

***270 BRONXVILLE ROAD  
OWNERS, INC.***

**Bronxville Chateau**

***Information Guide  
and  
House Rules***

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## **INTRODUCTION**

The purpose of this Guide is to provide all Shareholders and Residents (hereinafter “Residents”) with information and answers to questions that may arise regarding day to day living at Bronxville Chateau. This Guidebook was adopted to provide a safe, clean and harmonious environment while simultaneously protecting and enhancing each owner’s investment. Violations of the Rules can give cause for the Board of Directors to terminate any Proprietary Lease.

This document, dated May 30, 2023, supersedes any previously produced or distributed House Rules.

Please contact the Managing Agent for clarification of any of the contents of this Guide or for answers to questions not addressed.

The Board of Directors

270 BRONXVILLE ROAD OWNERS, INC.

## THE MANAGING AGENT

Effective 2013, Hudson North Management LLC was appointed Managing Agent for our property. In October of 2022 Hudson North merged with AKAM Associates Inc. Among the qualifications leading to their selection was the record of good service they have provided to many facilities similar to ours in Southern Westchester.

Rose Pilla is the Agent assigned to manage our business affairs. She may be contacted at the following address and telephone number:

AKAM Associates Inc.  
1053 Saw Mill River Road  
Ardsley, NY 10502  
914-922-9324  
914-674-5926 (Fax)  
RPilla@akam.com

Ms. Pilla is knowledgeable about all facets of operation at the Bronxville Chateau. She may be contacted in connection with any questions or concerns you may have.

The office AKAM Associates Inc is open from 9:00 AM to 5:00 PM, Monday through Friday for conducting routine business matters. Starting on Memorial Day week, during the months of June, July and August, ending on Labor Day the office closes at 1:00 PM on Fridays.

Requests for service or other information should be put in writing to Ms. Pilla at the address listed above to ensure a timely and satisfactory response. Do ***not*** include letters with your monthly maintenance payments, as they go directly to a lockbox at the bank and ***not*** to the office of the Managing Agent.

## **THE BOARD OF DIRECTORS**

The affairs and business of 270 Bronxville Road Owners, Inc. is conducted in accordance with the By-Laws and overseen by the Board of Directors. Each Board member is elected by the Shareholders. Elections are held at the Annual Meeting of the Corporation.

The Board, in addition to participating at the Annual Meeting, meets on an average of once a month to manage the activities of the Corporation.

No Board member enjoys special status, favor or compensation. Therefore, it is understandable why each one, when not actively engaged in Board business, should be afforded the same right to quiet enjoyment and privacy granted to all residents.

While the Board is primarily responsible for dealing with the financial, legal and operational affairs of the Corporation as an entity, it will be responsive to any Shareholder or resident who has been unable to obtain satisfactory solutions through other channels to matters they wish to raise relative to 270 Bronxville Road.

In order for the Board to consider and act on any such matter, it is necessary that the Board be given a complete account of the situation in writing. A letter or email to the Board, in care of AKAM Associates Inc, detailing the problem, along with an outline of what steps have already been taken to remedy the matter, will expedite a prompt response and resolution.

## THE MAINTENACE STAFF

The building maintenance staff is comprised of one resident Superintendent and one full time Assistant Superintendent. The Superintendent is on duty Monday through Fridays, and the assistant Superintendent is on duty Tuesdays through Saturdays. No one is on duty on Sundays. Regular working hours are 8:00 AM to 5:00 PM.

Listed below are the 14 specified Union Holidays. **Emergency work ONLY** should be requested on these days due to the short staffing that exists.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Election Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	Employee's Birthday
Labor Day	1 Floating Holiday

As the staff is employed by the Cooperative, **they are not permitted to perform tasks of a personal nature for individual residents during working hours.** We also ask you to bear in mind that although the Superintendent is a resident, he works a regular schedule and is off duty Saturdays and Sundays. He is entitled to the same right to privacy as all residents and should not be disturbed when off duty unless there is an **EMERGENCY.**

## SECURITY

A new intercom system was installed in 2014 to control access through the lobby doors. Please use this to identify anyone seeking entry to the building. Building security is not only an issue for the Board and building staff but, as a resident, you are the first line of defense in observing and maintaining a secure environment at the property. The daily activities of all Residents can create numerous opportunities for the jeopardizing of building security. Therefore, we urge everyone to follow these simple rules:

