

# BAYVIEW T O W E R

## HOUSE RULES

The following are the rules and regulations of Bayview Tower Condominium. They are part of the official documents of the Condo and are binding upon all unit owners and residents. **All conflicts between this article and the by-laws will be ruled in favor of the by-laws.** The purpose of these rules is to ensure the health and safety of the residents. They also serve as a guideline to enable us to live together in a harmonious community spirit.

### TELEPHONE NUMBERS

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<b>BSL Front Security</b>	<b>718-816-7111</b>
<b>BVT Lobby Desk</b>	<b>718-876-5802</b>
<b>Superintendent's Office</b>	<b>718-816-5808</b>
<b>Island Condo Management</b>	<b>718-981-2500</b>
<b>Emergency</b>	<b>911</b>
<b>City of NY non-urgent Quality of Life</b>	<b>311</b>
<b>Policy Department (120<sup>th</sup> Precinct)</b>	<b><u>718-876-8478</u></b>
<b>Fire Department (General Info)</b>	<b>718-727-1100</b>
<b>Staten Island University Hospital</b>	<b>718-226-9000</b>
<b>Richmond University Medical Center</b>	<b>718-818-1234</b>
<b>Time Warner Cable</b>	<b>718-816-8686</b>
<b>Staten Island Rapid Transit</b>	<b>718-447-9862</b>
<b>Staten Island Ferry</b>	<b>718-390-5253</b>
<b>Ferry Schedule</b>	<b>718-815-BOAT</b>
<b>US Coast Guard</b>	<b>718-354-4003</b>
<b>Department of Sanitation</b>	<b>311</b>

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## I. **BAY STREET LANDING HOA**

Bayview Tower Condominium Association is a part of Bay Street Landing Homeowners Association, often referred to as BSL HOA. BSL HOA consists of 3 Condominium Buildings and 1 Co-Op Building and maintains the grounds surrounding each building, including; all parking areas, clubhouse, fitness center, dog walk, playground, landscaping.

## II. **COMMON VS. LIMITED COMMON ELEMENTS**

**COMMON ELEMENTS** All areas of property other than actual units and in the by-laws and master deeds such as:

- Halls
- Stairways
- Lobbies
- Laundry Room
- Elevators
- Walls
- Landscaping
- Compactor Room
- Furnishings of Building

### **LIMITED COMMON ELEMENTS**

- Garden areas (1<sup>st</sup> Floor)
- Terraces/balconies (3<sup>rd</sup> through 10<sup>th</sup> Floors)

III. **CONDOMINIUM BOARD** for Bayview Tower is made up of nine homeowners of the Condominium. Board Members volunteer their time to ensure the safety and quality of life of all residents of Bayview Tower and to ensure the proper operation of the building confines and association funds.

## IV. **BUILDING PERSONNEL**

- **Superintendents** Are in place to maintain the buildings machinery and common elements. Under no circumstances are building personnel permitted to perform personal work inside units for individual homeowners without the written approval of the Condominium Board.
- **24/7 Concierge** are in place in an attempt to ensure the safety and security of residents of Bayview Tower. Concierge are to verify all visitors are authorized entry to the building, checking the credentials of contractors and logging them in, logging in packages (please note: concierge are not required to sign for packages). Large deliveries require the owner or owner's representative to be present to accept large deliveries. If deliveries must be brought to the unit, a certificate of insurance is required of the delivery company prior to entry. The concierge are not required to open doors for residents or guests.

## V. **HOMEOWNER RESPONSIBILITIES**

Homeowners are responsible for the maintenance and repair of their unit including:

- |                               |                   |
|-------------------------------|-------------------|
| • Interior Surfaces of doors  | • Damaged screens |
| • Windows                     | • Walls           |
| • Moving parts & sashes       | • Floors          |
| • Skylights                   | • Plumbing        |
| • Replacement of broken glass | • Appliances      |

According to FCC regulations, antennae and satellite dishes may not be hung or attached to:

- |                           |                            |
|---------------------------|----------------------------|
| • Exterior building walls | • Balcony walls or windows |
| • Exterior window frames  | • Terrace walls or windows |

