

# *Bell Park Manor Terrace*

*United Veterans Mutual Housing Co., Inc*

## **REVISED HOUSE RULES 2025**



[www.bellparkmanorterrace.com](http://www.bellparkmanorterrace.com)

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**In the event the terms and conditions of these House Rules conflict with the terms and conditions of the By Laws or Proprietary Lease, the terms of the By Laws and Proprietary Lease shall prevail.**

## 1. Use of Common Areas

- Residents and their guests shall not play in the common hallways, stairways, garages, in trees or on roofs. Lawns shall not be used as playgrounds or for any other purpose that may impair the appearance or increase the cost of maintenance.
- Shareholders will be held responsible for the actions of their children and guests and will be held responsible for any damages.
- Lawns and gardens are deemed common property. Any items placed on lawns must be in agreement by both lower and upper residents. Should neighbors not agree then it would be decided upon by the Board of Directors.
- Kiddie pools may be utilized in season provided that the water is emptied daily by 8:00 P.M. and the pool is placed upright at the side or back of the building in order to preserve the grass.
- Kiddie pools should be supervised at all times when being used.
- **Smoking is prohibited in the common hallways.**

*Note – 1<sup>st</sup> violation – warning letter, 2<sup>nd</sup> violation - \$50.00 fine, 3<sup>rd</sup> violation - \$100.00, and 4<sup>th</sup> violation - \$150.00 fine.*

## 2. Use of Playgrounds

- All residents must abide by the Rules and Regulations” regarding use of the playgrounds as indicated on the signs posted in the playgrounds (Rules and Regulations behind House Rules).

*Note – 1<sup>st</sup> violation - \$100.00 fine, 2<sup>nd</sup> violation - \$150.00 fine.*

## 3. Obstruction of Common Areas

- The entrances, vestibules, sidewalks, and driveways shall not be obstructed or used for any purpose other than to enter and exit from apartments.
- You may not drape, chain, or tie any items to railings, trees, ramps etc. anywhere on the property.

*Note – 1<sup>st</sup> violation – warning letter, 2<sup>nd</sup> violation - \$50.00 fine, 3<sup>rd</sup> violation- \$100.00, and 4<sup>th</sup> violation - \$150.00 fine.*

## 4. Smoking Policy

In recognizing the dangers of secondhand smoke exposure to the health and wellbeing of United Veterans Residents, and acknowledging United Veterans Bylaws, proprietary lease and house rules restrictions against the creation of nuisances, the following rules shall be implemented on United Veterans Mutual Housing Co., Inc. Property:

- 1. Smoking is prohibited as described below:

Smoking is prohibited in all common areas within 15 feet of entrances, windows, and doors. Common areas include common hallways, United Veterans Management Office, United Veterans Maintenance Office,

Laundry rooms, storage rooms, garages, and any other enclosed area under the direct control of United Veterans Mutual Housing Co., Inc.

- 2. Definition of "Smoking"

"Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe or any form of lighted object or device that contains but not limited to tobacco, marijuana, etc.

- 3. Smoke Migrating from United Veterans Apartments:

Smoke migrating from an apartment into an adjacent apartment shall be recognized by the Board of Directors as a nuisance, and thus a violation of the United Veterans By Laws, Proprietary Lease, and House Rules. This is deemed a material violation of the grounds for fines: termination of the Stock and Proprietary Lease, or any other remedy available to the United Veterans under the Law. All remedies hereunder shall be cumulative.

- 4. Applicability

These rules apply to shareholders, residents and any other person on the premises, including guests and service persons. Shareholders are responsible for their residents and guests while located on United Veterans property (See House Rule #1).

- 5. Enforcement

Violation of these rules shall be deemed a violation of the United Veterans bylaws, and may constitute grounds for fines or eviction, or any other remedy available to United Veterans under the Law.

