

THE REGENCY CONDOMINIUM

14 NOSBAND AVENUE
WHITE PLAINS, NY 10605
c/o Gramatan Management, Inc.
2 Hamilton Ave., Suite 217
New Rochelle, NY 10801
914-654-1414

**POLICIES AND PROCEDURES FOR SELLING AND LEASING OF UNITS AT
THE REGENCY CONDOMINIUM**

Dear Unit Owner:

The Board of Managers of The Regency Condominium, at their Board of Managers meeting held in July, 2006, approved the following sale/leasing policies and procedures for processing of the requests for waivers of the Board of Manager's Right of First Refusal for both selling and leasing of units. These policies are effective immediately.

Any request for a Waiver of Right of First Refusal for a sale of a unit must be submitted to the Board of Managers through their managing agent, Michael McCoy, at Gramatan Management, Inc., in writing, specifying the name and address of the intended purchaser(s) or tenant(s) and the exact terms of the proposed sale/lease. Requests must be submitted at least ten (10) days prior to the anticipated closing date or effective date of lease.

Attached, please find an outline of the established procedures for both the Leasing and Sale of a unit at the Regency Condominium.

Your cooperation in abiding with the established procedures will help expedite the processing of these requests and allow closing dates and move-in dates to be met.

IN THE CASE OF A LEASE AGREEMENT

~ An exact copy of the executed Lease Agreement and forms enclosed must be submitted. The Lease Agreement must contain reference to the current By-Laws and House Rules of the Condominium Association and tenants must acknowledge that they will comply with them.

~ A statement advising the Board of Managers of the number and names of all persons who will be occupying the unit and whether there are any household pets.

~ At the time that a lease is executed, all monies due to the Condominium Association, including common charges, assessments and/or other charges outstanding against the unit must be paid in full.

~ Each **Lease Request** must be accompanied by the following checks:

- **RENTER: \$300** (non-refundable) Processing/Application fee payable to Gramatan Management, Inc.

- **RENTER: \$350** (non-refundable) Move-in Fee

- **LESSOR OR PREVIOUS TENANT: \$350** (non-refundable) Move-out Fee

- In the case of a **Lease Renewal** a processing fee in the amount of **\$100 (Owner)** payable to Gramatan Management, Inc. to accompany the new Lease or Lease extension.

~ The Managing Agent, Mike McCoy at Gramatan Management, Inc. (914-654-1414, ext. 18) must be notified of all moving dates.

IN THE CASE OF A CONTRACT OF SALE

~ Exact copy of the executed Contract of Sale and forms enclosed.

~ A statement advising the Board of Managers of the intended occupancy of the unit and if there are any household pets.

~ At the time a request for a Waiver of the Right of First Refusal is made, all monies due to the Condominium Association, including common charges, assessments and/or other charges outstanding against the unit must be paid in full.

~ Each sale request must be accompanied by the following checks:

PURCHASER: \$300 (non-refundable) Processing/Application fee payable to Gramatan Management, Inc.

- **PURCHASER: \$350** (non-refundable) Move-in Fee

- **SELLER: \$350** (non-refundable) Move-out Fee

~ The Managing Agent, Mike McCoy at Gramatan Management, Inc. (914-654-1414, ext. 18) must be notified of all moving dates.

THE REGENCY CONDOMINIUM

SALES QUESTIONNAIRE

ADDRESS OF UNIT SOLD: _____

DATE OF SALE: _____

NAME OF SELLER: _____

NAME OF PURCHASER(S): _____

PURCHASER(S) SOCIAL SECURITY NUMBER(S):

PURCHASER(S) HOME/CELL PHONE #(S) _____

WORK #(S): _____

MAILING ADDRESS FOR MONTHLY BILLS IF OTHER THAN PURCHASED
UNIT: _____

FORWARDING ADDRESS FOR PREVIOUS OWNER: _____

SELLER'S ATTORNEY NAME: _____

SELLER'S ATTORNEY PHONE/FAX NUMBER: _____

BUYER'S ATTORNEY NAME: _____

BUYER'S ATTORNEY PHONE/FAX NUMBER: _____

**Upon sale of the unit this form must be sent to Gramatan Management along with a
\$300.00 processing fee. This must be received within three days of closing at:**

