

609-611-615 OWNERS CORP.

609 PALMER ROAD
YONKERS, N. Y. 10701
(914) 361-1070

NOTES FOR RESIDENTS AND WELCOME TO NEWCOMERS

The Board of Directors is pleased to welcome you to the “family” of Palmer House. We hope your stay here will be long and happy. For many new shareholders/residents who perhaps have never before lived in a cooperative dwelling, we are providing these notes to acquaint you with the house rules. These are mostly extracted from the Proprietary Lease which we urge you to read in full, with other rules added to improve the quality of life in our ever-changing social and economic times, and to ensure your welfare and peace of mind.

PARKING

The Board of Directors has authorized the use of one (1) space to the shareholder who has properly registered their vehicle with the Cooperative. A second space may be assigned to a shareholder if there is more than one person residing in the unit, and the vehicle is properly insured and registered, and if spaces are available, subject to a written waiver by the shareholder that the second space may be reclaimed by the Cooperative upon thirty (30) days written notice to the shareholder. The number of spaces may not exceed two (2) to any single Cooperative unit. Sublessees are limited to one (1) space. All vehicles must have valid license plates and be properly insured and registered, and display a Palmer House sticker.

Shareholders have the right to use their assigned spaces as follows:

A. Permit the use of their assigned space for their visitors once Security has issued the fully completed visitors pass with date and time on the pass.

B. If shareholder has two (2) assigned spaces, they may permit visitor use of a space as above (A), but under no circumstances may a shareholder have more than **two (2) registered cars parked on the premises**. Any other vehicle requires the approval of the Board. (See D) Assigned spaces may be used by Shareholders as discussed in paragraphs C & D.

C. Shareholder cars not registered with the Cooperative office, rental cars, loaner cars and borrowed cars are eligible for (A) above.

D. Shareholders are permitted to authorize the use of their assigned space(s) to other shareholders - during their absence on vacation, etc. – who have registered vehicles that are recorded in the office and have a Palmer House sticker, by submitting a letter to the Board for approval. Approval will not be unreasonably withheld. **NOTE:** Non-residents or other individuals are not qualified for this privilege. If there are extenuating circumstances, a letter to the Board of Directors with full details is required.

E. The Board of Directors will modify its parking policies for holidays and other similar occasions.

It is understood that if parking rules regarding the additional car and appropriate documentation are violated, the Board of Directors reserves the right to tow the unregistered vehicle.

Guest parking is located to the left of the guardhouse as you enter our property, abutting the wooded area where parking spaces are not numbered. Permission to park a vehicle for more than five (5) days each month in the guest area must be received, in writing, from the Managing Agent beforehand and the shareholders/residents will be charged a daily fee of \$15.00 for each day over five (5) for the remainder of each month.

Numbered spaces are assigned to individual shareholders/residents, if and when available. Such parking arrangements must be made by the Cooperative's office. Indoor spaces are at a premium and are assigned by the Board of Directors (Indoor spaces are available to shareholders only.)

Parking at the service entrance of buildings must not exceed 15 minutes or a reasonable time to unload a vehicle. However, when one of our handicapped residents needs to board or exit their vehicle, extra time will be granted. A longer interval, unattended, is a violation of the fire laws and the vehicle will be subject to penalties and/or towing. Such violations will be strictly enforced.

The vehicle type, license plate number and owner's address and telephone number must be made available to our security personnel. A paper Palmer House sticker will be issued for each vehicle and must be displayed on each car.

Shareholders/residents may obtain a designated outdoor parking space by applying at the office in the 609 Building. You will be given a sticker, which must be applied to the left rear window immediately behind the driver's seat. The Managing Agent/Superintendent will give the shareholder/resident a plastic card or a remote to use at the entrance gate; these devices may not be given to anyone other than the user shareholder/resident. Shareholders will be charged \$100 for the remote control device, which will be returned whenever the remote is turned back in to the superintendent. (There is a fifty (\$50) dollar charge for the replacement of a lost card as well as a replacement fee for a lost remote.)

Indoor parking spaces are for shareholders only and are few, and are at a premium. If you want one, you may apply in writing to the Board of Directors at the 609 office and you will be placed on a waiting list.