*Note- 1<sup>st</sup> violation – warning letter, 2<sup>nd</sup> violation- \$250.00, 3<sup>rd</sup> violation- \$300.00 and 4<sup>th</sup> violation- \$400.00*

## 5. Garbage

- All garbage must be brought to the garbage rooms and placed inside the proper bins. Please be sure to tie your garbage bags. Garbage must not be placed on the outside of or on the floor of the garbage room. Green bins are for household garbage, white bins are for papers, blue pails are for recyclables, and brown pails are for composting.
- Bulk furniture must be placed inside the garbage rooms.
- Contractors, who have been hired by residents to do renovations in their apartment, may not dispose of any debris in the garbage rooms.
- It is the Shareholders responsibility to fully encase, within a sealed bag, all mattresses and/or box springs being discarded. Bags may be purchased at the Maintenance Department.

*Note – 1<sup>st</sup> violation- warning letter, 2<sup>nd</sup> violation- \$250.00, 3<sup>rd</sup> violation- \$300.00 and 4<sup>th</sup> violation \$400.00.*

## 6. Placement and Disposal of Articles

- It is forbidden to hang, shake, drape, or sweep any articles, including laundry, from windows or doors or into hallways or on the outside areas in any manner.
- No cigarettes, matches, trash or articles of any kind are to be thrown from windows or disposed of in anything other than the proper container.

*Note – 1<sup>st</sup> violation – warning letter, 2<sup>nd</sup> violation -\$50.00, 3<sup>rd</sup> violation -\$100.00 and 4<sup>th</sup> violation-\$150.00.*

## 7. Planting and Removal of Flowers, Etc.

- The Board of Directors may direct the resident to remove all foliage from common areas that may be deemed unsightly.
- **No gardens of vegetables, fruits, spices, etc. are permitted on Bell Park Manor Terrace property.**

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$50.00, 3<sup>rd</sup> violation -\$100.00 and 4<sup>th</sup> violation -\$150.00*

## 8. Alteration to Apartments

- In accordance with the Proprietary Lease, Shareholders are cautioned that their right to make additions, changes or alterations to the interior or exterior of the building requires written permission from the Board of Directors. Shareholders must submit an alteration agreement to Management for Board approval. **No work may commence until such time that the Board gives written approval.** Violation of this rule shall result in a fine of up to **\$5,000.00** (see note below). For more information regarding alterations please pick up an Alteration Agreement in the Management Office or contact the Maintenance Department.
- Shareholders are responsible for the maintenance and upkeep of all alterations made to their apartment, whether alterations were done by them or the previous owner(s).

*Note – Violation -fine of \$2,500.00 for work being done or completed without approval under the minor alteration agreement and \$5,000.00 for work being done or completed without approval under the major alteration agreement. Also, full restoration to apartment's original state may be required. \*\*\*Any subsequent violation of continuing to do work without any approved alteration agreement will result in an additional fine of up to \$5,000.00.*

## 9. Fences

- Any resident wishing to erect a fence must first obtain written consent from the Board of Directors. Pick up an Alteration Agreement in the Management Office for guidelines.

*Note – Violation -fine of \$2,500.00 for work being done or completed without approval under the minor alteration agreement and \$5,000.00 for work being done or completed without approval under the major alteration agreement.*

## 10. Signs, Antennas and/or Advertisements

- No sign, signal, aerial, antenna, advertisement, or illumination shall be placed on any window, on any part of the building, or anywhere on the property.
- Nothing shall be placed on any outside windowsills or ledges.

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$50.00, 3<sup>rd</sup> violation -\$100 and 4<sup>th</sup> violation -\$150.00*

## 11. Political Displays

- All political displays including but not limited to political signage and flags are prohibited anywhere on Bell Park property.

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$50.00, 3<sup>rd</sup> violation -\$100 and 4<sup>th</sup> violation -\$150.00*

## 12. Yard Sales

- Yard Sales and auctions are **Strictly Prohibited** on Bell Park Manor Terrace property.