Gramatan Management, Inc.
2 Hamilton Avenue, #217
New Rochelle, NY 10801
914-654-1414

THE REGENCY CONDOMINIUM
14 NOSBAND AVENUE, WHITE PLAINS, NY 10605

Owner / New Owner / Tenant Information Sheet

Date: _____

Apt. _____

Present Owner: _____

Address (if not The Regency) _____

Home/Business #: _____

Cell#: _____

E-mail: _____

New Owner/Tenant _____

Spouse/Other Occupants: _____

Children's name: (if in residence) _____

Home Telephone : _____ Business phone: _____ Cell phone : _____

E-mail: _____ Spouses work phone: _____

Emergency Information (New Owner / Tenant)

First person to contact: _____

Relationship: _____

Home Phone: _____ Business: _____ Cell phone: _____

Second person to contact: _____

Relationship: _____

Home Phone: _____ Business Phone: _____ Cell phone: _____

List any additional people to contact on back of Form.

Who else has keys to your apartment: _____

Vehicle Type, Model, Color & Plate Number _____

Parking Space # _____ Space Location _____

Length of time unit "might" be vacant during the year? _____

PET REGISTRATION FORM

Resident's Name _____

Unit # _____

Pet's Name _____

Breed/Type _____

Age, Weight & Height from shoulder _____

Date of Dog License and License # _____

Rabies Inoculation Date _____
(attach copy of form)

Permission is granted to harbor the above referenced Pet @ The Regency Condominium.

Approved by Board of Managers by:

Date

Regency Condominium

14 Nosband Avenue
White Plains, NY 10603

I/We have received, read, and understood the
House Rules of the Regency Condominium.

I/We agree to abide by them at all times.

Signature

Signature

Unit

Date

SMOKE DETECTING ALARM & CARBON MONOXIDE DEVICE COMPLIANCE AND CERTIFICATION

Premises: _____

Cooperative/Condominium/HOA Name: _____

1. The undersigned, shareholder of the above-referenced Premises, hereby represents and certifies to the Condominium, as follows:
2. That I/We are in compliance with Amanda's Law and certify that I/We have installed an operational carbon monoxide device in the Premises.
3. That I/We are in compliance with Executive Law of the State of New York Section 378 and certify that I/We have installed an operational smoke alarm in the Premises.
4. That I/We will maintain both the carbon monoxide devices and smoke detector alarms in the Premises and will permit inspections and/or provide annual certifications confirming compliance to the Managing Agent for the Cooperative/Condominium/HOA.
5. That I/We understand and acknowledge that the Cooperative/Condominium/HOA and the Managing Agent are relying upon the accuracy of this representation and certification.

I hereby Certify as the resident of the below designated apartment/unit that there is installed an approved Carbon Monoxide Detector, hard wire, battery operated or plug in device, in compliance with the requirements of New York States Amanda's Law.

Seller/Grantor

Purchaser/Grantee

Seller/Grantor

Purchaser/Grantee

Seller/Grantor

Purchase/Grantee

Sworn to me this _____
_____ day of _____, 20____.

Sworn to me this _____
_____ day of _____, 20____.

Notary Public

Notary Public

CARBON MONOXIDE DETECTORS REQUIRED UNDER NEW LAW

Amanda's Law, passed in the 2009 Session of the New York State Legislature, will establish a new requirement for installation of carbon monoxide detectors in homes. Under the new law, one-family homes, two family homes, dwellings located in condominiums or cooperatives, and multiple dwellings must have a carbon monoxide detector installed regardless of the date of construction or sale.

