

Roslyn Gardens Information Sheet

- **General Property Information**

- 381 units / 14 acres
- One property, two sections: Roslyn and Bayview
- Superintendent (Ray) and Handyman (Efrem). Both reside on the premises.
- 3 porters
- Someone is generally on site 7 days a week
- Available 24/7 in the event of an emergency condition or situation.

- **Property/Office Manager**

- Kathy Mazzo
 - Regular Office Hours: Monday - Friday 8:00 am – 4:30 pm
 - Office Address: 225 Warner Avenue
 - Phone # 516-621-3121 / Txt: 516-234-5283
 - Email: Manager@RoslynGardens.net
 - Fax: 516-621-0364

- **After hours Emergency telephone number:**

1-800-684-4055

Please Call 911 for Gas, Fire, Smoke and Police Emergencies

- **Gas Emergencies**

National Grid 1-800-490-0045 or 911

- **“Call-Em-All” Notification**

- Please provide The property manager with your cell phone number after closing so that you will receive messages with any and all-important items that may be happening on the property.

- **Laundry/Garbage/Bike rooms**

- Need one Medeco Key to access any/all these rooms.
- Key should be obtained from the seller at the time of closing
- Medeco Keys cannot be copied. A replacement key can be obtained from the management office at a cost of \$20
- The Bicycle room is located in Building 18. You must place a name tag on your bike. You can obtain a name tag from the onsite property manager. The name tag must be always on your bike when it is in the bicycle room. Bicycles without tags are deemed abandoned and will be donated.
- Garbage rooms: Please be sure to place all garbage in the proper receptacles. There are separate bins for recycling paper and plastic/glass. Please use the appropriate bins.
- There is a refuse dumpster behind the even number Bayview section for large bulk items.

- Disposal of electronic items is not permitted. Please refer to the Town of North Hempstead website for information on safely disposing of electronic items. You may also call: 516-767-4633 Monday – Friday from 9:00 am – 4:00 pm for guidance.
- Failure to properly dispose of refuse and recyclable material may result in a \$500.00 fine.
- Please check with The property manager to locate the closest refuse and laundry rooms.
- Laundry rooms - The hours are 8 AM – 10 PM.
 - The power for all washing machines and dryers shuts off promptly at 10 PM. Therefore, please be sure to start your last load in the washing machines no later than 8 PM, if you intend to also use the dryers.
 - The laundry machines operate using refillable “smart” cards. Each laundry room has a vending machine where you can purchase a new card and add funds to an existing card.
 - ** No washers/dryers are allowed in the apartment units.
- **Landscaping/Snow Removal**
 - Both are included in maintenance.
 - “Call Em All” will provide notification as to when landscapers will be on the property.
 - The snow removal contractor will remove the snow from the common walkways, cul-de-sacs, and all property grounds. You are responsible for cleaning your vehicle and shoveling snow from your parking spot. Snow removal may take place at any hour of the day/night without advance notice.
 - The village parking lot and Edwards Street is plowed by the Village of Roslyn.
- **Move In/Out**
 - Due to Covid guidelines, please call the property manager to set up the day/time to move in/out.
 - You must schedule your move in advance with the property manager.
 - Moving in/out cannot take place on Sunday, or Holidays.
 - Once completed, the buildings will be cleaned and sanitized to comply with proper cleaning protocols
 - NO deliveries (including delivery/moving trucks) are permitted on Sundays or Holidays. However, you are permitted to move small items on a Sunday, i.e., moving clothes with your own personal vehicle.
 - Failure to follow move in/out procedures may result in a \$500.00 fine.
- **Construction**
 - Due to Covid guidelines, please call The property manager to set up days/times for construction.
 - You must hire a licensed and insured contractor (general contractor, electrician, plumber, etc.). The contractor is required to submit the necessary documentation to The property manager.
 - All plans/scope of work must be submitted and approved by The property manager and Ray prior to the scheduling and commencement of any work.
 - Any opening of walls or a surface area larger than 2 X 3 feet must be tested for lead and asbestos. Ray is qualified to perform this test.

- **Insurance**

- You must obtain and provide evidence of insurance prior to your scheduled closing date. The minimum insurance coverage amounts (general liability \$300,000.00 and \$75,000.00 property) and all requirements are listed in the “House Rules”. Please contact Einsidler Management if you have any questions.

- **STAR Program**

- If you do not own any other properties in Nassau County, after closing you may apply for the STAR Program. Forms and guidance are available at <https://www.tax.ny.gov/star/> we suggest that you do this as soon as possible after closing.
 - Please note that if the seller owned the unit prior to 2011, they would receive a credit on the monthly maintenance bill from which you may benefit until a new year begins, at which time, if approved, you will receive the STAR benefit in an annual check instead of a credit on your monthly maintenance.

