

INFORMATION GUIDE

Introduction

The purpose of this "Shareholder Information Guide" is two-fold; it is a welcoming document for new shareholders and provides those shareholders already residing in our community with a living document for "Better Living in Deepdale".

In a greater sense, this is what being a Deepdale resident is all about. It is the responsibility of all our residents to continue to support our community so that it continues to remain a vital and viable force in Northeast Queens.

Although this development was initially established to provide a home for Veterans of World War II, it now has expanded its horizons to embrace their offspring and to reflect the diversity of our ever changing community. We who have lived in Deepdale for many years hope to see both new and original shareholders further develop and perpetuate our goals in a spirit of cooperativeness.

The Board of Directors hope this "Shareholder Information Guide" will provide a clear understanding of the meaning of cooperative living and set the tone for positive interactions between residents. Deepdale Gardens is a family helping one another in a true cooperative spirit. We hope Deepdale Gardens will provide you and your family with a peaceful and enjoyable respite from outside pressures. Welcome!

INFORMATION GUIDE

**DEEPDALE GARDENS
60-33 MARATHON PARKWAY
LITTLE NECK, NY**

DEEPDALE welcomes you to our cooperative living experience.

DEEPDALE consists of four (4) corporations containing 1396 apartments, each occupied by a shareholder. The breakdown of these apartments is as follows:

Deepdale Gardens First Corporation (Sections C & D)	360
Deepdale Gardens Second Corporation (Sections E & F)	456
Deepdale Gardens Third Corporation (Sections G, H, & J)	388
Deepdale Gardens Fourth Corporation (Sections L & M)	192

Each apartment in Deepdale is represented by a share of stock in one of the corporations, is occupied by a shareholder, and has a Proprietary Lease covering the apartment. This Proprietary Lease sets out the terms and conditions of the occupancy and the obligations of the Deepdale Gardens Corporations and the shareholder.

The Deepdale Gardens Corporations each have Bylaws which outlines the corporate/shareholder relationship and the responsibilities affecting that relationship. These Bylaws provide for the Board of Directors to act through its officers and committees. At the present time there is one (1) Board of Directors serving the four corporations on a unified basis. Directors meetings and Committee meetings are open to the shareholders at the discretion of the Board of Directors and shareholders are allowed to participate and be recognized at the Board of Directors meetings. Every meeting has an agenda and only matters on the agenda will be discussed. Directors and Committee meetings are held pursuant to a schedule filed in the Management Office. All Directors serve the corporations without compensation.

Deepdale retains a Director of Operations who oversees the Maintenance Department and an Administrative Manager who oversees the Management Office. Both work with the Board of Directors to carry out the corporations' business.

The Maintenance Department is located in the rear of 60-09 Marathon Parkway, Little Neck, NY 11362. It is responsible for maintaining the grounds, buildings, equipment, boilers, and maintenance services to the shareholders. The Maintenance Department provides 24 hour service. It can be reached by phone at **1-718-631-8550** during normal business hours, Monday through Friday 7:00 AM to 4:00 PM. The after hours telephone number **for emergencies only** is **1-917-826-5770**.

Maintenance service consists of two categories:

1. Those services provided by the corporation *without* charges.
2. Those services provided by the corporations *with a* charge.

A list of the chargeable services is provided to new shareholders at closing and new lists are distributed to all shareholders from time to time to reflect current pricing.

The Management Office is located in the rear of 60-33 Marathon Parkway, Little Neck, NY 11362. It is responsible for the day-to-day administrative business of the corporations. The Management Office staff can be reached during normal business hours, Monday through Friday 9:00 AM to 5:00 PM at 1-718-428-6011.

The cost relating to your apartment occupancy (e.g., real estate taxes, electric, fuel, salaries, etc.) is covered by your payment of carrying charges to the cooperative Management Office. The budget year for all four corporations runs from July 1st to June 30th, and the current carrying charges cover that period. During the year, the Board of Directors may, due to increases in the cost of operations, require a change in carrying charges or assessments such as energy surcharges. Due notice will be given to the shareholders prior to the implementation of any increase in carrying charges or assessments.

Payment of carrying charges is due on the first day of the month by the close of business (5:00 PM), and should be paid by check only; cash is not accepted. Your check should have your account number on it. This account number should be used by you in all communications with the Management or Maintenance offices. If carrying charges are paid after the 7th day of the month, then such late payment is subject to a late charge. A payment received that does not include all itemized charges listed on your monthly carrying charges will be deemed incomplete. Checks may be left in the Management Office or Boardroom mail slot but are not considered properly submitted until the next business day.