The law was named after Amanda Hansen, a teenager whose life was tragically ended by a carbon monoxide leak from a defective boiler while she was sleeping at a friend's house in January 2009.

The new law requires that the carbon monoxide detector be a device meeting New York State standards, and that it be installed in an operable condition in dwellings where there are appliances or systems that may emit carbon monoxide or have an attached garage.

Prior the Amanda's Law, carbon monoxide detectors were required in one-family dwellings, two family dwellings and dwellings located in condominiums and cooperatives only if they were constructed or offered for sale after July 30, 2002. For multiple dwellings (such as a tenement, hotel, and dormitories) carbon monoxide detectors were required if they were constructed or offered for sale after August 9, 2005.

As a result of Amanda's Law, a carbon monoxide detector will be found in nearly all residential structures in the state. This creates a safer living environment for New York residents and creates a greater awareness of home safety issues that are intensified by seasonal heating issues prevalent in the Northeast.

Amanda's Law takes effect on February 22, 2010.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

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MOVE-IN/OUT PROCEDURES

- Make certain that you have RESERVED AN ELEVATOR through Mike McCoy at Gramatan Management, Inc. at least three (3) days prior to your move-in/out.
- All moves must be done between the hours of 8:00 am and 4:00 pm Monday-Friday. Move-in/outs are not permitted on Saturdays, Sundays or holidays (NO EXCEPTIONS!)
- On the day of the move, contact Management to make sure the elevator has been prepared.
- ALL trucks, vans or other vehicles used for moving must be parked properly. Speak with Management to be shown which garage to use.
- All moves must be done through the main garage unless otherwise specified. Speak with Management to be shown which garage to use.
- If you are moving in/out without the aid of a moving company, please note that THE BUILDING CAN NOT PROVIDE DOLLIES OR HAND TRUCKS. These are generally available from U-Haul or Ryder Truck Rentals. If you are moving in with the aid of a moving company, please remind them that they must provide Proof of Insurance coverage naming The Regency Condominium as additional insured. They must also be reminded that they must put masonite boards down wherever they are transporting furniture over carpet in the common areas. If your mover does not provide masonite boards, please contact Management.
- During your move, PLEASE KEEP THE HALLWAYS AND FIRE STAIRWELL DOORS CLEAR AT ALL TIMES.
- Your movers must remove packing material, crates and cardboard boxes from the premises.
- BOXES MUST NOT BE LEFT IN THE HALLWAY. This is a fire and safety hazard for which the building will be fined by the City of White Plains Fire Department.
- Moves requiring more than one day to complete must follow all procedures, no matter the quantity of items being brought into the building.

- **DO NOT THROW CARDBOARD BOXES OR PACKAGING MATERIAL (INCLUDING HEAVY PLASTIC WRAPPING) DOWN THE COMPACTOR CHUTE.**
- In fairness to your new neighbors, the building Staff cannot help you move into your new apartment. However, if you have any concerns or problems with your new residence, please let staff and/or management know and we will be glad to assist you in any way possible.
- Contact Management or Lo-Mar maintenance at the end of the move.
- Upon completion of the entire move, Lo-Mar Maintenance or the Managing Agent will inspect for damages. Please also note that you will be responsible for any damages to the building as a result of the move-in/out.

FURNITURE/APPLIANCE DELIVERY PROCEDURES

- Contact Mike McCoy at Gramatan Management, Inc. to schedule a delivery date. AT LEAST THREE (3) BUSINESS DAYS NOTICE MUST BE GIVEN.
- ALL deliveries must be scheduled Monday through Friday between the hours of 8:30 am and 5:00 pm. No deliveries are permitted on Saturdays, Sundays or Holidays.
- On the day of the delivery, contact Management to make sure the elevator has been prepared.
- All trucks, vans, or other vehicles used for deliveries must be parked properly.
- ALL deliveries must be done through the main garage, unless otherwise arranged due to the size of the object being delivered.
- Contact Management at the end of the delivery. Upon completion of the delivery, an inspection will be made for damages. Any damages incurred during the delivery will be billed to the Owner's account.
- Please note that each homeowner is responsible to make arrangements to have their old stove, refrigerator, air conditioners, dishwasher, carpeting, furniture, etc. removed from the premises. There is NO disposing of these items on site.