*Note - 1<sup>st</sup> violation warning letter and \$500.00 fine, 2<sup>nd</sup> violation -\$750.00 fine*

## 13. Noise

- No person shall make or permit any disturbing noises in the buildings or do or permit anything to be done therein, which will interfere with the rights, comforts, or conveniences of the other residents.
- No person shall permit the excessive use of any musical instruments or permit the operation of a stereo, radio, television, exercise equipment or any other appliance in lessees' apartment between the hours of **10:00 P.M. and the following 8:00 A.M.** To the extent that it shall disturb or annoy other occupants of the buildings.
- Construction, repairs work or other installation involving loud noise may be conducted in any apartment between the hours of **8:00 A.M. and 6:00 P.M. Monday through Friday and between the hours of 10:00 A.M. and 3:00 P.M. on Saturdays.** Work **may not** be performed on Sundays and Holidays. **NO EXCEPTIONS.**

*Note – 1<sup>st</sup> violation -warning letter and \$100.00 fine, 2<sup>nd</sup> violation - \$200.00 fine, 3<sup>rd</sup> violation -\$300.00 fine*

## 14. Move In / Move Out

- Move in/Move out times are between Sundays – Saturdays, 8:00 A.M. – 8:00 P.M.
- Moving trucks are not permitted to park in driveways, in the back of the apartments, on lawns, sidewalks, or courtyard grounds. **NO EXCEPTIONS.**

*Note – Fine of \$250.00 plus an additional fine that will be assessed according to the damage caused.*

## 15. Odors

- No resident shall allow unreasonable cooking, cleaning, smoking, or **other** odors to escape into the building. All units must have proper ventilation (open windows, window fans, and/or exhaust fans) to prevent said odors from annoying nearby residents.

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$25.00, 3<sup>rd</sup> violation -\$50.00 and 4<sup>th</sup> violation \$75.00.*

## **16. Use and Installation of Appliances**

- Any installation of a washing machine, electronic dryer or dishwasher must meet the specifications set forth by the appliance manufacturer.
- The installation of new or relocated washing machines requires an approved alteration agreement.
- When installing a washing machine or dishwasher it is mandatory that check valves be installed on the water supply of the appliance.
- Dryers must be properly vented and **must be electric. Gas dryers are strictly prohibited.**
- To prevent dryer fires, it is important to clean the dryer lint filter every time you run your dryer and regularly clean the lint from the dryer vent.

***Note – Violation -fine of \$2,500.00 for work being done or completed without approval under the minor alteration agreement and \$5,000.00 for work being done or completed without approval under the major alteration agreement.***

## **17. Personal Property on Lawns, Steps and Public Areas**

- Temporary storage of seasonal items must not appear unsightly.
- All unattended personal property, including toys, must be removed, or stored neatly away and out of sight after sundown.
- Storage Chest placed on the outside of the property must have Board approval in the form of an Alteration Agreement.
- The Corporation will not be responsible for any damages or loss to residents' property.
- Outdoor holiday decorations must be removed no later than 30 days after the holiday.
- Outdoor patio furniture must be removed at the end of the season.

***Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$50.00, 3<sup>rd</sup> violation- \$75.00, and 4<sup>th</sup> violation -\$100.00.***

## **18. Exterior Doors**

- All common doors should be closed and locked at all times, unless otherwise agreed to by both lower and upper residents.

***Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$25.00, 3<sup>rd</sup> violation -\$50.00 and 4<sup>th</sup> violation \$75.00***

## **19. Emergency Access**

- Employees of the Corporation, Management or Maintenance may enter an apartment in case of an emergency. In addition, they may also enter the apartment for an inspection or for the performance of work that may be reasonably required.
- As well as for the inspection of Carpet/ Cork Floors.

## 20. Insect Extermination

- Bell Park offers the services of an exterminator. Employees of the Corporation and any contractor or workers authorized by the Corporation may enter any apartment or garage upon reasonable notice for the purpose of inspecting to ascertain whether measures are necessary or desirable to control or exterminate any vermin insects or other pests.
- If the Corporation must take measures legal or other to control an infestation, the cost of such measure shall be payable by the shareholder.