A real effort is made to care for our outside property to enhance the beauty of living at Deepdale. Your cooperation in keeping Deepdale “**Green**” is requested.

Deepdale provides laundry room facilities consisting of washers and dryers. You will also find throughout the Deepdale property various outside clothes line facilities available for your use if you so desire. Laundry rooms are open for use 8:00 AM – 8:00 PM or as prescribed by the Board of Directors.

Deepdale’s electrical wiring provides ample power for the installation of air conditioner units. The rules and regulations affecting the installation of these units may be found in the Proprietary Lease. If there is any doubt in your mind regarding the installation of air conditioner units or the appropriate size of the units, contact the Management Office for specifications. All air conditioner units must be plugged into a dedicated outlet; New York City fire regulations prohibit the use of extension cords. A fee is charged per air conditioner depending upon room location and the size of the unit. Dishwashers, dryers and clothes washing machines, and jet tubs may also be installed in an apartment, subject to the appropriate rules and regulations and accompanying fee. **The shareholders must contact the Management Office before any such installation is started.**

Deepdale has both enclosed garages and open parking spaces on its property. A list is maintained at the Management Office for the acquisition of garages and shareholders can be placed on a waiting list with the office to secure a garage at the time they purchase their stock or at any time there after. Assigned garages are based on the order in which the application is received. Each section has open parking spaces which are plainly marked on cooperative property and parking should be in the places designated. No more than one (1) commercial vehicle per family is permitted on Deepdale property.

Vehicles must be registered with the Management Office and a parking sticker obtained. Parking stickers should be placed on the driver’s side rear window. All unregistered vehicles parked on Deepdale’s property will be **subject to Deepdale Gardens enforcement policy and may be removed from the property.**

The corporations maintain garbage and trash disposal areas for resident use only. We abide by applicable government recycling laws.

Complaints concerning maintenance service requests should be addressed in writing as follows:

FIRST to the Operations Manager

SECOND to the Management Office

If no satisfactory action is taken, an appropriate letter is to be written to the Board of Directors.

Deepdale requires that each shareholder carry \$100,000 liability insurance and must provide a photocopy of the first page of said policy to the Management Office yearly upon policy renewal. Additional insurance is at the shareholders discretion.

Rules and Regulations may be amended, added to, or repealed at any time by the Board of Directors.

The Deepdale Gardens Corporations acting under the Bylaws and Proprietary Lease have adopted rules and regulations which are more fully described later in this Information Guide.

RULES and REGULATIONS

1. Property of the cooperative consisting of sidewalks, passages, courts, public halls, attics, basements, garages, parking lots, etc. shall not be obstructed as to prevent passage.
2. Nothing shall be placed on the landings or stairs of the common halls that would hinder ingress and egress. Any wall decorations in the hall or on doors must be mutually agreed upon by both shareholders.
3. Children should not play in public halls, vestibules or exterior landscaped areas. **Children should play in designated areas only.**
4. Apartments shall be kept in a good state of preservation and cleanliness. Dirt and other substances should not be swept or thrown from doors or windows.
5. Radio and television antennas and satellite dishes shall not be affixed to any exterior part of the building without the consent of the Board of Directors.
6. Ventilators or air conditioners shall not be installed except as provided by the Board of Directors, for which an additional charge is required to be paid upon unit installation. It is the responsibility of the shareholder to report any installation to the Management Office. A reporting form is available for submission. Air conditioners shall only be installed through the wall; No window units are allowed.
7. All radio, television or other electrical equipment used in each apartment shall comply with applicable state, federal, and local regulations and codes and be in compliance with all recommendations made by the New York City and State Board of Fire Underwriters.
8. No bicycles, scooters or similar vehicles, baby carriages, sports equipment, storage units, or any other property shall be allowed to stand in or on corporate property.
9. Waterbeds are prohibited from use in Deepdale apartments.
10. The hours between 11:00 PM and 8:00 AM are "quiet hours". All noise shall be curtailed that may reasonably be considered disturbing to adjacent residents. Use of dishwashers, washing machines, clothes dryers, and vacuum cleaners, are prohibited during this time.
11. **No dog shall be kept, permitted or harbored in any apartment.** No dog shall be allowed on Deepdale's property at any time for any reason. No pets shall be permitted, kept or harbored in the premises, other than domestic cats, fish and small birds of a type

commonly kept as domestic pets. Any animal designated as farm animals (pigs, geese, chickens, ducks, goats, etc.) are not permitted.