Parking in front of any building is not permitted at any time. Delivery trucks, moving vans, U-Hauls, and similar vehicles must be parked at the service entrance and all moving activities must be conducted through the service entrance only. The Managing Agent or Superintendent must be informed, 24 hours in advance, of all such deliveries. Please inform the security guard on the day of delivery. Deliveries must take place between 8:00 a.m. and 5:00 p.m., Monday through Saturday. The proper elevator wall mats must be attached to avoid defacing or damaging cooperative property.

NOTE: Parking at Palmer House is a privilege, not a right. Your Proprietary Lease gives you the right to the use and occupancy of your individual unit. It does not give you a proprietary right to the use of a parking space. Parking spaces are governed solely by the House Rules and regulations which are approved and supervised by the Board of Directors. Compliance with all House Rules and regulations is mandatory under the Proprietary Lease and violations could result in legal proceedings for enforcement and/or the termination of your lease. Any questions regarding the House Rules and regulations, including parking questions, should be addressed to the Board in writing.

SECURITY

Guard service is in force 24 hours of every day. When you drive into the Cooperative, use your remote or gate pass to lift the bar on the right which is the resident entry lane. If you have difficulty reaching the pass box, use the left side which is the visitor entry lane and the guard will let you in when he sees your vehicle sticker. When you expect guests or deliveries, call the guard on duty and inform him. He will call you when your guest arrives. Guests will be required to show a valid ID for entrance to Palmer House grounds. Guards are not allowed to receive UPS or FedEx packages or any other such material.

In the evening (after dark), please enter through the visitor's gate so that the guard can visibly identify you and allow you to enter. The guardhouse number is 914-337-6466. The Board has authorized the closing of the residential lane after dusk each day to enhance our security arrangements.

Please note that all outside building doors including service entrances are security doors and must be locked and closed at all times.

WALK IN VISITORS

All walk in visitors must check in at the Security booth. Security will call you when your visitor arrives. Please advise the security guard in advance of visitors arriving on foot or by car.

GATE/REMOTE PASSES

After a unit has been sold, the shareholder is required to surrender to the Superintendent all gate passes and remotes. Additionally, the shareholder must surrender the remote access control (if they own one) to the Superintendent. The Cooperative will repurchase the remote, and a \$100.00 check will be sent by the Managing Agent to your new address.

REPAIRS

The general rule regarding apartment repairs is: Work needed inside the unit is the responsibility of the shareholder/resident. Internal work, within the walls, is provided by the cooperative. Here at Palmer House, we have a staff which is able to assist you with minor repairs, such as dripping faucets, running toilets and similar minor problems. In the event of minor sink, basin, tub, or toilet stoppages, you must not attempt repair by the use of commercially available caustic drain cleaners. They are harmful to the waste lines and fixtures and do constitute a hazard if service personnel

subsequently need to disassemble the waste line. Any parts required for minor repairs to plumbing fixtures will be billed to shareholders in their regular maintenance billing.

Requests for non-emergency service should be made by filling out a "Service Request Form" and dropping it off at the on-site office in #609. The forms are available in the Laundry Room of each building, and in the 609 office. Please allow up to three (3) business days for staff to respond to non-emergency service requests. These Repair / Service Requests are now also available on our web site, mypalmerhouse.com. The form may be filled out on line and will be electronically transmitted to the superintendent.

In the event of required repairs that are the responsibility of the cooperative, shareholders are reminded that the cooperative will make repairs to the structure only, and will not be responsible for "redecorating" (painting, wallpapering etc.), regardless of the cause of the damage. Outside contractor/service company repair work costs are the responsibility of the Shareholder. Any requests for major repairs to the apartment must be submitted through the Superintendent with a refundable deposit of \$500.00 before any work is done. If no damage was done, the deposit will be refunded.

APARTMENT KEYS

It is required by New York State law that a set of keys to your apartment be filed in the event that entry is needed in an emergency. **Note: These locks may not be changed without the written approval of the Board.** The keys are kept in a secure place by the Superintendent, and access to them is limited. In the event that access to an apartment has to be forced because the keys are not on file at the time of the emergency, the cooperative will not be responsible for the repair or replacement of any damaged property that may occur. Call the security guard if you are locked out of your apartment, or if the keys are lost or misplaced. Shareholders are not permitted to replace the master lock or replace the master key. If a resident is locked out of their apartment more than once a service fee of \$25.00 will be charged each time thereafter.