## 21. Garages

**A SHAREHOLDER IS ALLOWED TO RENT 1 GARAGE AND/OR 1 PARKING SPACE. HOWEVER, THE SHAREHOLDER MUST HAVE A CURRENTLY REGISTERED AND INSURED CAR IN THE SAID SHAREHOLDERS NAME FOR EACH SPACE THAT IS RENTED. ANY SHAREHOLDER THAT HAS ONLY 1 CAR REGISTERED AND INSURED IN THEIR NAME, HAVING BOTH A GARAGE AND PARKING SPACE WILL BE GIVEN THE OPTION TO CHOOSE WHICH ONE THEY WOULD LIKE TO KEEP AND RELINQUISH THE OTHER.**

**SHAREHOLDERS WHO HABITUALLY PAY LATE ARE AUTOMATICALLY REMOVED FROM GARAGE AND OUTDOOR PARKING SPACE WAITING LISTS.**

- Garages are to be used for the storage of currently registered and insured passenger vehicles and for no other purpose. Dead storage of vehicles is strictly prohibited. Gasoline or any other combustible material shall not be stored in garages.
- Garages may not be sublet.
- Any resident who rents a garage located under an apartment is required to park head in and **idling is prohibited.**
- Use of garage for the purpose of storage is **strictly forbidden.**
- Garages are not to be used for any commercial purpose.
- Garages will not be issued to any non-four-wheel vehicles such as motorcycles, scooters, mopeds, etc.
- All vehicles must park nose in. You **cannot back your vehicle** into your garage.
- A Garage Lease may be cancelled upon five (5) days' notice at the discretion of the Board of Directors for violations of the Lease.
- All four (4) items: (1) Car Registration; (2) Driver's License; (3) Current Car Insurance Coverage; and (4) Current Homeowner Insurance Coverage **MUST HAVE A BELL PARK MANOR TERRACE ADDRESS. NO EXCEPTIONS!**

**The electric outlet located in your garage above head is for the purpose of installation of an electric garage door opener ONLY. You may not use these electric sources for any other purpose, i.e., refrigerator, freezers, vacuums, power tools, charging any type of equipment, or for any other reason. If a resident uses the outlet in the garage for any other purpose other than an electric garage door opener, they are subject to an immediate termination of his/her garage lease. NO EXCEPTIONS!**

**Any resident whose maintenance account is in arrears of three (3) months or more within a twelve (12) month period and rents a garage and/or parking space will be subject to automatic termination of their garage lease and/or parking space lease.**

## 22. Outdoor Designated Parking Spaces

A SHAREHOLDER IS ALLOWED TO RENT 1 GARAGE AND/OR 1 PARKING SPACE. HOWEVER, THE SHAREHOLDER MUST HAVE A CURRENTLY REGISTERED AND INSURED CAR IN THE SAID SHAREHOLDERS NAME FOR EACH SPACE THAT IS RENTED. ANY SHAREHOLDER THAT HAS ONLY 1 CAR REGISTERED AND INSURED IN THEIR NAME, HAVING BOTH A GARAGE AND PARKING SPACE WILL BE GIVEN THE OPTION TO CHOOSE WHICH ONE THEY WOULD LIKE TO KEEP AND RELINQUISH THE OTHER.

SHAREHOLDERS WHO HABITUALLY PAY LATE ARE AUTOMATICALLY REMOVED FROM GARAGE AND OUTDOOR PARKING SPACE WAITING LISTS.

- Solely current licensed passenger vehicles owned or leased by residents of Bell Park shall use designated parking areas. Dead storage of vehicles is strictly prohibited. Working on cars in parking spot is strictly prohibited.
- All vehicles parked in designated parking areas must have a current valid Bell Park permit.
- All vehicles must park nose in. You **cannot back your vehicle in** your designated space.
- Parking of commercial vehicles is prohibited unless written approval from the Board of Directors is given.
- The Corporation is not responsible for any theft of, or damage incurred to any vehicle while parked on premises or being removed from premises.
- Parking Spaces will not be issued to any non-four-wheel vehicles such as motorcycles, scooters, mopeds, etc.
- All four (4) items: (1) Car Registration; (2) Driver's License; (3) Current Car Insurance Coverage; and (4) Current Homeowner Insurance Coverage **MUST HAVE A BELL PARK MANOR TERRACE ADDRESS. NO EXCEPTIONS!**

The Corporation reserves the right to remove any vehicles (at Lessee's expense) if in violation of the above regulations and/or the parking permit, or of which may constitute a hazard or menace.

