

The Harrison

Condominium Residence
142 Main Street, Mineola New York

Excel Bradshaw Management Group, LLC

393 Old Country Road - Suite 204
Carle Place, NY 11514

Dear Owner,

Before the request to sell or sublet your unit can be approved, an application must be requested and returned to the managing agent together with the fees as specified, before the Waiver of Rights of First Refusal will be forwarded to the Board of Managers for signature.

Note: All funds payable at closing must be by bank check or certified check.

Unit Sale Checklist

PRIOR TO APPROVAL:

- _ Provide managing agent with a copy of contract of sale
- _ New Unit owner information sheet
- _ Vehicle information sheet (include copy of New York State Vehicle Registration)
- _ Signed acceptance form of Harrison House Rules and Regulations
- _ Pet Registration form with check payable to Harrison House Condo for \$85 (one time pet registration fee – same fee regardless of number of animals)
- _ Present and completed Income tax form (federal) from buyer.
- _ Submit non-refundable \$450.00 processing fee, payable to Excel Bradshaw Management Group.

AFTER APPROVAL:

- _ Copy or Settlement Statement and Warranty Deed.
- _ \$450.00 refundable moving deposit made payable to the Harrison House Condo.
 - *Damage deposits (less any appropriate deductions) will be refunded after move in/out is complete and an inspection of hallways and elevator has been completed.

Unit Sublet Checklist

PRIOR TO APPROVAL:

- _ Copy of lease agreement from the owner
- _ Provide check payable to EBMG from the owner in the amount of \$450 for sublet processing fee.
- _ Present and completed Income tax form (federal) from prospective tenant.
- _ Unit owner information sheet
- _ Vehicle information sheet
- _ Signed (by tenant) acceptance form of Harrison House Rules and Regulations
- _ Pet Registration form with check payable to Harrison House Condo for \$85 (one time pet registration fee – same fee regardless of number of animals)
- _ Provide a check payable to The Harrison House Condo for one month maintenance fee (non refundable sub-let fee)
- _ \$450.00 refundable moving deposit made payable to the Harrison House Condo.
 - *Damage deposits (less any appropriate deductions) will be refunded after move in/out is complete and an inspection of hallways and elevator has been completed.

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UNIT OWNER / TENANT INFORMATION SHEET

UNIT NUMBER: _____

OWNER LAST NAME: _____

FIRST NAME (S) _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME/NUMBER _____

UNIT OCCUPIED BY OWNER: YES or NO

IF NO: UNIT UNOCCUPIED: YES or NO

UNIT OCCUPIED BY TENANT: YES or NO

IF OCCUPIED BY TENANT, COMPLETE OCCUPIED TENANT INFORMATION:

TENANT LAST NAME: _____

FIRST NAME (S): _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME/NUMBER _____

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PURCHASOR (PROSPECTIVE OWNER) / TENANT INFORMATION SHEET

UNIT NUMBER: _____

OWNER LAST NAME: _____

FIRST NAME (S) _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME/NUMBER _____

UNIT OCCUPIED BY OWNER: YES or NO

IF NO: UNIT UNOCCUPIED: YES or NO

UNIT OCCUPIED BY TENANT: YES or NO

IF UNIT IS TO BE SUB-LET, COMPLETE BELOW TENANT INFORMATION:

TENANT LAST NAME: _____

FIRST NAME (S): _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME/NUMBER _____

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Date _____

Signature _____

HARRISON HOUSE RULES AND REGULATIONS

I/we have received and reviewed the Rules and Regulations of the Harrison House Condominiums and agree to faithfully observe, perform and abide by them.

Date: _____

Unit: _____

Print Name: _____

Signature: _____

**HARRISON HOUSE CONDOMINIUM
INFORMATION BOOKLET - 1999**

**SCHEDULE A
RULES AND REGULATIONS**

- (1) The apartment units shall be used for residential purposes only. The outdoor parking spaces shall be used only for the parking of passenger automobiles.
- (2) No industry, business, trade, occupation or profession of any kind, commercial, religious, educational or otherwise, designed for profit, altruism, or otherwise, shall be conducted, maintained or permitted on any part of the Property, nor shall any "For Sale", "For Rent", or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the Property or in any unit therein nor shall any unit be used or rented for transient, hotel or motel purposes.
- (3) Nothing shall be done or kept in any unit or the common elements or limited common elements which will increase the rate of insurance of any of the buildings, or contents thereof, without the prior written consent of the Board of Managers. No unit owner shall permit anything to be done or kept in his unit or in the common elements or limited common elements which will result in the cancellation of insurance on the building, or contents thereof, or which would be in violation of any law. No unit owner or occupant or any of his agents, servants, employees, licensees or visitors shall at any time bring into or keep in his unit, parking space, or vestibule, any flammable, combustible or explosive fluid, material, chemical, or substance (except gasoline in automobile tanks).
- (4) 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 thereof, and the unit owner alone shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such unit. No radio or television antennas shall be placed on or affixed to the outside area of the building, nor implanted in, or affixed to any object on, the grounds surrounding any of the building.
- (5) Nothing shall be done in any unit or in, on or to the common elements or limited common elements which will impair the structural integrity of the building or which would structurally change any of the building.
- (6) Nothing shall be altered or constructed in or removed from the common elements, except upon the written consent of the Board of Managers.

