

**RIVERVIEW CONDOMINIUM ASSOCIATION
P.O. BOX 961
OSSINING, NEW YORK 10562
www.riverviewcondominiums.net**



WELCOME TO RIVERVIEW!



Welcome to the neighborhood! This information packet is designed to provide you with some important information regarding our complex. Please see the Rules and Regulations for a complete list of all rules regarding the complex. Feel free to contact us (see below) with any questions/comments.

BACKGROUND

Riverview Condominium was established in 1984. There are 59 units in 10 buildings. Amenities include a pool & tennis court. The complex is under the direction and management of the Riverview Board of Managers, comprised of up to 9-unit owner volunteers who meet monthly to discuss and review Association business. There is a unit owners meeting each year.



CONTACT US

Please contact the Board in writing with all questions, comments, & requests by one of the following methods:

Email: riverviewboard@gmail.com

Lockbox: located on the side of the carport at the front of the property.

Mail: P.O. Box 961
Ossining, NY 10562

<Please note> UPS and FedEx cannot be delivered to the Association P.O. Box. Please contact the Board to make alternative arrangements.

Upon moving in, we ask that all residents email the Board to provide their name(s), email address(es) and cell phone number(s). This will ensure that you receive important announcements and the Board can reach you in an emergency. Your contact information will not be shared with anyone outside of the Board.



WEBSITE

www.riverviewcondominiums.net

Our website has information about the complex, news and answers to frequently asked questions. There are also links to important condominium association documents. The website is only used for condominium business. Please visit the website often to find out what is going on in our community!



IN THE KNOW:

Sign up for Town of Ossining Police Department Text Alerts [here](#). Please note that you will receive texts from not only the Village of Ossining, but also Yorktown and New Castle as parts of each reside in the Town of Ossining.

The Village of Ossining Website can be found [here](#).
The Town of Ossining Website can be found [here](#).



COMMON CHARGES (Owners Only)

Common charges are due in full on the **First** of each month. A **\$25 late fee** will be assessed to the unit owner if the payment is received **after the 15th** of the month. **If your common charges are 90 days past due**, the **late fee** is increased to **\$50**. You can mail your common charges to Riverview Condominium Association, P.O. Box 961, Ossining, NY, 10562, or drop it in the lockbox located on the side of the carport at the front of the property. There are no grace days if the 15th falls on a Sunday or holiday as the lockbox is available 24/7/365 for the receipt of common charge checks. We cannot accept electronic payments for common charges at this time.



RENTING YOUR UNIT (Owners Only)

Unit owners who rent out their units must give the Board of Managers the name(s), telephone number(s) and email address(es) of their renters as well as a copy of the lease with the tenant. Our insurance requirements do not permit short-term leasing, such as daily or weekly. Lending or loaning your unit while you are away is considered the same as renting. The unit owner **must** make sure that the renters have a copy of the Rules and Regulations. Any violations of the Rules and Regulations by the renters will be charged to the owner.

AROUND THE COMPLEX:



LEND A HAND

Riverview Condominiums is a self-managed complex. Hence, there is no full-time Superintendent on staff. We rely on all residents to assist in the oversight of the complex and make sure that everyone follows the rules. Please do your part! Also, if you become aware of the failure of a common element such as a roof, gutter, sewer, outdoor lighting or the like, please notify the Board at once so that it can be addressed quickly.

The Board is always looking for volunteers to help around the complex in many ways. If you can oversee a project or help with maintenance, please let us know!



SPEED LIMIT

The speed limit within the complex is 15 miles per hour. Please go slowly when driving in the complex. Children, pets, and residents always have the "Right of Way." As you drive through the complex towards the cul-de-sac in the back, there is a blind corner on the right near the lower garbage shed. **Please proceed slowly in this area as there are cars maneuvering in and out of the carport and pedestrians crossing the driveway.**



The pool is open from Memorial Day weekend through Labor Day weekend. Exact days and times for the pool are posted at the pool and on our website.