*Note – Violation of these terms may result in the confiscation of your parking spot.*

**Any resident whose maintenance account is in arrears of three (3) months or more within a twelve (12) month period and rents a garage and/or parking space will be subject to automatic termination of their garage lease and/or parking space lease.**

## 23. Driveways

- The use of driveways as a play area for automobiles is strictly prohibited (this includes racing and practice driving). A maximum of ten (10) miles per hour must be observed in all driveways.
- Ball playing in the driveways is strictly prohibited.
- Barbecuing is not allowed in the driveways.
- Washing cars near driveway entrances/exits is strictly prohibited. Violators will be subject to a **\$75.00 fine.**

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$50.00 and 4<sup>th</sup> violation -\$75.00*

## **24. Illegally parked vehicles**

**Vehicles parked on Bell Park property that are not in compliance with the rules and regulations of the Co-Op may be stickered and/or towed at the vehicle owner's expense.**

**Examples of illegally parked vehicles:**

- Vehicles that block or are parked in driveways.
- Vehicles that block garages, parked cars, and dumpsters
- Vehicles that are parked in "No parking" designated areas.
- Vehicles that occupy more than one parking space.
- Vehicles parked in parking spots they are not assigned to.
- Vehicles parked in a designated parking space without a valid parking sticker.
- Vehicles that do not have a current or valid registration or inspection sticker.
- Vehicles are used for commercial purposes.

## **25. Pets**

- No cats, dogs, or other pets except fish and caged birds, shall be kept, harbored or permitted on demised premises. Cooperators who have visitors with dogs/cats shall not permit such dogs/cats to be kept overnight, unless the Board of Directors gives written permission. This rule is a substantial and material obligation of the tenancy, and any breach shall be considered a material and substantial violation under the Proprietary Lease.
- The feeding of squirrels, birds and stray animals on the property is prohibited. Residents who are feeding animals on Bell Park property will be fined \$350.00.
- Shareholders who have visitors with pets are responsible for any property damage and/or injury that the pet may cause or inflict anywhere within Bell Park Manor Terrace.
- Visitors with pets are prohibited from staying on BPMT property overnight without written consent of all surrounding neighbors and submitted to Management.

## **26. Gas, Charcoal and Electric Barbecue Grills**

- **Propane gas grills are prohibited on decks or balconies but are permitted on the ground level outside the structure if located at least 10 feet away from any one building.**
- **Charcoal grills are prohibited on decks or balconies and are permitted on the ground level but must be no less than 25 feet from the nearest building.**
- There must be a garden type hose attached to a water supply, or a sixteen (16) quart pail of water available.
- Charcoal and charcoal ashes must be cold before being disposed of and then should be placed in a metal container, mixed with water, and covered with a tight fitted lid and disposed of in the proper container in the garbage room.
- No more than (2) 20-pound propane tanks may be used.
- Hot grills should never be left unattended.
- Barbecue grills should be used on large flat surfaces that can't burn.
- Propane tanks must be shut off from the valve on the tank after you have finished barbecuing.

- Propane tanks **must be empty** for seasonal storage of the grill. At the end of the summer season, barbecues should be neatly covered and placed out of sight or removed and stored.
- Propane cylinders must not be stored indoors (garages) or near any heat source.
- After use, barbecues must be covered and neatly stored out of sight.
- Unattended candles/open flames on steps, sidewalks and lawns constitute a serious fire hazard and are strictly prohibited.