MONTHLY MAINTENANCE FEE

Your cooperative enjoys an excellent credit rating in our financial community. We pay our bills in a timely and efficient fashion. It is important that your monthly maintenance fee be paid promptly. Our shareholders have always responded quickly and our delinquency list is almost non-existent. We ask that you continue this tradition. Payment made on the 10th day of the month or later is subject to penalty, as established by the Board.

SUB-LETTING OF APARTMENTS

Occasionally, for various reasons, a shareholder may sublet his/her apartment. This is permitted only with the permission, in writing, by the Board of Directors. The Cooperative has a policy of not allowing more than 5% *of the 235 units to be sublet at one time and there may be a waiting list at any given time. Specific subletting time frames and application and interview are required. Therefore, the shareholder must contact the managing agent by letter and you will be informed of the procedure to be followed. **NOTE:** If you have an outstanding cooperative loan, your bank will also have to grant permission. Shareholders must have been in residence for a minimum of two (2) years before subletting.

*A revised policy was adopted by the Board of Directors at the January, 2014 meeting.

USE OF PREMISES

The Lessee shall not, without the written consent of the Lessor on such conditions as Lessor may prescribe, occupy or use the apartment or permit the same or any part hereof to be occupied or used for any purpose other than as a private dwelling for the Lessee and Lessee's spouse, their children, grandchildren, parents, grandparents, brothers and sisters and domestic employees; and in no event shall more than one married couple occupy the apartment without the written consent of the Lessor. In addition to the foregoing, the apartment may be occupied from time to time by guests of the Lessee for a period of time not exceeding one month, unless a longer period is approved in writing by the Lessor, but no guests may occupy the apartment unless one or more of the permitted adult residents are then in occupancy or unless consented to in writing by the Lessor. Notwithstanding the foregoing, (a) Lessee may use the apartment for any home occupation use permitted under applicable zoning law, building code or other rules and regulations of governmental authorities having jurisdiction and (b) the Lessee who is a holder of a block of Unsold Shares (defined in Paragraph 38 of the Proprietary Lease) shall have the right to use the apartment as a model or an office (or both) in connection with the sale or rental of apartment to which the Unsold Shares are allocated or for any other lawful purpose.

USE OF LOBBIES, HALLWAYS, LAUNDRY ROOMS, ELEVATOR AND GROUNDS

Smoking or carrying of lighted cigarettes, cigars or pipes is not allowed in any common area, including stairwells which are fire exits. Doors to the stairwells must be kept securely closed at all times to comply with the Fire Department regulations. We have provided two to three shopping carts in each building for your convenience. The carts **MUST** be returned to the basement area by the user immediately after use. Do not leave the carts in the hallways or keep them in your apartment. No food, personal decorations, or other items may be placed in lobbies, hallways, laundry rooms, or on the floors of the compaction rooms. No mats, boots or umbrellas may be left at the front door of the apartment, and will be discarded by the staff. Under no circumstances may scotch tape or other adhesives be used on the doors of apartments since they tend to remove the paint. If you have questions about this rule, please contact the Superintendent at 914-361-1070 for clarification.

LAUNDRY ROOMS

The laundry facilities are for the use of the residents only; personal laundering by and for other family members or service people not residing in the buildings is not permitted. The laundry room hours of operation are from **7:00 a.m. to 11:00 p.m.** every day; use after 11:00 p.m. or before 7:00 a.m. may disturb your neighbors. Washing machines and dryers are not permitted in any unit.

SPECIAL NOTE: The laundry room should not be used to store your laundry, laundry carts, detergent or similar materials at any time. If these items are left in the laundry room, the staff will be instructed to discard them.

STORAGE AND BIKE ROOMS

Shareholders have been assigned pre-numbered storage spaces (subject to space limitations) in each building and must reside in that building. Insurance and Yonkers Fire Department regulations govern the use of our storerooms. Storage is permitted up to the gray paint line and no further. Renters and Sub-lessees are not permitted storage space.