OPEN HOUSES

If you are selling your unit and the realtor schedules an open house, please advise your realtor that they must have one of their agents stationed in the lobby (to meet prospective purchasers and bring them to the apartment) and another agent stationed in the unit to show the unit. At no time may prospective purchasers be allowed to wander through the building without being accompanied by one of the real estate agents.

Addendum to the By-Laws
of
The Regency Condominium

RULES AND REGULATIONS
OF
THE REGENCY CONDOMINIUM

1. The sidewalks, entrances, passages, public halls, elevators, vestibules, corridors and stairways of or appurtenant to the Building shall not be obstructed or used for any purpose other than entrance to and exit from the Units. No vehicle belonging to a Unit Owner, to a Family Member of a Unit Owner, or to a guest, tenant, subtenant, licensee, invitee, employee or agent of a Unit Owner shall be parked in such a manner as to interfere with or prevent ready access to any entrance to, or exit from, the Building by another vehicle.
2. No bicycles, scooters or similar vehicles shall be taken into or from the Building through the main entrance or shall be allowed in any of the elevators of the Building other than the elevator designated by the Condominium Board or the Managing Agent for such purpose, and no baby carriages, strollers or any of the above-mentioned vehicles shall be allowed to stand in the public halls, passageways or other public areas of the Building.
3. All service and delivery persons will be required to use the service entrance or such other entrance of the Building designated by the Condominium Board. In addition, all servants, messengers and tradespeople visiting the Building shall use the elevator designated by the Condominium Board or the Managing Agent for the purposes of entrance and exit, and shall not use any of the other elevators for any purpose, provided, however, that nurses in the employ of Residential Unit Owners or their Family Members, guests, tenants, subtenants, licensees or invitees may use any of the other elevators when accompanying said Unit Owners, Family Members, guests, subtenants, licensees or invitees.
4. Trunks and heavy baggage shall be taken in or out of the Building only by the elevator designated by the Condominium Board or the Managing Agent for that purpose and only through the service entrance.
5. No article (including, but not limited to, garbage cans, bottles or mats) shall be placed or stored in any of the halls or on any of the staircases or fire tower land-

ings or the Building, nor shall any fire exit thereof be obstructed in any manner.

6. The storage rooms of the Building shall be used by all Unit Owners, in common, only for the storage of trunks, bags, suitcases and packing cases, all of which shall be empty, and for the storage of such other articles as the Condominium Board, in its sole discretion, may determine. Supervision, management and control of the storing in and removal of a Unit Owner's property from the storage rooms is vested in the Condominium Board. The use of the storage rooms shall be at the sole risk of the Unit Owner or other person using the same, and the Condominium Board, its agents or the Managing Agent shall not be liable for any injury to person, loss by theft or otherwise, or damage to property, whether due to the negligence of the Condominium Board, its agents, the Managing Agent or otherwise.

7. The laundry and drying apparatus in the laundry room(s) of the Building shall be used in such manner and at such times as the Condominium Board or the Managing Agent may direct. No clothes, sheets, blankets, laundry or other articles of any kind shall be hung on or out of a Unit or its appurtenant Limited Common Elements or shall be dried or aired on any open terrace.

8. No refuse from the Units shall be sent to the cellar of the Building, except at such times and in such manner as the Condominium Board or the Managing Agent may direct. Nothing shall be hung or shaken from any doors, windows or open terraces, or placed upon the window sills of the Building, and no Unit Owner shall sweep or throw, or permit to be swept or thrown, any dirt, debris or other substance therefrom.