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- (7) No animals, birds, or reptiles of any kind shall be raised, bred, or kept in any unit or in the common elements or limited common elements without the prior written consent of the Board of Managers. Any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property subject to these restrictions upon three (3) days' written notice from the Board of Managers. In no event shall any dog or cat be permitted in any portion of the common elements unless carried or on a leash, or in any grass or garden plot under any circumstances. All unit owners shall clean up after their pets including the cleaning and removal of all excrement.
- (8) No noxious or offensive activity shall be carried on in any unit or in the common elements or limited common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other unit owners or occupants.
- (9) There shall be no obstruction of the common elements nor shall anything be stored in or on the common elements without the prior consent of the Board of Managers except as hereinafter expressly provided. Each unit owner shall be obligated to maintain and keep in good order and repair his own unit and vestibule, if any, in accordance with the provisions of the By-Laws.
- (10) Except where designated as such by the Board of Managers or in the Declaration, there shall be no playing, lounging, or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs, on any part of the common elements. Storage by owners in areas designated by the Board of Managers or in the Declaration shall be at their own risk.
- (11) No clothes, sheets, blankets, laundry or other articles of any kind shall be hung out of a unit or exposed on any part of the common elements. The common elements and limited common elements shall be kept free and clear of rubbish, debris and other unsightly materials, nor shall any rugs or mops be shaken or hung from or on any of the windows, doors, railings, or vestibules, nor shall a unit owner sweep or throw or permit to be swept or shown therefrom any dirt or other substance.
- (12) Each unit owner shall keep his unit in a good state of preservation and cleanliness and each unit owner shall be obligated to maintain and keep in good order and repair his own unit in accordance with the provision of the By-Laws.

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- (13) All floors in the units shall always be covered with carpet (except baths, kitchens, and entrance hallways) to reduce transmission of impact sounds.
- (14) There shall be no barbecuing in the units, or any other common areas except areas specifically designated for barbecuing by the Board of Mangers.
- (15) No washing of automobiles shall take place on any of the Property unless authorized by the Board of Managers. The open parking spaces may not be used for any purpose other than to park passenger automobiles, excluding specifically, trucks, commercial vehicles or trailers.
- (16) The Board of Managers may have unauthorized cars using an open parking space towed away. The Board of Managers may promulgate and enforce other reasonable parking regulation.
- (17) The agents of the Board of Managers or the Managing agent, and any contractor or workman authorized by the Board of Managers or the Managing agent, may enter any room or unit in the building at any reasonable hour of the day 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.
- (18) Any consent or approval given under these rules and regulations may be added to, amended or repealed at any time by resolution of the Board of Managers.
- (19) Homeowners Insurance should be purchased by each unit owner.
- (20) If House Rules are not adhered to, the Unit Owner/Tenant will be subject to fines imposed by the Board of Managers.

PET REGULATIONS AND REGISTRATION

- I. Animal Registration –As per the amended House Rules of the Harrison House Condominium all dog and cat owners must register their pets with the Board of Managers via Management Company.
 - a. Existing pets must be re-registered every two years.
 - b. The registration fee is \$85 per pet (one time payment).
 - i. Failure to register will result in the below penalties:
 1. 30-60 days without registration = \$100 fine
 2. 61-90 days with out registration = \$250 fine
 - ii. All registration fees collected to be deposited in the Harrison House reserve fund.

- II. Conduct of Animals in Common Areas –
 - a. All pets, when outside the confines of the owner’s unit and on the Harrison House Condominium property must be leashed or carried.
 - i. These areas to include: elevator, hallways, parking lots (interior and exterior), lobby, sidewalks and landscaping.
 - b. Pet owners are responsible for restoring any common area soiled, destroyed or stained by their animal to its original condition.
 - c. Pets to be curbed at all times (pick up after your pet). There is to be no defecation and/or urination on any landscaped area.
 - i. Noncompliance with the above regulation will result in the below penalties:
 1. First Offense = \$100 Fine
 2. Second Offense = \$250 Fine
 3. Third Offense = the board reserves the right to order the removal of subject animal(s).
 - ii. Late fees to be assessed after failure to pay above fines within sixty (60) days.
 - iii. All fines collected to be deposited in the Harrison House reserve fund.

- III. Dog waste is not to be deposited in common area garbage receptacles (front landing, rear entrance, etc).

Misconduct of Animals – Pets found to be detrimental to the quality of life of the residents of the Harrison House (incessant barking, defecation, etc.) will be subject to the fine and removal structure outlined in Section II (c) of this policy.

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PET REGISTRATION FORM

Unit: _____

Owner Name: _____

Date: _____

Breed/Type	Age	Name	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read, understand and will comply with the pet regulations as detailed above.

Date _____ Signature _____

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VEHICLE INFORMATION SHEET

Parking permits are required to be displayed on your vehicle while on the premise. Parking at The Harrison is limited. Although two (2) parking permits are allocated for each unit, enough parking spaces do not exist for everyone simultaneously. Therefore, to allow for the maximum amount of available parking spaces please note the following stipulations:

- “GAR” permits are for indoor parking spots. “LOT” is for outdoor parking spots.
- Vehicles with “GAR” permits are not permitted to park in the outdoor lot.
- “LOT” permits are not permitted to park in the indoor lot.
- Each unit will be issued a parking permit for each vehicle that the owner provides the required information on the Vehicle Registration Form. To receive a parking permit, the vehicle **MUST** be registered to 142 Main Street, Mineola, NY 11501. **Proof of registration must be submitted to the Management Company prior to issuance of permit.**
- Indoor parking spaces are available for rent from the Condominium Association. Please contact the management company if you are interested.
- **FAILURE TO COMPLY** with parking regulations may result in fines and/or vehicle removal.

VEHICLE #1 INFORMATION

MAKE/MODEL/YEAR/COLOR: _____

PLATE: _____

TO BE FILLED OUT BY MANAGEMENT:

DECAL: _____

VEHICLE #2 INFORMATION

MAKE/MODEL/YEAR/COLOR: _____

PLATE: _____

TO BE FILLED OUT BY MANAGEMENT:

DECAL: _____

I have read, understand and will comply with the vehicle parking regulations as detailed above.

Date _____ Signature _____