*Note – Violators will be subject to a Fine of \$500.00*

## **27. Uses & Repairs of Toilets, Sinks, Dishwashers, Washing Machines, etc.**

- The shareholders who have caused damage to another apartment or common area due to the misuse of the aforementioned appliances, shall be responsible for paying the cost of damages, repairs, and any associated administrative costs.

## **28. Sewer Backups**

- It is imperative that you **do not flush** anything but toilet paper down the toilets, including but not limited to any of the following items:  
**Feminine products, cooking grease/oil, food, any type of wipes or cleaning pads, diapers, kitty litter, plastic including Band-Aids, Q-tips or dental floss.**
- Do not pour any cooking grease/oil down any drains.
- If it is determined by a professional sewer company which resident(s) is/are flushing down the toilet or putting down the sink any of the above items or anything that may cause a sewer back-up, **the resident will be fined \$250.00 and be responsible for the cost of the repair.**

## **29. Window Coverings**

- Inappropriate items, such as bedspreads, sheets, shower curtains, cardboard, etc. may not be used as window coverings.

*Note – 1<sup>st</sup> violation -warning letter, 2<sup>nd</sup> violation -\$25.00, 3<sup>rd</sup> violation -\$50.00 and 4<sup>th</sup> violation -\$75.00*

## **30. Carpeting**

- All apartments are required to have wall-to-wall carpeting with **heavy** padding including stairways, exclusive of the bathroom, kitchen, and dining room. Alternative sound proofing materials such as cork flooring may also be used.
- If you are installing flooring other than carpeting, you must contact the maintenance department to find out what type of alternative flooring and underlayment may be installed. You must submit the appropriate Alteration Agreement for approval before installing. Also, maintenance must inspect the underlayment once it is installed and before the top layer of the floor is stalled. If the shareholder fails to have the underlayment inspected by maintenance, he/she will be required to remove the top layer of the flooring so that the underlayment can be inspected. If the shareholder fails to install the underlayment that was approved by maintenance, the shareholder will be required to remove the underlayment that they installed, at the shareholder's expense.

***Note – Failure, after 30 days to install carpeting or approved alternative flooring will result in a monthly reoccurring administrative fee of \$250.00 until carpeting/alternative flooring is installed.***

### **31. Commercial Use of Apartment**

- Commercial use of an apartment is strictly prohibited.
- Running any type of business out of your apartment is forbidden.

***Note - The fine is \$500.00 per month and immediate termination of the Proprietary Lease.***

### **32. Late Maintenance Payments**

- Maintenance payments are due by the first (1<sup>st</sup>) of every month. Checks or other methods of payment must be clear by the tenth (10<sup>th</sup>) of every month. Otherwise, you will be subject to a late charge.

**Any resident who is late in paying their maintenance three times in any twelve-month period will incur an administrative fee if \$350.00.**

### **33. Co-Op Employees**

- No employee of the Co-Op may be used or employed by any Lessee for any personal purpose during the employee's regular working hours.
- Management must first approve all private work done by United Veterans Mutual Housing Company, Inc. employees.

### **34. Mandatory Insurance**

- Homeowners insurance is required for all shareholders in the amount of \$25,000.00 for personal/property damage and a minimum of \$100,000.00 for liability. This insurance must remain enforced at all times.

***Note – administrative fee in the amount of \$250.00 for the first month and \$100.00 a month thereafter until proof of insurance is submitted to the Management Office.***

### **35. Prohibition against Subletting**

- Subletting is strictly prohibited and considered to be a material and substantial breach of the terms and conditions of the Proprietary Lease.

***Immediate legal action and a \$1,500.00 monthly administrative fee will be placed on shareholders' maintenance account until such time that the illegal sublet is vacated.***

### **36. Use of Premises**

- Shareholders must notify the Management Office in writing if anyone moves into their apartment with them. All new residents must have a background check, be screened and approved by the Screening Committee.