9. There shall be no playing or lounging in the entrances, passages, public halls, elevators, vestibules, corridors, stairways or fire towers of the Building, except in recreational areas or other areas designated as such in the Declaration or by the Condominium Board.

10. The Condominium Board or the Managing Agent may, from time to time, curtail or relocate any portion of the General Common Elements devoted to storage, recreation or service purposes in the Building.

11. Nothing shall be done or kept in any Unit or in the Common Elements that will increase the rate of insurance of the Building, or the contents thereof, without the prior written consent of the Condominium Board. No Unit Owner shall permit anything to be done or kept in his

or her Unit or in the Common Elements that will result in the cancellation of insurance on the Building, or the contents thereof, or that would be in violation of any Law. No Unit Owner or any of his or her Family Members, agents, servants, employees, licensees or visitors shall, at any time, bring into or keep in his or her Unit or Limited Common Elements any inflammable, combustible or explosive fluid, material, chemical or substance, except as shall be necessary and appropriate for the permitted uses of such Unit or Limited Common Elements.

12. There shall be no barbecuing in the Units, in their appurtenant Limited Common Elements or in the General Common Elements, except for those areas (if any) specifically designated for barbecuing by the Condominium Board.

13. No Unit Owner shall make, cause or permit any unusual, disturbing or objectionable noises or odors to be produced upon or to emanate from his or her Unit or its appurtenant Limited Common Elements or permit anything to be done therein that will interfere with the rights, comforts or conveniences of the other Unit Owners. No Unit Owner shall play or allow to be played any musical instrument, or shall operate or permit to be operated a phonograph, radio, television set or other loudspeaker in such Unit Owner's Unit between midnight and the following 8:00 A.M., if the same shall disturb or annoy other occupants of the Building, and in no event shall any Unit Owner practice or allow to be practiced either vocal or instrumental music between the hours of 10:00 P.M. and the following 9:00 A.M. No construction, repair work or other installation involving noise shall be conducted in any Unit except on weekdays (not including legal holidays) and only between the hours of 8:00 A.M. and 5:00 P.M., unless such construction or repair work is necessitated by an emergency.

14. No bird, reptile or animal shall be permitted, raised, bred, kept or harbored in the Residential Units except that dogs, cats or other common household pets, not to exceed one per Unit, may be kept in the Units subject to the rules and regulations adopted by the Condominium Board. Any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the Property upon three (3) days written notice from the Condominium Board. In no event shall any bird, reptile or animal be permitted in any public elevator of the Building, other than the elevator designated by the Condominium Board or the Managing Agent for that purpose, or in any of the public portions of the Building, unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills or other public portions of the Building, or on the sidewalk or street adjacent to the Building.

15. No group tour or exhibition of any Residential Unit or its contents shall be conducted, nor shall any auction sale be held in any Residential Unit, without the consent of the Condominium Board or the Managing Agent in each instance. In the event that any Residential Unit shall be used for home occupation or professional purposes in conformance with the Declaration and the By-Laws, no patients, clients or other invitees shall be permitted to wait in any lobby, public hallway or vestibule.

16. Unless expressly authorized by the Condominium Board in each instance, not less than 80% of the floor area of each Residential Unit (excepting only kitchens, pantries, bathrooms, closets and foyers) must be covered with rugs, carpeting or equally effective noise-reducing material.

17. No window guards or other window decorations shall be used in or about any Residential Unit, except such as shall have been approved in writing by the Condominium Board or the Managing Agent, which approval shall not be unreasonably withheld or delayed. In no event, however, shall any exterior glass surfaces of any windows at the Property be colored or painted.

18. No ventilator or air conditioning device shall be installed in any Residential Unit or Professional Unit without the prior written approval of the Condominium Board, which approval may be granted or refused in the sole discretion of the Condominium Board.

