



BRYANT GARDENS 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 seven seats on the Bryant Gardens Board of Directors. The Board members are Gaierose Haskel, Louis Bruno, John Carlucci, Michael Flynn, Frederick Noble, Rose Hogan and Robert Orlofsky. There is an Annual Shareholders Meeting held each year in December.

BOARD INTERVIEW

If you applied to purchase an apartment at Bryant Gardens, the Board meets monthly to conduct a personal interview and review the overall operation of Bryant Gardens, the House Rules, Procedures and Policies.



BUILDING SUPERINTENDENT AND MAINTENANCE STAFF

Robert Compasso is the superintendent for Bryant Gardens, and David Tapia is his assistant. Bryant Gardens also employs five porters.

The Bryant Gardens Maintenance Office is open for regular maintenance Monday through Saturday from 8:00 a.m. to 5:00 p.m. The Maintenance Office is closed on Sundays.

All requests for normal maintenance should be made directly to the Maintenance Office at (914) 946-3313. If you require a repair or service in your apartment, we request that this work be scheduled with our superintendent Monday through Friday between 8:00 a.m. and 5:00 p.m. **It is NOT permissible to schedule any work for normal maintenance after 5:00 p.m.**

CABLE TELEVISION AND VERIZON FiOS

Bryant Gardens is prewired for Cable TV. To order service call (914) 777-9000 or visit their website at www.cablevision.com.

Verizon FiOS – Bryant Gardens is also prewired for Verizon FiOS which is the high speed fiber optic network. If you would like to order Verizon FiOS, call 1-888-553-1555 or visit their website, www.verizon.com.

COMMUNITY EVENTS

Bryant Gardens organizes several community events during the year. These events are a wonderful opportunity for the Bryant Gardens Community to get together and celebrate a happy occasion. The events that have taken place over the years include the Annual Halloween Spooktacular, the Annual Holiday Lighting Celebration, picnics, barbecues and the Spring Easter Egg Hunt.

Private Events – The area of open space by the Playground can be used for your own personal party, graduation, family barbecue, etc. If you would like to use this for a personal event, please contact the Management Office.

If you would like to participate in one of these events as an organizer, or if you have an idea for a community gathering, please notify us via the Suggestion Box.

CO-OP AND SHAREHOLDER REPAIRS

Bryant Gardens 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.



EXTERMINATOR

The exterminator calls on Bryant Gardens every Friday. It is recommended that you have your apartment treated once every other month for preventative maintenance. If you would like to have your apartment treated, please contact Rob Compasso at (914) 946-3313.

GARBAGE DISPOSAL AND RECYCLING

Bryant Gardens has implemented a major recycling program. Household trash should be properly bagged and tied and deposited in the barrels provided in the Garbage Room located in the basement of your building. All newspapers or Pennysavers should be placed neatly in the BLUE barrels designated "Newspapers Only." We also recycle glass bottles, jars, aluminum, tin cans and plastics. Please rinse these items clean of all food particles and deposit in the RED barrels provided in the Garbage Room. The recycled bottles and plastic can be deposited in the RED barrels within a clear plastic bag.

Larger paper products and cardboard boxes should be placed on the shelf in the Garbage Room or neatly below the shelf.

LAUNDRY ROOM

There is a laundry room located in the basement of every building. The laundry room hours are 7:00 a.m. to 10:00 p.m. The laundry room concessionaire is Service Directions. The rooms are 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 Bryant Gardens, 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.

All of the hallways in Bryant Gardens are carpeted. Before your move, you are required to contact the Building Superintendent, Rob Compasso, 946-3313, who will arrange to install plastic runners that will protect the carpeting during your move.

MOVE-IN – If you have purchased an apartment and are ready to move-into Bryant Gardens, you should advise the Superintendent and the Management office of the date of your move. Moving in is permitted Monday – Saturday from 8:00 am – 5:00 pm. No move-ins on 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 100% 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 Bryant Gardens 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 PERMIT AND VISITOR PASSES

It is required that residents of Bryant Gardens register all cars with the superintendent, Robert Compasso. Rob will issue a parking permit which allows you to park for free on the Bryant Crescent roadway or in any of the parking areas. If you would like to wait-list for a private garage, please contact Robert Compasso and he will add your name to the parking waiting list.

Visitor Parking – All visitors to Bryant Gardens must use Visitor Parking Passes, which should be displayed on the front dashboard of their car, indicating the building and apartment number that they are visiting. Visitors to Bryant Gardens must park in the designated Visitor Parking Areas located between Buildings 5 and 7 and in the rear of Building 13. Any car that visits Bryant Gardens and does not display a pass will be booted/towed from the property by the Bryant Gardens Security Service. (Please review the Bryant Gardens House Rules with detailed parking regulations.)

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 \$110.00 to \$139.00 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 Management Office or the City of White Plains Assessor's office at (914) 422-1297. You can print the New York State Star Application by visiting www.orps.state.ny.us

STORAGE - GENERAL

There are storage rooms in Bryant Gardens where owners can store non-fire proof items such as suitcases, storage boxes and other personal items. These rooms are kept locked at all times and you must contact Rob Compasso for access. We will not permit storage of any flammable items, such as mattresses, rubber tires or any other flammable materials. Any items placed in the storage rooms must be clearly marked with their name and apartment number.



STORAGE - BARGOLD PRIVATE

There are private Bargold storage units available to lease. The Bargold storage units are located in the basements of Buildings 3, 5, 7, 13, 15 and 185. The Bargold units rent for \$350 per year. If you lease a Bargold unit you are given a key to the Bargold storage unit for free access.

If you are interested in renting a Bargold storage unit, please complete the Bargold Reservation Form and return it to the Management Office.