### 37. Lithium-ion Battery Powered Transportation Devices

- Lithium-ion powered e-bikes, e-scooters, e-skateboards, e-unicycles, hoverboards, etc., which are used as modes of transportation are banned from all Bell Park Manor Terrace property. This includes apartments, garages, storage spaces and **MAY NOT BE USED** on the corporation's property.

*Note – Violators will receive a fine of \$5,000.00*

### 38. Charging of Electrical Vehicles

- Electric Vehicles are banned from charging out of any outlets on Bell Park Manor Terrace property. This includes but is not limited to the outlets in your garage, your apartment, or any outdoor outlets.

*Note – Violators will receive a fine of \$5,000.00*

### 39. NYC Leash Law

- The NYC Leash Law requires dogs to be on leashes **NO LONGER** than **6-FEET** in public places. Dogs must be leashed at all times except in designated off-leash areas and dog runs in parks (which do not exist at BPMT).

*Note – Violators will receive a fine of \$350.00*

### 40. Playground Smoking Ban

- **NO SMOKING** is allowed in our playgrounds! If you smoke, you must be a **minimum of 15 feet** away from the playground area. Let's protect our children!

*Note – Violators will receive a fine of \$350.00*

### 41. Private Security Camera Rules

- Shareholders may install private security cameras, such as Ring, etc. However, they must be battery operated. **HARDWIRED CAMERAS ARE NOT PERMITTED.**
- Security Cameras are allowed to face the outside from inside of your window(s).
- **FOR PRIVACY REASONS, NO CAMERAS ARE ALLOWED INSIDE VESTIBULES!**
- Approved Minor Alteration Agreement is **NEEDED** Before Installation.

*Note – Violators are subject to a fine of up to \$2,500.00*

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

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**A Code of Conduct for Cooperative Shareholders Toward Management and Building Employees establishes guidelines for respectful and responsible interactions. Here's an example framework:**

**Code of Conduct for Cooperative Shareholder's Toward Management and Building Employees**

**1. Respect and Courtesy**

- Treat all management and building employees with dignity and respect, regardless of their role or responsibilities.
- Avoid using offensive, discriminatory, or abusive language in any interaction.
- Maintain a professional and polite tone in both verbal and written communication.

**2. Clear and Respectful Communication**

- Provide clear, concise instructions or requests to management and building employees.
- Address concerns or requests in a calm and respectful manner, allowing reasonable time for a response.
- Avoid giving conflicting or excessive instructions to employees.

**3. No Harassment or Abuse**

- Harassment, verbal abuse, or threats against employees are strictly prohibited.
- Refrain from making unreasonable demands or exerting undue pressure on employees.
- Report any grievances about building services or employees through the proper channels, such as building management, rather than directly confronting employees.

**4. Privacy and Boundaries**

- Respect the personal space and privacy of management and building employees.
- Do not request personal favors or services that fall outside the scope of the employee's duties.
- Avoid unnecessary intrusion into employee work areas or private conversations.

**5. Adherence to Building Rules**

- Follow all house rules and regulations regarding employee interactions.
- Avoid impeding employees in their tasks or creating unsafe conditions by obstructing hallways or work areas.
- Report issues through appropriate channels rather than attempting to resolve them independently.

**6. Gratuities and Gifts**

- Follow the building's policy regarding gratuities and gifts to employees. Ensure that gifts are appropriate and given voluntarily, without expectation of preferential treatment.
- Do not offer bribes or incentives to employees to bypass building rules or policies.

**7. Problem Resolution**

- If an issue arises with an employee, address it calmly through management or the appropriate authority.
- Avoid escalating conflicts directly with employees and refrain from retaliatory actions.
- Participate in any investigations or conflict resolution processes initiated by building management.

**8. Professionalism and Integrity**

- Conduct yourself with professionalism when interacting with building employees, remembering that they are there to provide a service to all residents.
- Set a positive example for other residents in how you interact with employees.

