



WINDSOR PLACE BY THE PARK CONDOMINIUM II REFERENCE GUIDE

We hope this guide helps you easily find the information you need.

This guide does not replace any information listed in the By-Laws, and we recommend that you consult the By-Laws for more details regarding procedures and house rules.

The By-Laws and other information can be found on the condominium's website, www.windsorplacecondo2.com.

Sincerely,
The Board of Managers

IMPORTANT CONTACTS

EMERGENCIES

TKR PROPERTY SERVICES, Bryan Kurtz:

718-788-7905 (direct line)

718-788-7900 (after hours and emergencies)

Bryan@tkrmgmt.com

NATIONAL GRID (GAS): **911** or **718-643-4050**

CON EDISON (ELECTRICITY): **1-800-752-6633**

YOUR PLUMBER: _____
Use only licensed plumbers, electricians, carpenters, or handymen

YOUR INSURANCE: _____

NEIGHBOR(S): _____

KEY INFORMATION

ANNUAL MEETING

The By-Laws require that all owners meet once a year to discuss finances and matters regarding the building. Owners also vote members to the three-person Board of Managers. TKR will notify owners by mail of the annual meeting date one month before it happens. Those who cannot attend must fill out a proxy form, included in the annual meeting notification.



HOUSE RULES

House rules can be found in Article VIII of the condominium's By-Laws, which are posted on the condominium's website, www.windsorplacecondo2.com. The Board of Managers can set additional house rules, some of which are included at the end of the posted By-Laws. Contact the Board at windsorplaceboard@gmail.com if you have any questions.

RENOVATIONS

Contact the Board of Managers prior to making any renovations to your unit. All renovations must comply with the By-Laws and must be done by licensed workers.

SMOKING

Smoking is not allowed in the common areas, and homeowners have agreed to include a "no smoking" clause in the leases of apartments they rent.



MOVING IN/MOVING OUT



Owners must give TKR a \$500 check prior to their or their renter's move-in or move-out. This covers any damage that may be caused by movers. The deposit will be returned to the owner after the move should there be no damage.

Moves should happen Monday-Friday between 8 a.m. and 5 p.m. Contact TKR first to make sure your selected date works.

GARAGE & UTILITIES



BIKE RACK

The bike rack is located in the garage, next to the door to the outside parking lot. It is available to all residents, but no spaces are reserved or guaranteed. If you no longer use a bike that is on the rack, please remove it so that somebody else could use that space.

PARKING

If you own a parking spot, please keep the surrounding area neat and clean. Owners of parking spots may rent them out, but all leases must be approved by the Board of Managers. The Board prefers that a “no motorcycles” clause be added to the lease. If you do rent out your spot, please consider offering a lease to neighbors first.



UTILITIES



Individual unit electric and gas meters are located inside the garage along the building’s front wall. Once a month, a representative from Con Edison must be let in to read the electric meters. Should anyone buzz you to read the meters, check ID to make sure the person is from Con Edison before allowing access to the garage.



While the main water valve that serves the entire building is located in the garage, the valve for an individual unit is located within the apartment, just inside the door to the laundry room. Please test this valve and use it to handle any water issues inside your apartment.

Also, please be mindful to not waste water. While units do not receive individual water bills, increased water usage could lead to higher maintenance fees.

AROUND THE PROPERTY

GARBAGE COLLECTION

Garbage and organics are collected every Tuesday and Friday. Recycling is collected every Tuesday. Barrels are located in the lot next to the building.

NOTE: Certain objects, such as electronics and some furniture, cannot be left in the trash area. If you have a question about an object you need to throw out, please contact the city at 311 or www.nyc.gov/sanitation.

Black Barrels: These are for all trash that cannot be recycled. After depositing trash, please ensure that lids are firmly placed back on the barrels, as raccoons have been known to dig through them.



Blue Barrels:

These are for glass, metal and plastics.

Green Barrels:

These are for unsoiled cardboard and paper.
All cardboard boxes must be broken down.



Brown Bin: This is for organics, such as food scraps, food-soiled paper, and small yard waste. All materials for this bin must be placed in Board-approved compostable bags. To participate in the organics recycling program, please contact the Board of Managers at windsorplaceboard@gmail.com.

DRYER VENTS



Dryer vents, which connect all units, are cleaned once a year to prevent fires. Maintenance fees cover this cleaning, and the Board of Managers will post an announcement and schedule in each building's vestibule shortly before it happens.

AROUND THE PROPERTY



COMMON AREAS

According to the By-Laws, common areas cannot be “obstructed, littered, defaced or misused in any manner.” Owners also cannot let pets roam the halls freely or hang anything from the railings. The carpets are vacuumed regularly and are steamed at least once a year. Should you happen to stain the carpets, contact TKR first before trying to clean them yourself.

MAILBOXES/BUZZERS



Mailbox and buzzer labels are handled by the Board of Managers. Please do not tape your own label on either location. If you need a label changed, contact the Board at windsorplaceboard@gmail.com. If you have a problem with your mailbox, you should leave a note for the postal carrier or contact our post office at 718-436-0164. The post office that serves our building is located at 419 McDonald Avenue in Brooklyn.



When a person buzzes your apartment, please make sure you know who is visiting before letting anyone in. It is up to all of us to keep our home secure.

SECURITY



While the front doors lock automatically, they have a deadbolt for extra security. Residents in 289 should keep it locked at all times, while residents in 281 and 285 should make sure it is locked after 10 p.m.

In the rare occurrence of a crime outside our building, video taken by our security cameras can be accessed with a request from police.



VOLUNTEER!

Would you like to help your community? Do you have an expertise that may improve our condominium? Are you interested in organizing an event? The Board of Managers wants to hear from you. If you would like to be a volunteer, contact a member of the Board in person or by emailing windsorplaceboard@gmail.com.