Materials permitted, identified by name and unit number, in the storage rooms are:

- 1) Decorations for various holidays, properly packaged, i.e. in plastic containers.
- 2) Luggage (unpacked or packed).
- 3) Personal effects, e.g. clothing and books, properly packaged, i.e. in plastic containers.
- 4) Lockers, wardrobes, and file cabinets.

The following items are **NOT** permitted in the storerooms:

- 1) Appliances of any type, e.g. refrigerators, stoves, a/c units, vacuum cleaners, microwave ovens, fans, washing machines/dryers, snow removal equipment and similar items.
- 2) Any furniture such as mattresses, head boards, bed frames (including slats), inner springs, wooden tables, chairs, benches, upholstered furniture such as chairs and sofas.
- 3) Cabinets/Wardrobes no longer in use as well as walkers, wheelchairs, crutches and other medical devices no longer in use.
- 4) Sports equipment such as discarded golf clubs and equipment including pull carts; exercise equipment and similar items no longer used.
- 5) Plants, flowers, trees and similar household items including artificial arrangements.
- 6) Paint, rollers, brushes, ladders, drop cloths, paint cans and similar items.
- 7) Cardboard boxes or containers.

BIKE ROOMS

These rooms are provided for your use subject to insurance and Fire Department regulations.

Permitted items, **properly tagged with name and unit number**, are:

- 1) Strollers
- 2) Baby Carriages
- 3) Beach Chairs
- 4) Bicycles and tricycles
- 5) Skate Boards
- 6) Scooters

If you have any questions as to items to be stored in the storerooms or bike rooms, they should be directed to the Superintendent before you store them. **NOTE:** Periodic inspections of these rooms will be conducted to ensure that the Cooperative is in compliance with insurance and Fire regulations. First time violations will be reported to the shareholder in writing, with a discard date for compliance, after which the staff will remove these items. Repeat violators will not receive notice and items will be discarded immediately.

Due to limited space in both the storerooms and bike rooms, we are unable to accommodate exercise equipment or geriatric equipment.

COOPERATIVE GROUNDS

Shareholders/residents are invited to sit in the grassy areas in the center of the buildings using folding chairs. Beachwear is not deemed appropriate. The use of radios without personal earplugs, and picnicking are not permitted. Folding chairs cannot be left overnight in that area. Chairs, lounges and the like are not permitted in the parking lots at any time. The use of the parking lots for any purpose other than parking is **prohibited**.

Shareholders may, with the approval of the Board of Directors, plant and maintain flowers and flower beds on cooperative grounds.

INSURANCE

It is mandated that every shareholder/resident must have his/her own personal homeowners insurance policy. The cooperative maintains the general policies for all public areas and to meet the requirements of the law for its buildings, equipment and grounds, but it is not responsible for personal belongings in the storerooms, laundry rooms, parking lots or any other common area owned by the Cooperative. The Board of Directors passed a resolution that requires all shareholders and residents of the building to carry and maintain renters' insurance in the minimal amount of \$100,000 liability. The purpose of this resolution is to insure that, in the event of any catastrophe such as flooding or fire, the unit owners' contents are insured as well as insuring the contents of other shareholders who may be affected in such an event. The average cost of this insurance with \$100,000 liability is minimal and should not exceed approximately \$300 a year. The premium, of course, depends upon the value of the contents that the unit owner wishes to insure. The coverage must be maintained throughout your residency or ownership of the co-op and proof of the insurance must be provided to the managing agent annually upon renewal.

SUGGESTIONS

Your Board is always open to suggestions, ideas, or advice. You may address members at any meeting or communicate in writing through the office 48 hours prior to the meeting. Letters must be signed and dated, with your building number and apartment number, so that a reply can be properly communicated.

Meetings of the Board of Directors are held every month except July and August. Shareholders are welcome to attend during January, March, May and October. Our Annual Meeting and Election is held during the month of May each year. All shareholders are encouraged to attend the open meetings as well as vote for Board candidates in May. Shareholders are encouraged to consider running for the Board. Shareholders wishing to run for a Board position should notify the Managing Agent in writing and include a short background summary suitable for distribution to shareholders.