**\*\*\* Depending on severity, legal remedies are reserved and shall be paid by the violator.**

**1<sup>st</sup> violation \$100.00, 2<sup>nd</sup> violation \$200.00. All violations thereafter are subject to Board discretion. \*\*\***

## **MANAGEMENT OFFICE**

**221-22 Manor Road (718) 465-6070 fax (718) 468-7556**

**(Monday – Friday, 8:00 a.m. – 5: 00 p.m.)**

**From Memorial Day – Labor Day – 2:00 p.m. closing on Friday's.**

## **MAINTENANCE DEPARTMENT**

**Bldg. # 8 225-02 Manor Road (718) 465-7550 (Mon. – Fri., 8:00 a.m. – 5:00 p.m.)**

**Emergency # - (718) 747-3373**

**(5:00 p.m. – 8:00 a.m., Monday – Friday)**

**All day Saturday and Sunday including Holidays**

## **LAUNDRY ROOM LOCATIONS**

**In the basement of buildings**

<b>Bldg. #7 -</b>	<b>Back of 82-50 229<sup>th</sup> Street</b>
<b>Bldg. #11 -</b>	<b>Back of 221-32 Manor Road</b>
<b>Bldg. # 18 -</b>	<b>Back of 220-02 Stronghurst Avenue</b>
<b>Bldg. # 20 -</b>	<b>Back of 224-24 Stronghurst Avenue</b>
<b>Bldg. # 26 -</b>	<b>Back of 226-01 Manor Road</b>
<b>Bldg. # 38 -</b>	<b>Back of 225-04 88<sup>th</sup> Avenue</b>
<b>Bldg. # 45 -</b>	<b>Back of 229-11 87<sup>th</sup> Avenue</b>

## **GARBAGE ROOMS**

<b>Garbage Room #8 -</b>	<b>Next to Maintenance Office – Near Bldg. #8</b>
<b>Garbage Room #11 -</b>	<b>Behind Bldg. #11</b>
<b>Garbage Room #15 -</b>	<b>Behind Bldg. #15</b>
<b>Garbage Room #18 -</b>	<b>Behind Bldg. #19</b>
<b>Garbage Room #24 -</b>	<b>Behind Bldg. #24</b>
<b>Garbage Room #28 -</b>	<b>Behind Bldg. #30</b>
<b>Garbage Room #32 -</b>	<b>Behind Bldg. #32</b>
<b>Garbage Room #38 -</b>	<b>Behind Bldg. #39</b>
<b>Garbage Room #43 -</b>	<b>Behind Bldg. #42</b>
<b>Garbage Room #50 -</b>	<b>Behind Bldg. #45</b>

## **STORAGE ROOMS**

**For rental information contact the Management Office (718) 465-6070**

**Located in the basement of buildings**

<b>Bldg. #3 -</b>	<b>225-01 Hillside Avenue - Building A</b>
<b>Bldg. #18 -</b>	<b>86-25 Springfield Blvd. - Building B</b>
<b>Bldg. #22 -</b>	<b>223-01 Manor Road - Building C</b>
<b>Bldg. #25 -</b>	<b>224-15 Manor Road - Building D</b>
<b>Bldg. #41 -</b>	<b>225-05 88<sup>th</sup> Avenue - Building E</b>
<b>Bldg. #47 -</b>	<b>227-02 Hillside Avenue - Building F</b>

## **Fenced in Playground**

**Behind Bldg. #11 – 221-22 Manor Road**

**Behind Bldg. #32 – 221-11 Braddock Avenue**

### **Rules and Regulations for use of the Playgrounds**

- **Playgrounds open to Bell Park Residents only.**
- **The following is PROHIBITED:**

**Running – Rough Playing – Smoking – Food and Drink- Ball Playing – Bare Feet – Bicycles – Skates – Skateboards – Scooters – Littering – Climbing the fence – Running up the slide.**

- **Not responsible for personal property left unattended.**
- **Parental supervision required.**
- **Use all equipment in the prescribed manner.**
- **Do not use equipment when wet.**
- **Playground to be used at your own risk.**
- **Pets are Not allowed IN THE PLAYGROUND.**

**Playground Rules Prohibit Adults except while in the company of Children.**