New York City regulations prohibit residents from feeding wild birds. It shall be deemed a substantial breach by the Shareholder-Lessee of the terms and conditions of the Proprietary Lease for any shareholder to feed pigeons on the premises of Deepdale Gardens Corporations or maintain them within the apartments.

In addition to any other remedy, the Board of Directors, in their discretion, may impose a fine for any violation of this rule. In the event that any fine is imposed on Deepdale by a municipality or court, the shareholder shall immediately reimburse Deepdale.

12. Toilets and water apparatus in each building shall be solely used for the purpose designed and any damage from misuse shall be repaired at the shareholder's expense.
13. The Board of Directors, Operations Manager, his designate or any authorized contractor, may enter any apartment or garage at any reasonable hour of the day for inspection or for the performance of work that may be reasonably required. Random inspections will be conducted by appointment throughout the year.
14. Each shareholder leasing a garage from the corporation shall provide a key to said garage to the Maintenance Office. Installation of garage door openers is permitted following notification to the Operations Manager. Upon the sale of the apartment or lease termination, the shareholder must surrender the remote controls and the keys to the Management Office.
15. Vegetable gardens, with or without fencing, and gardens other than flower beds shall be located in the rear of the buildings, only in the areas designated by the Maintenance Manager. Written permission from the Management Office is required. Residents must clean up the property at end of season and remove any fencing.
16. Motor vehicles with registered Deepdale stickers shall be parked in the spaces provided and any violations may be subject to a fine. No trucks shall be parked in any cul-de-sac. Parking of vehicles may be restricted as required by management. Parking in spaces indicated for snow removal is prohibited before or during snow falls.
17. Shareholders or their visitors shall not keep any combustible or explosive material in any apartment or garage.
18. Only charcoal barbecues and hibachis are permitted, Gas grills and propane barbecues are prohibited. ***No barbecuing is allowed on grassy areas.***
19. No fences shall be erected on Deepdale's property by shareholders except as stipulated in rule #15.

20. No apartment or garage shall be used for business or commercial purposes.
21. Shareholders shall be liable for any vandalism or damage to corporate property committed by the shareholders, their family or their guests, all of which shall be levied as a fine and added to the monthly carrying charges.
22. Air conditioners, washing machines, dryers or dishwashers, jet tubs may, by special agreement, be installed in apartments, subject to installation specifications and any charges that may be imposed on them as required by the Board of Directors. It is the responsibility of the shareholder to report all installations and replacements to the Management Office. A reporting form is available for submission.
23. Painting of apartments shall be in accordance with the provisions of the Proprietary Lease and is required every three (3) years and must be completed with the recommended (1) year period immediately following said term.
24. Attics over apartments and spaces under roofs are corporate property and do not constitute habitable space and **Shall Not** be used as such. No alteration of any type shall be made. No electrical installations shall be made except for a single light for visibility.
25. Employees of Deepdale Gardens maintenance staff work for the benefit of all shareholders of the Deepdale Corporations and are assigned to tasks deemed appropriate by the Operations Manager. These employees are prohibited from performing private work for shareholders whether on or off the cooperative property during regular business hours.
26. No alterations or upgrading of apartments will be permitted without written approval by the Operations Manager and the Management Office. All alterations must be performed by New York City licensed contractors. Violators will be fined.
27. Effective July 1, 1997, all new shareholders will be required to have wall to wall carpeting or approved cork flooring throughout their apartments with the exception of the bathroom and kitchen. The dining room will be required to have 85% of the floor area covered with carpeting or an area rug.

Shareholders are obligated to review rules and regulations and comply with them.

These Rules and Regulations are subject to amendments and modifications by the Board of Directors. Rules and Regulations are subject to the interpretation of the Board of Directors. The Proprietary Lease and/or By-laws control decisions in any conflict with this Shareholder Guide

SCHEDULE OF MEETINGS OF THE BOARD OF DIRECTORS

All shareholders are welcome to attend our monthly OPEN meetings, usually held the last Wednesday of the month. Please check the notice posted on the outside door of the Management Office, the Boardroom, or call the Management Office for the date.