HOUSE RULES

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than **ingress to** and **egress from** the apartments in the building. The fire towers and stairwells shall not be obstructed in any way.
2. Shareholders/residents are not permitted to conduct a business from their units.
3. Bicycle riding, roller blading, skate boarding and ball playing in driveways, on sidewalks and in the parking lots or any other area of the cooperative is not permitted.
4. Children are not permitted to play in the public halls, courts, stairways, fire towers or elevators.
5. Shareholders/residents and their family members are not permitted to use the roofs at any time for any reason.
6. The hallways and doorways on the floors of each building shall not be decorated in any manner without the prior approval of the Board of Directors. The cooperative incurs great expense to maintain the walls, floors and doorways and additional painting expense if any surfaces become defaced or damaged.
7. No Lessee shall make or permit any disturbing noises, including hammering, in the building or permit anything to be done in your unit which will interfere with the rights or convenience of other Lessees before 8:00 AM or beyond 5:00 PM Monday through Saturday. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a loud-playing, disturbing, phonograph, a radio or television, or stereo or loud speaking equipment in such Lessee apartment at any time.
8. Modification/Construction/Modernization of Units:
Shareholders and residents must provide detailed plans (including drawings) to the Board of Directors **PRIOR TO ANY MAJOR OR SIGNIFICANT WORK** (See Exhibit I.) that is to be done in your unit. The contractor must submit:
 - A. Written agreement that all materials, vanities, toilets, stoves, refrigerators, cabinets and the like that are removed are to be removed **at their expense and in their disposal container.** Under no circumstances are the dumpsters on Cooperative property to be used.
 - B. When elevators are used to bring in new equipment, the Superintendent must be informed **24 hours in advance** so that padding can be hung.
 - C. All scheduled deliveries of equipment by other than the contractor should also be cleared in advance through the Superintendent. (Monday through Saturday, 8:00 a.m. to 5:00 p.m. only) There are no deliveries permitted on Sundays.

D. Under no circumstances are the Cooperative's electrical, plumbing and heating systems to be modified in any way without the Board's approval, through the Superintendent.

9. Unaccepted mail advertising **must not** be left in the lobbies or mailbox areas by shareholders/residents or outside organizations. Receptacles have been provided for their disposal.
10. No article shall be placed in the halls or on the staircase landings or fire towers, nor any article be hung on any doors, windows, terraces or balconies or placed upon the windowsills of any building.
11. No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved in writing by the Board of Directors prior to their installation, nor shall anything (e.g. laundry, rugs, etc.) be projected out of any window of the building without similar approval of the Board.
12. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing prior to installation by Board of Directors.
13. No bicycles, scooters or similar vehicles shall be allowed in a passenger elevator; baby carriages and the above-mentioned vehicles shall not be allowed to stand in the public halls, passageways, sidewalks, parking lot areas or courts of the buildings. Such items may be stored in the bike rooms designated in each building.
14. Messengers and trades people should use the service entrance when delivering packages. The elevators should be properly padded, when necessary.
15. Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building. The elevators must be properly padded before their use for such purposes.
16. Trunks and heavy baggage must be taken in or out of the building through the service entrance. The elevators should be properly padded, when necessary.
17. Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the Board of Directors directs.
18. Water closets and other water apparatus in the building, including slop sinks in the laundry rooms, shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid by the Lessee in whose apartment it shall have been caused.
19. **No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee nor use any staff member during their normal work hours.**

20. No bird or animal of any species shall be kept or harbored in the building. (In no event shall dogs be permitted on elevators or in any of the public portions of the building either by any resident or by their visitors, with the exception of properly documented service animals.) No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.
21. All shareholders/residents must have a Palmer House sticker and gate card to enter onto premises. The Board of Directors has the sole right to assign parking spaces to shareholders/residents. No motorcycles, including temporary parking, repair or storage of same, are permitted unless authorized by the Board of Directors. Vehicle transportation units are not permitted to be stored on the premises. No car without a valid license plate and state inspection sticker shall be allowed to park on the grounds, such as uninsured and/or unregistered vehicles. These vehicles will be considered abandoned and will be removed by the Cooperative. If a shareholder/resident has parked a vehicle on the premises and is not paying or are in arrears, the Cooperative will have such vehicles towed from the premises after 30 days written notice to shareholder/resident to cure any misunderstandings.
22. No radio or television aerial shall be attached to or hung from the exterior of the building, or from any window or fire escape without the prior written approval of the Board of Directors.
23. No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to an entrance of the property by another vehicle.
24. No parking is allowed in fire zones in the front of the buildings or for long periods (more than 15 minutes) by service entrances. The Board of Directors will request the appropriate government agency to enforce such regulations. Violators will be subject to towing.
25. Guest parking area is to be used for all visitors as authorized by the security service.
26. The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Board of Directors. No laundry washing is permitted by anyone who is not a shareholder/resident of the Cooperative, except household assistants employed by a shareholder.
27. The Board of Directors shall have the right to curtail the use of or relocate any space devoted to storage or laundry purposes and any other use used by shareholders/residents.
28. Unless expressly authorized, in writing by the Board of Directors in each case, the floors of each apartment must be covered with padding and rugs or carpeting or equally effective noise reducing material to the extent of 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, and closets. Area rugs with the appropriate padding are permitted.