- **Parking**

- Parking spots and garages do not transfer with the sale of any unit. You must apply for a parking spot or garage, as indicated below.
- Option 1:
 - Parking spots in the Municipal Lot. To obtain a spot in the municipal lot, call Debbie at the Roslyn Village Hall to apply. #516-621-1961 (You do not need to close on your unit to be placed on this list.)
 - When a spot becomes available, you will be called and given the spot number, and a sticker for your car.
 - The cost is \$474/year and is billed annually in June.
 - You can speak with Debbie regarding a guest pass and the waiting list for a “move-up” spot for a more convenient location in the lot. Both require additional fees.
- Option 2:
 - Parking spots and garages owned by Roslyn Gardens
 - Outdoor spots are \$50/month billed with your monthly maintenance.
 - Garages are \$70/month billed with your monthly maintenance.
 - After closing, call The property manager to be placed on the wait list.
 - When a spot becomes available, you will be contacted and offered the spot. There is one combined list [outdoor spot and garage]. ** If you do not take the spot, you will be placed to the bottom of the list or you can opt-out.
- There is street parking on Edwards Street, Warner Avenue, some of the side streets and at the Roslyn Train Station. The train station does not require a permit and is free.
 - ** Please pay attention to street signs as some street parking is permissible for only 1–3-hour(s) on certain sides of the street depending on the day.
 - ** Roslyn train station parking is not permitted between the hours of 3:00 A.M. – 5:00 A.M. Tickets will be issued for parking between these hours.
- 30-minute parking zones

- Please be very careful not to park in these zones longer than 30 minutes. Otherwise, your car will be booted or towed, and you will have to pay a fee to have it removed.
 - Do not park in fire lanes at any time, as you will be towed from there as well.
- **Pet Policy**
 - Cats and/or small pets are permitted.
 - The House Rules prohibit dogs as pets. However, there are some dogs on the property that are here legally, where the shareholder has met the legal requirements to have an Emotional Support Dog or Service Dog.
- **Subletting**
 - Subletting is restricted by our House Rules.
 - The use of Airbnb or other short-term rentals are strictly prohibited
 - If there is a hardship situation, subletting for one year may be considered with proper documentation. The potential subtenant will need to be interviewed by the Board and approved.
- **Cable/Internet**
 - FiOS and Optimum are available.
- **Gas for Cooking**
 - Call National Grid at 1-800-930-5003 after closing to have the gas account changed to your name and turned on.
- **Carpeting**
 - 80% of the flooring surfaces are required to be carpeted with proper padding, excluding the kitchen and bathroom. Wall to wall carpeting and/or area rugs are acceptable.
 - Apartment walls and flooring are thin, and it helps cut down on the noise for your neighbors above/below/next to you.
- **Units: Repair Responsibility**
 - Within your unit, you are responsible for most exposed items inside your unit (outside your walls). Some examples: appliances, sink faucets, light fixtures, circuit breaker panel, wiring from circuit breaker panel throughout the apartment.
 - Most items inside the wall (plumbing risers, electrical wiring to the circuit breaker panel) are the responsibility of the co-op. A clogged shower or sink drain may be able to be cleared by the building superintendent or handyman.
 - Window/Screen repairs and replacements are the Co-op's responsibility. Please notify the Property Manager if you have any issue with the windows. The building super will inspect and assess the issue to determine if the window(s) can be repaired or need replacement.
 - The apartment entrance doors are the responsibility of the Co-op.
 - Individual apartment door locks are the responsibility of the shareholder.

- Radiators and all exposed piping are the responsibility of the Co-op. Valves attached to the radiator are the responsibility of the shareholder.
- **Quiet Hours**
 - 10 PM – 8 AM
 - We ask that you be courteous of your neighbors and avoid late night or loud entertaining, vacuuming, etc.
- **Smoking**
 - We ask that you and/or any guest use the smoking outposts located throughout the property.
 - Please note that if the smell and smoke enter a neighboring unit and/or the buildings common areas, it becomes a violation. When complaints are received by the Property Manager, it will be addressed in accordance with the governing documents.
- **Monthly Maintenance**
 - Includes Real Estate Taxes, Heat, Water, Property Insurance, Property Maintenance
- **Financials**
 - Our financial condition is very good. Shareholders receive a Financial Report annually.
 - The last maintenance increase was implemented in 2019. Prior to 2019, there had not been an increase in approximately 10 years.
 - The complex is over fifty (50) years old. Many capital improvements, such as new boilers and roof replacements, have been completed over the years.
- **Annual Meeting**
 - The annual shareholders' meeting normally takes place in June at the Roslyn Library.
- **Storm Doors (Bayview Section)**
 - Storm doors are not permitted by our House Rules unless they have been grandfathered. Upon the sale of a unit, storm doors even if grandfathered for the previous owner, must be removed. Only units with grandfathered storm doors may have storm doors.

The above is a general building information sheet only and does not take priority over the House Rules or other governing documents. In case of any discrepancy, the governing documents supersede.

** Any questions or concerns, please contact:

Your contact person at Einsidler Management. The main number is: 631-293-2997

Once you are approved and subsequently close on your unit, please contact the Property Manager, Kathy Mazzo.

516 - 621-3121

Email: Manager@RoslynGardens.net

March 26, 2025