19. No radio or television antenna shall be attached to or hung from the exterior of the Building, and no sign, notice, advertisement or illumination (including, without limitation, "For Sale", "For Lease" or "For Rent" signs) shall be inscribed or exposed on or at any window or other part of the Building, except such as are permitted pursuant to the terms of the Declaration and/or the By-Laws or shall have been approved in writing by the Condominium Board or the Managing Agent. Nothing shall be projected from any window of a Residential or Professional Unit without similar approval.

20. All radio, television or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the New York Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit Owner alone shall be liable for any damage or injury caused by any radio, television or other electrical equipment.

21. Water-closets and other water apparatus in the Building shall not be used for any purpose other than those for which they were designed, and no sweepings, rubbish, rags or any other article shall be thrown into the same. Any damage resulting from misuse of any water-closets or the apparatus in a Unit shall be repaired and paid for by the Owner of such Unit.

22. Each Unit Owner shall keep his or her Unit and its appurtenant Limited Common Elements in a good state of preservation, condition, repair and cleanliness in accordance with the terms of the By-Laws.

23. The agents of the Condominium Board or the Managing Agent, and any contractor or workman authorized by the Condominium Board or the Managing Agent, may enter any room or Unit at any reasonable hour of the day, on at least one day's prior notice to the Unit Owner, for the purpose of inspecting such Unit for the presence of any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests; however, such entry, inspection and extermination shall be done in a reasonable manner so as not to unreasonably interfere with the use of such Unit for its permitted purposes.

24. The Condominium Board or the Managing Agent may retain a pass-key to each Residential Unit. If any lock is altered or a new lock is installed, the Condominium Board or the Managing Agent shall be provided with a key thereto immediately upon such alteration or installation. If the Residential Unit Owner is not personally present to open and permit an entry to his or her Residential Unit at any time when an entry therein is necessary or permissible under these Rules and Regulations or under the By-Laws, and has not furnished a key to the Condominium Board or the Managing Agent, then the Condominium Board or the Managing Agent or their agents (but, except in an emergency, only when specifically authorized by an officer of the Condominium Board or an officer of the Managing Agent) may forcibly enter such Unit without liability for damages or trespass by reason thereof (if, during such entry, reasonable care is given to such Residential Unit Owner's property).

25. If any key or keys are entrusted by a Unit Owner, by any Family Member thereof, or by his or her agent, servant, employee, licensee or visitor to an employee of the Condominium or of the Managing Agent, whether for such Unit Owner's Unit or an automobile, trunk or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner, and neither the

Condominium Board nor the Managing Agent shall (except as provided in Rule 24 above) be liable for injury, loss or damage of any nature whatsoever, directly or indirectly resulting therefrom or connected therewith.

26. Unit Owners and their respective Family Members, guests, servants, employees, agents, visitors or licensees shall not at any time or for any reason whatsoever enter upon, or attempt to enter upon, the roof of the Building.

27. No occupant of the Building shall send any employee of the Condominium or of the Managing Agent out of the Building on any private business.

28. Any consent or approval given under these Rules and Regulations may be amended, modified, added to or repealed at any time by resolution of the Condominium Board. Further, any such consent or approval may, in the discretion of the Condominium Board or the Managing Agent, be conditional in nature.

29. Complaints regarding the service of the Condominium shall be made in writing to the Condominium Board or the Managing Agent.

The Regency Condominium

Date: February 16, 2005

To: All Unit Owners and Residents
The Regency Condominium

From: The Board of Directors

Re: Recycling / Workout Room / Recreational Room and Roof Deck

With so many new people in the building, it is time for a quick reminder of some of the procedures that need to be followed. Please read the information below. Your cooperation and consideration of your neighbors is greatly appreciated.

Recycling

Recycling seems to be a problem here at the Regency. Cardboard boxes, including pizza boxes, are not to be left in the recycle rooms. They are to be brought to the recycle area in the downstairs garage. Large boxes are to be broken down and tied up. Plastic bags are not a recyclable item. Plastic bags should be put in your regular trash. If you are unsure of the "what's, where's and how's" of recycling, please contact Sandra Castellano 914-813-1941 and she will gladly advise you of the appropriate procedures.