VI. **HALLWAYS** Nothing that would impede egress in the event of an emergency may be placed in hallways such as:

- Furniture
- Packages
- Pictures
- Mats
- Bicycles
- Strollers
- Umbrellas
- Shoes/Shoe Cleaner's
- Ceramic Statues
- NO Posting of any Signs by Residents/Owners in any of the Common Elements

VII. **UNIT ACCESS**

- Residents should provide the Superintendent with keys to their units for use in emergencies.
- Keys are stored in a Super managed lock box according to NYC multi-dwelling rules and regulations.
- If the key is not provided and Building Personnel need to gain access; they will do so at the owner's expense.
- If a resident requires access to their locked unit using their key stored in the lock box, there will be a charge of \$50.00.
- Locked key box located in the closet in the lobby is not the lockbox mentioned above. Storing keys in the lobby is a courtesy and is at owner's risk.

VIII. **CONDOMINIUM SALES**

- The Board has the right of first refusal during the resale of any unit.
- Homeowners must notify the Managing Agent and Board of Managers in writing of their intent to sell their unit.
- Sales Documents are available on the BayviewTower.org Website under Documents.
- There is a fee of \$1000 towards the General Maintenance Fund due to the Board upon each sale.
- The Offering Plan and all amendments must be passed on to the new owner. If you no longer have a Copy of the Offering Plan, you may request a copy from the Managing Agent for a fee.
- There is a \$500.00 deposit required to cover outstanding electrical charges, the overpayment will be refunded within 60 days after closing providing account is brought current.

IX. **SUB-LEASING AGREEMENTS**

- Tenants may have pets.
- Pursuant to pg. 169, Volume 1 of the Offering Plan; it is mandated that unit owners (whether on-site or offsite) may only lease their units for a minimum of 12 months, any period of time under 12 months may result in fines. After the minimum, 1 year requirement has been met, the tenant may subsequently reside on a month to month basis.
- Leasing Documents are available on the BayviewTower.org Website under Documents.
- Copies of the following must be submitted to the Managing Agent prior to any move-in:
  - Notice of Intent to Lease/Occupancy Rider
  - Completed Tenant Lease Application
  - Executed Window Guard Form
  - A Copy of a fully Executed Lease
  - Move-In/Move-Out Form along with Moving Company Insurance Certificate and \$500 security deposit payable to Bayview Tower Condominium Association

- Proof of Homeowners Insurance
- Proof of Renters Insurance
- A Check Made Payable to Island Condo Management Corp on the sum of \$100 (Processing Fee)
- Upon receipt of the documents above, the Managing Agent will supply tenants with a copy of the most updated version of the House Rules and all updates during the term of the lease.
- Owners of rental units are responsible for ALL charges assessed to that unit such as:
  - Common Charges & Late Fees and/or Common Charge Increases
  - Assessments (if required)
  - Fines/Violations of House Rules
  - Damages to common property
  - Damages to another unit caused by a problem in the rental unit.

**X. CONSTRUCTION/RENOVATION/ALTERATIONS** NYC Department of Buildings (DOB) enforces strict guidelines pertaining to work requiring permits as well as schedules for when work is permitted. The DOB restricts work before 7am, after 6pm and on weekends. Bayview Tower Condominium Association permits work Monday thru Friday from 8am to 5pm. At this time work on Saturdays is prohibited unless written consent from the board or managing agent is obtained. In the event of an "Emergency"; contractors will be permitted any time, as long as they are correcting an emergency situation. There is NO work permitted on Sundays and Holidays (see page 8 for BVT Holiday Schedule).

If owners wish to perform non-permit required work inside their units after 5pm or on Saturdays, they are required to keep noise levels to a minimum so as to not disturb others in the building. ALL owners must inform the managing agent of work desired prior to the commencement of work being performed. There are forms, fees and permits (when required) that must be submitted for review and approval.