OPEN:

Operations/ Community Relations/Major Capital Improvements

Closed:

Legal & Finance/Administrative

In addition, the Annual Meeting for the Election of new Board Members will take place on the Second Saturday in March. You must be a bonafide resident of Deepdale Gardens Corporations to be eligible for Board Membership.

Houses Of Worship

Community Church of Douglaston 39-50 Douglaston Pkwy	1-718-229-2169
Community Church of Little Neck 46-16 Little Neck Pkwy Little Neck, NY 11362	1-718-229-2534
Korean Joong Bu Church 252-00 Horace Harding Expwy. Douglaston, NY 11362	1-718-279-2757
St. Anastasia R.C. Church 45-14 245 th Street	1-718-631-4454
Zion Episcopal Church 243-01 Northern Blvd. Douglaston, NY 11463	1-718-225-0466
Little Neck Jewish Center 49-10 Little Neck Parkway	1-718-224-0404 1-718-225-9699
Marathon Jewish Community Ctr. 245-37 60 th Avenue	1-718-428-1580 1-718-225-0079
Temple Torah of Little Neck 54-27 Little Neck Pkwy	1-718-423-1235
Korean Joong Bu Church 25200 Horace Harding Expwy, Douglaston	1-718-279-2757
Christ the King Church 4714 Glenwood St, Douglaston	1-718-224-3212
Eun Hae Presbyterian Church 4337 249 th St, Little Neck	1-718-428-1447
Free Siberian Orthodox Church 201 Forest Rd, Little Neck	1-718-279-4001

Local Post Offices

Horace Harding 56-01 Marathon Pkwy	1-718-224-4492
Little Neck 250-10 Northern Blvd.	1-718-229-8573
Glen Oaks 256-29 Union Tpke	1-718-347-3764

Libraries

North Hills Library 57-04 Marathon Pkwy	1-718-225-3550
Douglaston/Little Neck 249-01 Northern Blvd., Little Neck	1-718-225-8414
Fresh Meadows 193-20 Horace Harding Expwy	1-718-454-7272
Glen Oaks 256-04 Union Turnpike	1-718-831-8636

Hospitals

Long Island Jewish Hospital/North Shore 270-05 76 th Avenue	1-718-470-7000
North Shore Hospital/LIJ Community Drive, Manhasset	1-516-627-5000

Local Ambulance

Little Neck – Douglaston Ambulance Corps.	1-718-229-0400
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24 Hour Pharmacy

CVS 212 Northern Blvd., Bayside	1-718-281-3223
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Community Organizations

Alley Pond Environmental Center
228-06 Northern Blvd., Douglaston
1-718-229-4000

AARP Douglaston Chapter #3698
(Meets at Zion Episcopal Church every
second wed. of each month @ 12:00 noon)
2543-01 Northern Blvd., Douglaston

Community Board 11
46-21 Little Neck Parkway, Little Neck
1-718-225-1054

Deepdale Gardens Community Council Pool
58-25 Little Neck Parkway, Little Neck
1-718-428-5050
website: <http://www.deepdalepool.com>

Douglaston Garden Club, Inc.
3 Stuart Lane, Douglaston

Douglaston Little Neck Historical Society
website: <http://www.DLNHS.org>

Knights Of Pythias
(North Shore Lodge #824; Meets on the
1st and 3rd Tuesday of the month
@: Marathon Jewish Center)
245-37 60 Ave., Douglaston
1-718-225-4166

Little Neck/Douglaston Lions Club
(Meets 2nd and 4th Wednesdays of the month
@ 7:30 PM at the Scobee Grill on
Northern Blvd. & Little Neck Pkwy)
e-mail: Zippy81146@aol.com

National Art League, Inc.
42-21 Douglaston Pkwy, Douglaston
1-718-224-3957
e-mail: Info@NationalArtLeague.org

Samuel Field Y
58-20 Little Neck Pkwy., Little Neck
1-718-225-6750
e-mail: samfielddy@aol.com

St. Anastasia Council #5911 -
Knights of Columbus
PO Box 141, Little Neck

The Woman's Club of Douglaston
105 Grosvenor Street, Douglaston
e-mail: Linsolak@gmail.com

FOR BETTER LIVING IN DEEPPDALE

Sincerely,
Your Board of Directors