

**ARCO MANAGEMENT CORP.**  
**4 Executive Blvd., Suite 200**  
**Suffern, New York 10901**

October 20, 2022

TO THE UNIT OWNERS OF TIMERLINE AT KINGSGATE CONDOMINIUM:

At meeting of the Board of Managers (the “Board”) of Timberline at Kingsgate Condominium held on September 13, 2022 the Board unanimously adopted Rule No. 28 and Rule No. 29.

Copies of the complete rules are attached to this notice and will be added to the existing Rules and Regulations of the Condominium.

**Rule No. 28:** This rule addresses the proper placement by Unit owners of waste outside their units for pickup by Condominium’s carting company.

**Rule No. 29:** Currently, if a Unit Owner fails to pay Common Expenses (as defined in the bylaws) when due, the Board may: **(i)** assess a late charge equal to 5% of any Common Expenses not paid within 15 days after the due date, **(ii)** charge interest at the maximum legal rate on any Common Expenses not paid within 30 days after the due date, **(iii)** obtain a money judgment against the Unit Owner, **(iv)** file a lien against the Unit, and/or **(v)** foreclose on such lien on account of such unpaid Common Expenses and hold the Unit Owner responsible for any expenses, including, but not limited to, attorneys fees’ incurred by the Board in connection with the foregoing. **Rule No. 29** gives the Board an additional remedy to address excessive arrears.

These rules shall become effective immediately.

Thank you.

Very truly yours,

ARCO MANAGEMENT CORP.

## **RULE 28**

Each Unit Owner shall:

- (i) provide a container or containers of sufficient quantity and size so that all acceptable waste stored for pickup shall be held within such container or containers in secured plastic bags, covered from the elements and otherwise secured to prevent the release of litter and the entry of insect infestation or vermin;
- (ii) place his or her container(s) on the curb for pick-up no earlier than 5:00 p.m. on the day before the collection day; and
- (iii) after the waste is collected, properly store the container(s) inside his or her Unit on the day of collection to prevent traffic hazards or unsightly or unsanitary conditions.

Any Unit Owner violating these rules shall be assessed a \$25.00 fine/administrative fee per occurrence.”

## **RULE 29**

If any Unit Owner accrues Excessive Arrears for unpaid Common Expenses and/or other assessments, the Board, upon fifteen (15) days prior written notice delivered in person to the Unit Owner or an occupant of the Unit Owner's Unit or posted on the front door of such Unit and sent by certified mail to the Unit Owner, may revoke the privileges of such Unit Owner to park anywhere within the Common Elements (as such term is defined in the By-laws) of the Condominium, including, but not limited to, marked parking spaces. Such revocation shall apply to the Unit Owner, any occupants of the Unit and to their respective family members and guests.

Upon the giving of such notice by the Board, or the Condominium's property manager, such Unit Owner shall have fifteen (15) days to make arrangements with the Board or the Condominium's property manager to pay sums, charges and/or assessments due and payable by such Unit Owner on terms satisfactory to the Board. Upon such Unit Owner's failure to make such arrangements, the Board may enforce the foregoing revocation by booting or towing any vehicle found to be in violation thereof, at such Unit Owner's sole cost and expense.

Such revocation of parking privileges may, in the discretion of the Board, remain in place until all sums, charges and/or assessments due and payable by such Unit Owner have been paid, together with any fees and/or interest accrued thereon or arrangements for such payment have been agreed upon by the Unit Owner and the Board.

The Board's rights hereunder shall be in addition to, and not in lieu of, any other rights and remedies available to the Board under the Condominium's Declaration, By-laws and/or Rules and Regulations.