

LARCHMONT HILLS PROPERTY PROFILE

APARTMENT DAMAGE

If your apartment is damaged by a plumbing leak or roof leak, the Corporation is responsible to open the interior wall, repair the plumbing line, and close the ceiling or wall. The Corporation is not responsible for any repainting as a result of apartment damage. If your neighbor accidentally overflows their bath tub and floods your apartment, the Co-op is not responsible. In this situation you would make a claim to your insurance company for the damage to your ceiling and personal property.

APARTMENT INSURANCE

The Corporation requires that shareholders maintain an apartment insurance policy that insures the personal content and provides liability coverage for their apartment. It also protects the apartment in the event of an emergency, such as fire or water damage. These policies are inexpensive and insurance carriers specializing in apartment insurance policies include Nationwide, Allstate and State Farm. These insurance companies have high ratings and have been very responsive to processing claims.

APARTMENT REMODELING

If you have plans to do any major renovation of your apartment such as a new kitchen or bathroom, it required that you complete the Co-op Apartment Renovation Form and submit it with the required Contractor's License and Insurance to the Management Office, along with a \$750 Remodeling Deposit. The Remodeling Deposit is to ensure that there is no damage to the public hallways, entrances or grounds during your renovation.

The General Contractor must have a current Westchester County Home Improvement License and a copy of the Westchester County Home Improvement License must be submitted with the Contractors Insurance. You do not want to hire a Contractor that is not licensed and insured. This requirement is for your protection. If the contractor damages the building or causes a water leak that damages surrounding apartments, you, as the apartment owner, and the Contractor would be held responsible. Westchester County has additional information on Home Improvement Contractors. Please visit their website www.westchestergov.com/consumer_homecontractors.htm.

BOARD OF DIRECTORS

There are six seats on the Larchmont Hills Board of Directors. The Board members are Sheldon Flamm, Georgia Jesse, Claire Kubasik, Jeffrey Sommers, Pamela Fields and Robert Orlofsky. There is an Annual Shareholders Meeting held each year in May.

BOARD INTERVIEW

If you applied to purchase an apartment at Larchmont Hills, the Board meets as necessary to conduct a personal interview and review the overall operation of Larchmont Hills their Rules, Regulations and Policies.



BUILDING SUPERINTENDENT

Alex Perlleshi is the Superintendent for Larchmont Hills and resides in apartment 1F. Pedro Rivera is Alex's assistant and porter. To contact Alex Perlleshi call (914) 834-2436 or the Management Office at (914) 328-6962, 24 hours.

CABLE TELEVISION AND VERIZON FiOS

Larchmont Hills is prewired for Cable TV. To order cable services call (914) 777-9000 or visit their website at www.cablevision.com.

Verizon FiOS - Larchmont Hills is also prewired for Verizon FiOS high speed fiber optic network. If you wish to order Verizon FiOS, call (888) 553-1555 or visit their website at www.verizon.com.

CO-OP AND SHAREHOLDER REPAIRS

Larchmont Hills is responsible to provide heat, hot water, service of windows and screens, slow drains or stoppages and the electrical service from the basement to the circuit breaker panel in your kitchen. The Shareholder is responsible for all other interior maintenance of their apartment such as plumbing connections beneath the sink, dripping faucets, light fixtures, light switches, outlets and bathroom fixtures, including bath tub and toilet.

DOORKING INTERCOM SYSTEM

In order to place your name or make a change on the Doorking Intercom System, please download the [DoorKing Registration Form](#) and fax or e-mail to our office. You can use any phone number you would like, cell or landline phone.

To operate, a Visitor scrolls the Intercom Directory and finds your name. Then all they need to do is press the "Call" Button. The Doorking Intercom will automatically call the phone number that you provide. If you have Caller ID, the incoming call will display "Larchmont Hills", so that you know there is a Visitor in the lobby.

In order to let a Visitor into the building, press "9" on your telephone which will release the Lobby door.

EXTERMINATOR

The exterminator calls on Larchmont Hills every Monday. It is recommended that you have your apartment treated once per month for preventative maintenance. If you would like to have your apartment treated, please contact Alex Perlleshi or E-mail our office at roincl@msn.com.

GARBAGE DISPOSAL AND RECYCLING

There is a Garbage Room located in the basement. The “**Blue Recycle Barrels**” are for your newspapers, magazines and other paper products. Large cardboard boxes should be cut flat and bundled. Newspapers must be deposited loose or in paper bags.

Co-mingled Recyclables such as glass, bottles, cans and plastic containers should be rinsed and placed in the **RED** recycle container. The Town of Mamaroneck requires that all co-mingled recyclable be placed in clear plastic bags.

LAUNDRY ROOM

There is a laundry room located in the basement of the building. The laundry room concessionaire is Service Directions. The room is equipped with high efficiency washers and dryers and a computerized SMART Card System that eliminates the need for quarters. For further information, please visit the Service Directions Website at www.servicedirections.com.

MOVE-IN – MOVE-OUT PROCEDURES

If you have sold your apartment or if you plan to move out from Larchmont Hills, it is required that you post a \$750 move-out Security Deposit with the Managing Agent. There would be a deduction from your move-out security deposit if the hallways, entrances or grounds are damaged during your move. For your protection, make sure your moving company is licensed and insured.

MOVE-IN – If you have purchased an apartment and are ready to move-into Larchmont Hills, you should advise the Superintendent and the Management office of the date of your move. Moving in is permitted Monday – Friday from 8:00 am – 5:00 pm. No move-ins on Saturdays or Sundays.

RETURN OF MOVE-IN DEPOSIT – After you have completed your move, in order to receive return of your \$750 move-in deposit, you need to contact the Superintendent who will complete a move-in inspection report. Your apartment must have 80% of the wood floors carpeted, there must be an operative smoke and carbon monoxide detector, and the Superintendent is to be supplied with keys to all front door locks for Emergency Access.

OFFERING PLAN AND AMENDMENTS

The Larchmont Hills Offering Plan and Amendments are available at the Management Office. The Offering Plans can be purchased for \$125.00 and contain the Amendments and Corporation By-Laws.

PARKING

Larchmont Hills has 11 outdoor parking spaces. The outdoor parking space rents for \$50 per month. The superintendent and management office maintain a Parking Waiting List for those that are interested in renting a space. The Waiting List is established based on the shareholder’s move-in date.



SMOKE AND CARBON MONOXIDE DETECTORS – SAVE LIVES!

It is a New York State requirement that shareholders install and maintain an operative smoke detector in each bedroom along with a carbon monoxide detector. A Smoke or Carbon Monoxide detector can save your life or a family member. Make sure you test your Smoke and Carbon Monoxide detector often and change the battery. If you hear a smoke detector going off anywhere in the building, please immediately call 911.

STAR PROGRAM

The New York State Star Program is a very important program that gives a shareholder a monthly credit on their co-op maintenance charges. The Star Credit ranges from \$53.00 to \$106.00 per month depending on the number of shares you own. New shareholders must register for the Star Program as soon as they close and acquire title to their apartment. Even if you receive the Star Credit on your maintenance bill, you must register for the program or you will lose the Star Credit.

For additional information contact the Village of Larchmont Assessor's office at (914) 381-7820. You can print the New York State Star Application by visiting www.orps.state.ny.us

PRIVATE STORAGE

There are Private Storage Cages and Storage Rooms that are available to lease. These private storage cages lease from \$350 to \$650 per year depending on their size. If you would like to be placed on the Waiting List for a private storage unit, please contact the management office.