- NYC DOB PERMITS: You must discuss with your contractor/s the details of the work you desire to have performed, to learn if NYC DOB Permits are required. Any alteration within a unit that involves the opening of walls or changes to the building's structure requires the approval of the Condo Board PRIOR to doing the work and a statement from an Architect must be submitted or the plans will be reviewed by the buildings engineer at the unit owner's expense. Further NYC DOB requires permits for all plumbing and electrical work as well. Neither work, nor deliveries of materials will be permitted until all documentation is provided and approval given. Prior to the commencement of any alterations you desire to perform inside your unit; Unit owners are required to receive prior approval by submitting all Alteration Documents to the Managing Agent. Alteration Documents are available at BayviewTower.org under Documents. The following is a list of items required for submission:
  - Alteration/Renovation Check List Completely Filled In
  - Signed Alteration Agreement (*Blumberg Form – See Attached*)
  - Copy of Contractor Proposal/Signed Contracts outlining Scope of Work
  - Contractor/s HIC License from NYC Dept. of Consumer Affairs
  - Contractor/s HIC Salesperson License from NYC Dept. of Consumer Affairs
  - Certificate of Insurance from All Contractors performing work
  - Alteration/Security Deposit: \$1,500 (*Upon completion of work and refunds will be released within 30 days of this inspection date.*)
  - Professional Review Fee (*i.e., Architect. For structurally extensive jobs*)
  - BN Application (*Building Notice from Dept. of Buildings for Managing Agent Signature, your contractor should provide this application*)

- When the Alteration is approved, Managing Agent will sign the BN Application and return to you along with a letter of approval for the work that is approved. The work will not be placed on the building schedule and will not be permitted until the Permit has been submitted to the Managing Agent for posting. When approval is received and the work schedule is added to the BVT Calendar; the buildings superintendent, managing agent or other authorized person must inspect the unit prior to the start of work, during the work process and upon completion of the work being performed. Please note, work may be photographed for documentation and inspection purposes.

**Failure to comply with any of these rules will result in fines being imposed against the unit owner by Bayview Tower Condominium Association, not to exceed \$500 for each violation. In the event that NYC DOB issues a violation against the building due to a unit owner not complying with DOB Rules & Regulations, the unit owner will become liable for these violations and any subsequent fees incurred.**

- COSMETIC ALTERATIONS to a unit provided by an outside company are permitted provided all documentation is submitted as outlined above. Should owners decide to perform this work themselves, they are permitted to do so, provided they comply with the work schedule and noise levels. Owners should advise the managing agent so building personnel are aware of the work, should questions arise. Painting, Wallpapering, Re-glazing, Tile installation, Installation of shelves and Floor stripping or installation is also allowed provided that:
  - The owner complies with noise level restrictions
  - The owner does not use potentially hazardous chemicals that can produce noxious fumes (Water based polyurethane only).
  - Proper ventilation is used (i.e. fans).
  - The Superintendent is alerted so that he can supervise the process.
- REMOVAL OF CONSTRUCTION DEBRIS
  - Owners must arrange for bulk construction debris to be privately carted from the property or sustain fines in accordance with NYC Sanitation Code.
  - Debris from major renovation will require a dumpster, contracted by owner through a private carting company. Delivery of dumpsters requires permission from the Condo Board and from the BSL HOA.
  - The HOA Managing Agent will coordinate:
    - Placement
    - Arrival date
    - Exit date
  - Homeowner is responsible for ensuring that the area around the dumpster is swept and clear of debris in accordance with NYC Sanitation Code.

**XI. DELIVERIES** Bulk deliveries including deliveries by/for private contractors must be scheduled with the Front Desk prior to the delivery date and requires insurance certificate of company performing delivery. Deliveries are permitted Monday through Saturday from 9AM to 5PM. All delivery, trade, construction personnel must sign in at front desk. **There will be no exceptions for any reason.**

**XII. MOVE-INS/MOVE-OUTS**

- MOVING HOURS: Monday through Friday from 9AM to 5PM, except holidays.
- MOVING COMPANIES: Must supply management with current Certificate of Insurance.
- MOVING DEPOSIT: A Certified Check for \$500 security deposit made out to Bayview Tower Condominium and sent to Island Condo as a deposit toward possible damage to a common element during a move. Providing there is no damage or overtime, the deposit (or portion if there is damage) will be refunded within 30 days of move.