Workout Room

It has been brought to the attention of the Board and Management that when residents have used the workout room, items such as the dumb bells, the AB Roller, etc. are left in the walkway creating a tripping hazard. Please, when you use the room, put the equipment back against the wall.

Recreational Room

If you use the pool table, please put the cover back on. If you open the blinds, please readjust them when you are done. If you turn on the lights, please turn them off when you leave the room.

Roof Deck

Although it is a tad bit early to be using the roof deck, it is not too early for reminders. If you use the deck lounge chairs, please return the cushions to the closet where you found them. There is no smoking on the deck so please do not hide your dead butts in the stones on the roof. If you spill your beverage, please clean it up.

By following these simple rules, everyone will be equally able to enjoy the facilities the building offers.

August 28, 2007

To: All Unit Owners/ Residents
The Regency Condominium

From: Sandra Castellano
Property Manager

Re: No Pets Allowed in the Lobby

At a Board of Managers meeting held on August 21, 2007, the issue of walking pets through the lobby entrance was discussed. It was voted on by the Board members that all dogs that reside in the building must be walked through the basement entrance and exit.

Dogs are no longer allowed in the lobby and there will be no exceptions.

Thank you for your cooperation in this matter.

December 11, 2007

To: All Residents/ Unit Owners

From: Sandra Castellano
Property Manager

Re: Fitness Room Hours

Due to feedback from several residents, the Board of Managers has been apprised that some residents are using the fitness room in inappropriate hours. Residents are being disturbed by the vibrating sounds of the treadmill and step machine..

The fitness room hours are from 5:00 a.m. – 10:00 p.m.

Please abide by these times.

Thank you for your cooperation in this matter.

December 18, 2007

To: All Homeowners and Residents
The Regency Condominium
14 Nosband Avenue
White Plains, New York 10605

Re: Household Garbage and Recyclable Disposal

Dear Homeowner or Resident,

For your information and compliance, we are listing the most frequent violations.

1. All household garbage (daily trash) excluding recyclables mentioned in paragraph 2, must be placed in properly secured plastic bags and either dumped down the compactor chute or brought to the garage garbage. This specifically excludes cardboard boxes and bulk items.
2. Newspapers, cardboard boxes, metal containers, glass containers, and plastic containers are recyclable and must be brought to the designated recycling area located on each floor. The blue container in the hall are for newspapers and flattened cardboard boxes. The container in the chute room are for rinsed clean metal cans, glass, and plastic containers. Newspapers can be in paper bags, or loose and other containers must be loose. Under no conditions can they be in plastic bags. If you bring them in plastic bags, a container is provided for their disposal.
3. Unit owners need to communicate to private cleaning people e.g. maids, housekeepers, the correct way of disposing of your garbage and recyclables.
4. If you have a contractor, properly insured, they are responsible for removing all their debris from the property. They are prohibited from using the dumpsters. This also applies to appliance and furniture deliveries and movers.
5. If you are disposing of household goods, they must be placed curbside on Thursday mornings before 8:00 a.m., except for weeks that have a legal holiday when there is no pickup.
6. Please do not dispose kitty litter in the compactor chute. This debris must be brought to the garage garbage for proper disposal.
7. If you are disposing of a large appliance item i.e. stove, dishwasher, you must call the Sanitation Department at (914)-422-1217 to request a pick-up. For items containing freon, i.e. refrigerators, air-conditioners, they must bear a certificate to verify that the freon has been removed. TV's and computer monitors will not be picked up, and you must make other arrangements for their disposal.

The Board of Managers appreciates your anticipated cooperation in proper garbage disposal and recycling. It is important that appropriate measure area taken in order to prevent vermin and insects to infestation, especially in the spring and summer months. If you would like to discuss this matter with me, please feel free to contact me at (914) 813-1941.

Very truly yours,

Stillman Management Inc., as Agent for:
The Regency Condominium