

PELHAMDALE LODGE
Pelhamdale Avenue Owners Corporation
124 Pelhamdale Avenue, #13
Pelham, New York 10803-2253

TO: Shareholders and Tenants

FROM: Officers and Board of Pelhamdale Lodge.

RE: **STORAGE POLICY.**

DATE: August 27, 2002

The Board requests that all occupants who have stored or wish to store belongings of any form, shape, quantity or description in the basement or in any other Coop space comply with the following Coop rules:

1. The Board appoints Vicki De Paolo (#124) and Todd Olson (#122) as the Storage Supervisors for these buildings.
2. **Unauthorized storage in Coop space in either building or basement is prohibited.** All requests for authorization for storage are to be directed to the Storage Supervisor for that building.
3. Occupants must receive prior authorization from the Storage Supervisor before expanding or in any way altering their allocated storage space.
4. Stored items must be moved or removed if specifically instructed to do so by the Storage Supervisor, the Lodge's Superintendent or the Coop's Managing Agent.
5. Without prior notification, the Storage Supervisor is authorized to remove all stored items that are unidentified, unlabeled or not contained within a designated storage area.
6. Storage of bicycles outside of the **designated bicycle storage area** in the basement of 122 is prohibited.
7. Occupants who need **temporary store space** may get permission to use available space from either the Storage Supervisor or the Superintendent. If it is impossible to contact either of these individuals,, occupants who need *temporary* storage space may get permission from the Managing Agent. No temporary storage will be authorized unless a specific date is given for when the items will be removed.
8. The Coop accepts no liability or responsibility for either the loss or damage to items stored within any Coop storage area.
9. All storage space is assigned to individuals and not to units. Space is non-transferable and is not linked to any unit. All authorized storage space remains the space of the Coop.