- **MOVING DATE:** Must be scheduled by Managing Agent upon approval of move in.
- **MOVING SUPERVISION:** Superintendent will supervise all moves and ensure the elevators are padded for the day of the move. Superintendent is entitled to overtime should the move extend beyond his regular business hours (Overtime to be paid by unit owner) Should the move extend past 5 p.m. the unit owner will be subject to a charge of \$50.00 per hour (or part thereof), which will be deducted from their deposit.
- **MOVE IN/OUT DEPOSIT:** A Certified Check in the amount of \$500 (deposit) must be paid to the Bayview Tower Condominium Board of Managers and sent to the Managing Agent as a deposit toward possible damage to a common element during a move. Providing there is no damage or overtime, the deposit (or portion if there is damage) will be refunded.

### XIII. **GARBAGE AND RECYCLABLE DISPOSAL**

- Only household garbage is to be securely tied in plastic bags and placed in chutes.
- Only recyclables are to be placed in appropriate bins.
- Cigarettes and glass are prohibited down the chutes or in bins.
- Newspapers must be bundled and tied with string.
- Large cardboard boxes should be flattened and transported to the Compactor Room.
- Smaller boxes should be flattened and placed in recycle bins.
- First floor residents must place items in the appropriate areas of the Compactor Room on the first floor.
- **GLASS IS NEVER TO BE PLACE IN CHUTES.** Place glass items in recycling bins.

### XIV. **BULK DEBRIS DISPOSAL**

- Residents who purchase new furniture and/or appliances are responsible for arranging for the disposal of old items.
- Residents should call the Department of Sanitation prior to removing bulk items from units.
- Place bulk debris out the night before Sanitation's scheduled pick-up.
- For the disposal of refrigerators, call 311 and follow the representative's instructions.
- Record the name of the 311 representative with whom you spoke.
- For further instructions, read the "**HOA Trash Policy.**"
- Building Personnel are not permitted to handle your bulk disposal for you

### XV. **DISTURBANCES**

- All residents are asked to be considerate of other Bayview Tower neighbors.
- Resident noises must be kept to a minimum at all times:
  - Music
  - Television
  - Bass levels on stereos
- Noise levels should not be audible to neighbors AT ALL between the hours of 10 PM and 9AM.
- Incident reports can be submitted via [www.bayviewtower.org](http://www.bayviewtower.org). If access to the Internet is not available, incident report forms are available from the concierge.
- Fines may be imposed for all disturbances

### XVI. **SMOKING** All common elements of Bayview Tower are smoke-free. Smoking is only permitted inside units and outside of the building. Please keep in mind, the smell of smoke travels; keeping a window open and circulating a fan, may help prevent disturbing others with the smell of smoke. **SMOKING IS ABSOLUTELY PROHIBITED IN STAIRWELLS. SMOKING OF ILLEGAL SUBSTANCES IS PROHIBITED AND THE POLICE MAY BE CONTACTED.**

### XVII. **PETS/ANIMALS** Refer to the HOA Pet Rules for Owners.

- Currently, the Condominium has a limit of 2 dogs per owner occupied unit. As per the by-laws,

this permission may be revocable at any time at discretion of the Condominium Board or Managing Agent.

- Tenants are permitted to have pets.
- Pet owners are required to comply with NYC licensing, leash, litter and registration laws.
- With the exception of the dog run, dogs must be "on leash" in all areas of the grounds including the Promenade and Marina Rd.
- When "off-leash" it is the owner's responsibility to ensure that the dog stays within the designated area.
- Upon injury to any person or another animal by a pet, that pet; will be subject to laws and penalties as dictated by NYC statues and the BSL HOA.
- Homeowners will pay the Condominium Association for the cleaning or replacement value of any common element carpets or fixtures damaged by a pet.
- No feeding of stray or wild animals is permitted anywhere on the grounds such as: Pigeons, Birds, Squirrels, Dogs, and Cats.
- The HOA Dog Committee oversees the Dog Run.
- All regulations relating to dog ownership at BSL are encapsulated in HOA policy, which is available upon request to the Dog Committee.