General pool hours:

- **Memorial Day Weekend 11:00AM – 7:30PM**
- **June: Weekends Only 11:00AM – 7:30PM**
- **July: Daily 11:00AM – 7:30PM**
- **August: Daily 11:00AM – 7:00PM**
- **Labor Day Weekend 11:00AM – 7:00PM**

As required by regulations, our pool always has a “Pool Attendant” on duty when the pool is open. Please note we do not have lifeguards on staff and pool attendants are not trained in CPR, first aid, or life-saving procedures. Entering the pool after hours, when the gate is locked, or when there is no pool attendant on duty is strictly prohibited and will result in a fine.

Please make sure you sign into the log book every time you visit the pool. Every season you will be asked to sign a pool waiver before using the pool for the first time.

Children under the age of 16 must be accompanied by an adult at all times. A complete list of the pool rules can be found in the Rules and Regulations and on the Riverview website.



GARBAGE/RECYCLABLES

All **garbage** must be placed in plastic trash bags and disposed of in the containers within 1 of the 3 Garbage Sheds on the right, along the driveway, as you drive into the complex. Pick the one nearest to you. Please place your bags in the containers and close the lid to prevent animals from accessing the garbage. **Nothing should ever be placed on the floor or walls of the garbage or recycling sheds.** **Bulk items** should be placed outside the garbage sheds on **Monday Evenings** only.

Unacceptable Bulk Waste (includes, but is not limited to)

Propane tanks

Wet paint cans (dry paint cans accepted)

Construction debris (i.e. sheetrock, interior/exterior doors, wood, tile, flooring, carpeting, bathroom fixtures, kitchen cabinets)

eWaste (i.e. computers, monitors, TV's, printers, DVD players, cables, peripherals)

Automotive parts

Chemicals

Tires

Air conditioners (see options below)

Recyclables must be disposed of at the front of the property on your right as you drive into the complex. **Inside the shed** are 2 containers for **paper and cardboard only**. Plastic and styrofoam packing materials must be removed and disposed of properly and **boxes must be broken down** as per town and hauler regulations so there is room for everyone's recycling. **Outside**, to the right of the shed, are 2 containers for **glass, metal, and plastic only**. **Please do not put plastic bags** of any kind in with the glass, metal, or plastic. Dump out your recycling and dispose of the bag properly. **Do not hang plastic bags of any kind on**

the recycling containers in the shed or outside. They interfere with the drivers when they are moving & dumping the containers.

Options for disposing of air conditioning unit:

- 1) Call CRP at 914-592-4129 and arrange for a special pick-up. All fees must be paid directly by owner.
- 2) Purchase disposal sticker from the Village of Ossining. You can reach the village offices at (914) 941-4660. They will instruct you which day to leave the unit by the road on Van Cortlandt Ave. for them to pick-up. The disposal sticker costs \$10.
- 3) Make an appointment [here](#) to drop off the unit at the Westchester County Household Hazardous Waste Site located at 15 Woods Road, Valhalla, NY. This is free to Ossining residents.



LANDSCAPING

Please water the lawns, plants, trees etc. around your unit since it is **not** part of our landscaping contract. It is very important for the health and overall aesthetics of the property. Hoses are provided on the end of each building. Please put the hose back when done to avoid a tripping hazard and to keep it from being damaged! Contact the Board if your hose, nozzle, or bib needs maintenance.



PARKING

Garages and carports are deeded parking for use by their owners only. Any unit that doesn't have a garage or carport has one assigned, outdoor parking spot, which is designated by a letter and number or "Reserved". Parking spots without any designation are unassigned and are available for use by visitors. **Residents are required to use your assigned parking spot at all times** so that there are ample open spaces for contractors, guests, and visitors to the complex.



GRILLS

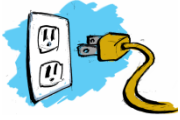
Grills are allowed in the complex. However, only gas or electric grills are allowed on the wooden balconies. Charcoal grills are allowed on patios and yards. Please always use your grill in a safe and responsible way since the buildings have wood frames.

MAINTENANCE OF YOUR UNIT:



BEES and OTHER INSECTS

The complex has a contract with J.P. McHale. Please call them directly if you have a bee or other insect or rodent problem, whether it is inside or outside your unit. Their number is **1-800-479-2284**. Be sure to tell them you are a resident of Riverview Condominiums. You will not be billed. J.P. McHale does not address large animals such as raccoons, skunks, and bats.