1. If contacted on the lobby intercom system, **DO NOT** permit access to anyone you do not know or expect. Carefully screen all callers.
2. When you enter/exit the building, be sure the door closes properly behind you. **DO NOT** under any circumstances wedge, prop or otherwise force these doors to remain open while unattended.
3. When entering or exiting the building from the garage, be alert to anyone loitering near the vehicular doors. All garage residents have keys to the garage and pedestrian entrance doors and anyone waiting for access to the garage through these vehicular doors is most likely an uninvited, unwelcome intruder.
4. If you see what you believe to be unauthorized entry to the building or anyone of a suspicious nature lurking on the property, report the incident **IMMEDIATELY** to the Staff, Management or Police.
5. If you are expecting a contractor to work in your apartment or contractor's materials to be delivered, you **MUST** notify the staff a minimum of **24 HOURS** in advance. No unauthorized visitors will be permitted access to your apartment if you are not at home, unless you have **GIVEN PERMISSION IN WRITING** beforehand.

6. No furniture deliveries are permitted through the front entrance without prior authorization from the Managing Agent. All deliveries are to be made through the service entrances on either the A or B side of the building.

**7. Lithium Battery Usage Ban:**

No electric bikes, scooters, or similar e-mobility devices or vehicles (an L1 vehicle) using lithium-ion batteries are permitted in the Coop Units, on the terraces, or any other spaces appurtenant to the Unit, or in the common areas of the Building Property (i.e. hallways, lobbies, stairways, terraces, basement, garage, etc.) No Lessee shall permit any such vehicles to be brought into, kept, charged, or stored on the Property. In the event a violation of the aforementioned policy results in a fire anywhere on the Property, the Lessee who brought, or allowed to be brought, the L1 vehicle onto the Property, shall be responsible for all damages resulting from the fire.

**8. Private-use Camera/Doorbell Ban:**

To safeguard the right of privacy for all Lessees, no 'Ring' style or similar camera and/or doorbell device is permitted to be placed on or near the entrance door or doors of any Coop Unit which faces an interior Public Area (i.e. hallways, lobbies, stairways, terraces, etc.). In the event a Lessee installs, or allows to be installed, such a device, the Board will impose the appropriate fines and demand the immediate removal of said device.

9. Heat Lamps, also known as grow lights which are commonly used for the cultivating of cannabis or other plants are banned from the building, every apartment therein as well as all common areas located at the complex.



## **EMERGENCY ACCESS TO APARTMENTS**

The Proprietary Lease provides 270 Bronxville Road Owners, Inc. the right of entry to all Residents' spaces under certain specified conditions and further requires that all Residents furnish keys to all door locks to the Corporation.

In the event of an emergency requiring entry to an apartment for which keys have not been given to the Corporation, forcible entry may be used and the cost to repair all damage caused by such entry shall be charged to the Shareholder. Such entry may include, but is not limited to, fire, smoke and/or water seepage.

## MOVING/DELIVERIES

Moving can be, according to experts, a physically exhausting and psychologically traumatic experience. It can also have an adverse effect on your new neighbors. Careful planning should produce a more efficient move lessening the impact of these conditions and having the added benefit of saving time and money. It is required that you make arrangements in advance with the building Superintendent, so that an elevator can be prepared for your use.

The following rules apply for all moves in or out of the building and all deliveries:

1. All moves in/out of the building and all deliveries, with the exception of UPS and Federal Express **MUST** be conducted through the basement door **ONLY**. Fine for non-compliance shall be \$250.
2. The seller/sub lessee of any apartment must submit a \$500 Move In/Out Deposit, together with the Purchase Application for his/her apartment. This fee will be returned upon examination of all public areas impacted and determination that no damage has been caused as a result of the move into or out of the building and provided all Rules pertaining to the moves have been complied with.
3. All moves into/out of the building and all deliveries shall be conducted between the hours of 9:00 AM and 5:00 PM, Monday through Friday **ONLY**.

## **MAINTENANCE AND/OR REMODELING OF INDIVIDUAL UNITS**

It is the responsibility of each Shareholder to maintain the appearance and condition of their apartment and all appliances and fixtures therein that are within the interior walls, ceilings and floors of the apartment. It is the responsibility of **270 Bronxville Road Owners, Inc.** to maintain all plumbing, electrical, steam and gas conduits in the walls, as well as the exterior of the building, hallways and other common areas.

No Resident is permitted to modify in any way the structure or appearance of any window, entrance way or external wall in any permanent or semi-permanent manner, including the application of paint. Please refer to 270 Coop House Rules Addendum 5/20/2023 Request for Non-Standardized Windows.