#### **XVIII. TERRACES, BALCONIES, PATIOS**

- No terrace, balcony or patio enclosures are permitted.
- Nothing may be hung from or thrown over balconies, terraces or patio walls such as: Laundry, Flags, Cigarette butts
- Only patio/lawn furniture is permitted on balconies, terraces and patios.
- Furniture should be weighed/secured to prevent being blown by high winds.
- Fire Department regulations permit ONLY electric barbeques on terraces and balconies. Barbeques are NOT permitted inside the building.
- Exterior paint colors must remain the same as the entire building.
- Terrace/balcony flooring and maintenance is the sole responsibility of the Condominium.
- No one is permitted upon or to use the roof for any reason.

#### **XIX. PARKING**

- Each unit owner is only allowed two cars – one in as assigned spot and the other in visitor parking. Unit owners may not have more than two cars on the property.
- All vehicles must be registered with the Bayview Tower Concierge who will provide a Bayview Tower parking sticker for each vehicle.
- All vehicles must be registered with Bay Street Landing Security who will provide a Bay Street Landing clicker to open the front entry for each vehicle.
- The following conditions must be met for issuance of a parking sticker:
  - Applicant must be an owner or resident
  - Applicant must provide a valid driver's license and insurance.
  - Vehicles must have license plates and insurance.
  - Cars must be in assigned spot.

#### **XX. REGULATIONS GOVERNING AUTOS ON BSL PROPERTY**

- No idling in front of building.
- Owners of cars found leaking fluids onto the pavement must have their cars repaired within a 2 week period.
- Repairs are not permitted on the property with the exception of flat tires or emergency jump-starts.
- Traffic regulations are enforced on property.

- Commercial Vehicles are Not Permitted on the Property after 5pm unless the company is handling an emergency. Rules applies to vehicles owned/operated by residents of BSL HOA.

**XXI. VISITORS**

- When expecting a visitor, call the front BSL Security Desk.
- Provide visitor's name and expected time of arrival.
- Visitors must park in the Visitor's parking (#151 and up) after a pass is issued.
- Spaces are Limited and available on a "first come, first serve" basis.

**XXII. ASSESSMENTS/LATE FEES**

- Common Charges are due on the first (1<sup>st</sup>) of each month with a 15-day grace period.
- Common Charge late fees will be levied according to the following scale:
  - \$35 for payments received after the 15<sup>th</sup> of the month
  - \$50 for common charges in arrears in excess of 60 days from the due date
  - \$75 for common charges in arrears in excess of 90 days from the due date.
- Electric bill is payable at the same time as the common charge and appear as a separate line item on maintenance bills.
- Any combination of maintenance, assessments, fines and/or late fees equivalent to a 60-day arrearage in maintenance will result in the Board involving legal counsel with legal fees to be paid by the owner.
- Delinquents will be published in the monthly BVT minutes of Board Meetings.

**XXIII. FINE SCHEDULE** The first violation of any House Rule will be addressed with a warning letter from the Managing Agent. Should the violations continue; the unit owner will be fined according to the schedule below. The Board reserves the right to increase fines should it be necessary for continued violations that impact residents' right to peaceful enjoyment of their homes.

- \$50 -2<sup>nd</sup> offense**
- \$100 – 3<sup>rd</sup> offense**
- \$250 – 4<sup>th</sup> offense**
- \$500 – Chronic repeated violations**
- \$500 – Construction Violation**
- \$ ?? - NYC DOB Violations and fees incurred by Association**

**XXIV. HOLIDAYS** The Building observes Federal Holidays. No Deliveries, Move-In/Out or Unit Construction are allowed on building holidays.

**XXV.** For **Further Information** or Details not found in these House Rules, please refer to the Bayview Tower Condominium By-Laws and Rules & Regulations found in the Prospectus.

**XXVI.** The **BayviewTower.org** Website is also a good informational resource and all forms may be obtained under the Documents Sections on the site.