ELECTRIC SERVICE

Electric service is delivered to the complex by ConEdison. You can contact them at 1-800-752-6633 to transfer service from the previous owner. Please note the ConEd address is your unit number at **Hudson View HL Road**.



INTERNET/CABLE SERVICE

Both Optimum by Altice and Verizon Fios provide internet/cable service to the complex. The optimum hook-ups are located with the electric meters at the end of each building. You can contact the providers at the following phone numbers to establish new service:

Optimum – 1-855-267-8468

FIOS – 1-800-837-4966



WINDOWS & SCREENS/DOORS & SCREEN DOORS

Windows and doors of the unit are the owners' responsibility, but must be the same style as is currently in place. The Board can supply brown paint for doors and screen doors. When replacing windows and doors, your contractor is required to replace any rotted trim with rough cut cedar and paint it brown to match as well. Do not install metal or other composite trim around your windows as it is not in keeping with the aesthetic of the complex. Please email the Board or put a note in the Board lockbox, if you need to borrow the brown paint.

Prior to signing an agreement to replace your windows or doors, please reach out to the Board to receive instructions to provide to your contractor. You or your contractor will need to acknowledge that you have read and will follow the guidelines provided. The homeowner is responsible for the cost of any damage to the building or building paint caused by their contractor.



AIR CONDITIONERS

Window air conditioners are allowed from May to October. Please make sure your units are removed by November 1st and reinstalled after April 30th. Failure to remove the units in a timely manner will result in a fine. Window air conditioners must be properly secured from the inside; no brackets, bracing or platforms are allowed to be attached to the outside of the building. Homeowners who would like to install central air conditioning must send the Board a written request that includes your contractor's plans.



DRYER VENTS

Dryer vents are required to be cleaned regularly to prevent a fire hazard. It is recommended that you have your vent blown out at least every two years. It is the homeowner's responsibility to schedule and pay for this maintenance. Vents should have a bird screen covering them that needs to be removed before it is blown out. If your vent does not have a bird screen, please contact the Board to have one provided. Vents must be painted the same color as the building and cannot be left white. The Board has paint that can be borrowed to paint the bird screen.

For dryer vent cleaning, some residents have used:

Installations Plus (Nate Greenberg) – (845) 368-1786

Lint-X (Charlie Gossett) - (845) 878-2266

Mad Hatter (Bob Palacio) - (914) 736-0173



CHIMNEYS

Chimneys (boiler & fireplace) are required to be cleaned regularly and are the responsibility of the homeowner. Again, this is to prevent a fire hazard. Cleaning avoids soot buildup that may cause carbon monoxide to spill back into the home or lead to a chimney fire. Typically, annual maintenance of your boiler does not include a chimney inspection and cleaning. This must be done separately by a qualified contractor.

For chimney cleaning, some residents have used:

Mad Hatter (Bob Palacio) - (914) 736-0173

If your chimney cap blows off, please contact the Board to have it replaced.



ALTERATIONS TO YOUR UNIT

All interior alterations to your unit are done at your expense. You are required to use licensed and insured contractors to protect yourselves as well as the Association. You are responsible for your contractors and must supervise them at all times. The homeowner is responsible for the cost of any damage to the common areas caused by a contractor. Alterations to the outside of the unit, including patios, must be approved in writing by the Board of Managers before beginning the project. Please put your request in writing to the Board of Managers in the condo lockbox or email.



PERSONAL MAILBOXES

All outgoing mail should be placed at the back of your personal mailbox or delivered to the Ossining Post Office for mailing. The Post Office is located at 100 Main Street. Mailboxes were randomly assigned upon the initial sale of each unit and therefore, the Board does not know which mailbox is assigned to each owner and does not have a key to your mailbox. You are responsible for your mailbox. If you lose your key(s) or if you break the lock or key, you are responsible for replacing it.

Some residents have used:

Beasley's Lock Shop in Ossining – (914) 762-4704