet Policy.

Before Occupancy — Requirements:

- Submit an annual Family-Occupancy License to the Management Office (renew each year).
- Pay the Family-Occupancy Fee of **\$0.40** per share per month (billed as Additional Maintenance Charges).
- Each adult occupant must complete an abbreviated application, credit/background check, and provide a government-issued ID.
- Attend a meet & greet via Zoom with the Admissions Committee and receive approval.

Shareholder Responsibility: The Shareholder of record remains responsible for compliance with the House Rules and for all charges, fees, and damages associated with the unit and its occupants.

Changes & Duration: Report any change in family occupants or duration to the Management Office; new approval may be required.

See also: House Rule 2; Sublet Policy.

RENOVATION & REPAIRS PROCEDURE

Start Here (applies to all work): Contact the **Management Office** at **914-668-9591** and by email at **anelson@gramatanmanagement.com**.

No work may begin until written approval is issued by the Management Office/Agent. Licensed trades are required for any electrical or plumbing work. **Work hours: weekdays 8:30 a.m. – 4:30 p.m.**

Management/Security/Maintenance may stop unauthorized work.

Protect common areas; contractors must cart out all construction debris—Co-op dumpsters, chutes, and compactor rooms may not be used.

Required Forms/Insurance (all contractors and subs): Alteration Agreement; Unit Owner Indemnification; Certificates of Insurance naming the required Additional Insureds; Umbrella Liability ≥ **\$2,000,000**; Workers' Compensation.

A) Non-Structural Interior Updates: (e.g., cabinet replacement, counters, appliances, tile, finish flooring, like-for-like bath/kitchen fixtures). Submit scope/estimate on contractor letterhead; include licenses if electrical/plumbing is involved. No removal/movement of load-bearing elements; no new in-wall utility lines; no relocation of risers/vents; gas connections by licensed professional only.

B) Structural / Building-Systems Work: (e.g., moving/removing walls; in-wall plumbing or gas; electrical panel/service changes; window/door modifications; any work affecting structure, risers, shafts, or building systems). Submit stamped plans by a NY-licensed PE/RA. Co-op architect/engineer review/approval may be required (*at Shareholder expense*). Contracts must include a clause prohibiting mechanic's liens against the Cooperative. After Co-op approval, obtain City of Mount Vernon permits. No work may start until permits are issued.

Close-Out (all projects): Final inspection by Management (and Co-op architect/engineer, if required); submit municipal sign-offs and warranties/manuals; restore all affected areas. Administrative fees up to **\$500/day** may apply for violations.

ACKNOWLEDGMENT & ACCEPTANCE OF HANDBOOK

(Shareholder/Subtenant) Information:

Name _____ ☐ Shareholder ☐ Subtenant

Building & Apt # _____ Phone _____ Email _____ Date _____

Acknowledgment: I acknowledge receipt of the Co-op Living at Vernon Woods publication (the "Handbook"). I understand it contains the current policies, procedures, and House Rules of Vernon Woods Apartments, Inc., and supersedes prior versions unless expressly stated otherwise.

Agreement to Comply: I have read (or will read) and agree to comply with the Proprietary Lease, House Rules, and all policies and procedures in the Handbook, including any required forms (e.g., Health Club Release, Alteration Agreement, Family-Occupancy License, Party Room Rental Agreement) before using related facilities or privileges.

Enforcement & Charges: I understand that violations may result in warnings, inspections, loss of privileges, administrative fees/fees, and legal action. Examples include: parking violations **\$30** per incident (towing currently **\$300**); illegal dumping/improper disposal **\$100** per incident plus repair/cleanup costs; unapproved or after-hours renovation work up to **\$500/day**; unauthorized moves **\$500**. Serious or continuing violations may result in a Notice to Cure, legal fees, and remedies up to and including eviction/termination of subtenancy, consistent with the Proprietary Lease and applicable law.

Updates: I understand the Board may add to, amend, or repeal policies and House Rules at any time; the latest publication controls.

Responsibility for Occupants/Guests: I will ensure my household members, Subtenants, contractors, and guests comply with the House Rules and policies. The Shareholder of record is responsible for related charges.

Signature _____ Date _____

Co-Occupant (if applicable) _____ Date _____

Return this signed page to the Management Office: anelson@gramatanmanagement.com.