Residents desiring to effect structural, electrical or plumbing modifications to their apartments must request an Apartment Renovation Application from the Managing Agent. The completed application must contain a detailed description and plan of the proposed changes, together with the anticipated commencement and completion dates for the work. Upon receipt of the completed renovation application, the Managing Agent will present it to the Board at the next regularly scheduled Board meeting for review.

Minor renovations such as painting, wallcovering, built-ins, etc. do not require Board approval, but a renovation application must be completed and filed with the Managing Agent along with Certificates of Insurance from all contractors.

Any and all repairs or renovations must be performed by a duly licensed and insured contractor during normal weekday business hours ***ONLY*** (9:00 AM to 5:00 PM). No work will be permitted on Saturdays, Sundays or Holidays. In addition, the Superintendent must be advised of any outside suppliers/laborers scheduled to perform such work in the building. The fine for non-compliance is \$250 per day, for example if the work is started without board approval, done on off hours or

weekends. The only exception to this rule would be if a shareholder(s) were doing their own painting or a quiet-minor repair.

Management understands that work often goes on longer than projected by contractors. However, we owe the other shareholders some reasonable expectation of inconvenience, especially when the work produces dirt and noise. In the event that the construction/renovation lasts more than one month longer than the plans provided for, fines will be levied on the shareholder. The amount of the fine will be determined by the Board of Directors depending on the severity of the problem and the extent of the delay.

The installation of a clothes washer and/or dryer is **PROHIBITED**. The fine for non-compliance is \$100 for each machine (washer & dryer) for each month, and subject the shareholder to further action from the Board.

During renovations the Cooperative has the right to periodically inspect each apartment; and may demand improper work or unauthorized modifications be corrected at the Resident's expense.

All renovation materials must be delivered through either the A or B side basement entrance. **Removal and disposal** of all renovation debris is the responsibility of the Resident and/or his/her contractor. The staff is **not responsible** for renovation debris disposal. Under no circumstances is this debris or large household items (carpets, sinks, vanities, appliances, etc.), to be placed in any basement area.

## TRASH REMOVAL

There is a trash chute located on each floor for the purpose of facilitating each Resident's disposal of garbage and light trash. As a matter of courtesy, and to prevent possible health hazards, it is expected that each resident will exercise care in the use of these facilities.

The following rules shall be observed with respect to refuse removal:

- i. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the container provided, as well as to fit easily into the chute.
- ii. Debris should be completely drip-free before it leaves the apartment and carried to the refuse closet in a careful manner and in a drip-proof container, and then placed into the refuse container.
- iii. Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into the hopper opening, but taken to the basement trash areas. Bulky items should be disposed of at the direction of the Superintendent.
- iv. Under no circumstances should naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances, lighted cigarettes or cigar stubs be thrown down the trash chute.
- v. No cat litter should be thrown down the chute. There are dedicated trash cans located outside the basement doors on both the A & B sides of the building for litter.
- vi. Vacuum cleaner bags must never be emptied down the chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through the hopper door panel & down the chute.
- vii. The Superintendent shall be notified of any drippings or moist refuse appearing on the incinerator closet and/or in the corridors.

It is each Resident's responsibility to make private arrangements for the removal of appliances, furniture, carpeting, renovation materials, etc., inasmuch as the City of Yonkers will not remove such items.

## GENERAL RULES

The building's public halls and stairways shall not be obstructed or used for any purpose other than the ingress or egress from the apartments in the building. The fire escapes **must not** be obstructed at any time or in any way.

1. Children shall not play in the public halls, stairways, fire escapes, garage or driveways.
2. No resident is permitted on the roof except by permission of the managing agent or superintendent, such permission to be withheld except in very special circumstances.
3. No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors and consent of all Lessees to whose apartments such hall serves as a means of ingress and egress.
4. No Lessee shall make or permit any disturbing noises in the building or do or permit any actions to be done therein that will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play any musical instrument, or operate any amplified device in such Lessee's apartment between the hours of 11:00 PM and 8:00 AM the following morning if the same shall disturb or annoy occupants of the building.
5. Window air conditioners are the sole responsibility of the shareholder, and must be installed by a professional contractor pursuant to the manufacturer's installation instructions, including the

utilization of exterior support brackets attached to the air conditioner chassis, not to the building wall or masonry.

6. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building.
7. No bicycles, scooters or similar vehicles shall be allowed to stand or be used in the public halls, passageways, areas or courtyards of the building. None of the above shall be allowed through the front entrance of the building. Bicycles or strollers cannot be stored in the common hallways. Bikes can be stored in the communal bike room for a nominal charge.
8. Toilets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed. The cost of repairing any damage resulting from misuse of any toilet or other water apparatus shall be the responsibility and be paid for by the Lessee responsible for the damage.
9. No Lessee shall send any employee of the Lessor out of the building on any private business of the Lessee.
10. No animal, other than domestic cats, dogs, birds or fish, shall be kept or harbored in the building. Pets shall not be permitted to roam freely within the public areas of the building. **No pigeons, squirrels, or other birds or animals shall be fed from window sills, terraces, courtyard or other public areas of the building; or on the sidewalk or street adjacent to the building.**  
With respect to dogs, there is a maximum number permitted in the building and a policy that can be made available to any resident who requests it.
11. All dogs must be kept on a leash at all times. Cats are not permitted in common areas. Pets may not be tied outside of an apartment, on common ground or left unattended on porches, patios or at the main

entrance. No resident shall keep or maintain an animal that habitually barks or cries so as to disturb the public peace. It is prohibited to walk a pet to relieve itself on the steps, terrace or sidewalks of the building. Residents must carry bags or implement other means of picking up the droppings and disposing of them.

***Disposing of droppings down a storm drain or disposing of cat litter down a toilet is prohibited. There are designated containers on each side of the building for this purpose. PLEASE BE CONSIDERATE OF FELLOW RESIDENTS WHEN WALKING YOUR PETS.***

12.No radio or television aerials shall be attached to or hung from the exterior of the building without prior written approval of the Lessor or Managing Agent.

13.No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.

14. “Open House” showings of any apartment, its contents or any auction sale shall not be held in any apartment without the consent of the Lessor or its Managing Agent. These functions will require a minimum of 2 people (one person in the apartment & one person remaining in the lobby to escort the prospective looker to the apartment and then out of the building).

15.The Lessee will abide by all arrangements made by the Lessor with regard to the operation of the garage and the driveways thereto. (Refer to Parking Policy)

16.All private terrace residents must comply with 270 Coop House Rules- Addendum 4/1/2023 Regulations for Exclusive Use Decks.



17. With a prior request to the Lessee, the agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control odors or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control the situation.
18. A minimum of 80% of the floors of each apartment must be covered with rugs or carpeting and padding at least 1/4 inch thick. Kitchens, pantries, bathrooms and closets are excluded from this rule. Special attention should be given to high traffic areas, i.e. hallways.
19. Prior to occupying an apartment, each new Shareholder shall leave a deposit of \$500.00 with the Managing Agent, as Trustee of the Corporation, to ensure the installation of the required carpeting and padding. This deposit shall be held in escrow and shall be refunded promptly upon verification of the required carpet installation.
20. If the required carpeting is not satisfactorily installed within ninety (90) days of occupancy, the deposit will be forfeited and the Board of Directors may commence proceedings to terminate the Propriety Lease.
21. Paper, cardboard, plastic, glass and metal is to be disposed of in the appropriate container in the garbage/recycling room on the basement level. Wet garbage is to be securely wrapped and disposed of in the appropriate container. If disposing via the chutes, it must be double wrapped & securely tied before disposal in a small bag that will fit in the chute.
22. All Shareholders must carry homeowner's insurance and present certificates to the Building's Managing Agent, when requested.

23. The main terrace is for the overall use of all Residents. It is to be used as a quiet place to relax. There are to be no loud noises (music or conversation) after 11:00 PM on Friday and Saturday and after 10:00 PM Sunday through Thursday. Parties can only be organized with the approval of the Managing Agent and the Board of Directors.
24. Laundry should not be left in the machines or the laundry room overnight. Washer usage to be restricted to (3) three at a time.
25. No cooking or barbecue units are permitted on any terrace or outdoor area of the building. This is a Yonkers Fire Department regulation.
26. Exercise machines are to be placed on thick carpet with adequate padding; and are not to be used between 10:00 PM and 8:00 AM. You must have appropriate insurance to cover any damage to the building.
27. The building is pre-wired for Fios reception. Connection to the cable system is the responsibility and expense of each individual Resident and must be arranged directly with the cable TV company. No antenna of any type is permitted on the roof of the building.
28. No vehicle shall be parked for any length of time in a reserved parking spot, indoor or outdoor, without the express consent of the lessee of that space.
29. Violation of any of the above **General Rules** will subject the violator to a fine of not less than \$25.00.
30. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time. These House Rules may also be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

Amended as of May 30, 2023