Special Note: New residents/shareholders are provided with a one (1) month grace period to comply with the carpeting requirement.

29. No group tour or exhibition, including open houses, of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors.
30. The Lessee shall keep the windows of their apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Board of Directors to clean the windows; such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
31. The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall not be interference whatever with the same by Lessees or members of the families or their guests, employees or subtenants.
32. Complaints regarding the service of the building shall be made in writing to the Managing Agent of the Lessor and/or Superintendent. Requests for service in all non-emergency situations will require the completion of a Service Request Form. (Copies are available in the Laundry rooms and the cooperative office in 609.) The Maintenance staff is **not** to be requested to provide any service while performing their daily duties.
33. If there is a garage in the building the Lessee will abide by all arrangements made by the Board of Directors for use of the garage and the driveways thereto. The use of the garages for any purpose other than parking, including storage of winter snow removal equipment, old tires and the like, **is prohibited**. Car washing is prohibited on Co-op premises.
34. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time by the Board of Directors in writing to each shareholder/resident.
35. The following rules must be observed.
 - i. All wet garbage and debris is to be securely wrapped or bagged in small packages to easily enter the compactor chute.
 - ii. Garbage/debris should be completely drip-free before it leaves the apartment and carried to the compactor room and placed in the flue. The package must be placed into the compactor flue and so it will drop down the flue for disposal. No wet garbage should be left on the floors of the compactor closets. Boxes, hampers, appliances and other disposable items are also **not** to be left on the floor of the compactor rooms. They should be taken to the proper area downstairs for disposal in the recycling rooms. For clarification or questions about disposal of items, call the office at 914-361-1070 for assistance.
 - iii. No bottles, cans or newspapers shall be dropped down the compactor flue. These items must be taken to the recycling rooms and placed in the proper receptacles.
 - iv. Cartons, boxes, crates, sticks of wood, furniture or appliances and other solid matter shall not be placed into the compactor chute. The Superintendent must be contacted in advance for disposal of all such items.

- v. Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scraping, plastic wrappings or covers, oil-soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the compactor chute.
 - vi. Vacuum cleaner bags must never be emptied into the compactor chute. Such dust and dirt should be wrapped in a securely tied bag or package and then be placed through the compactor chute.
 - vii. The Superintendent shall be notified by telephone (914-361-1070) of any drippings, or moist refuse appearing on compactor closet floor, and hallways, stairwells or lobbies.
 - viii. The dumpsters at the ends of the visitors' parking lot are for the use of the maintenance staff **only**.
36. No lessee shall install any planting on the terrace, fire escapes, balcony, roof, in the lobbies or on the outside windowsills of an apartment or in any hallway windowsill without the prior written approval of the Board of Directors. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on support at least two inches from the terrace, balcony or roof surface and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet wall; plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.
37. The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day with shareholders/residents approval for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee as additional rent. In emergency situations, the Lessor will enter the premises to ensure the well being and safety of the buildings and their occupants.
38. Furniture, cabinets, chairs, sofas, kitchen appliances, sofa-beds, tables, a/c units and the like are not to be placed in the basement of 615 or anywhere on the first floors of 609 and 611 **at any time**. Neither the Cooperative nor its staff is equipped to dispose of these items. The Cooperative requires that the vendor/supplier of the new items remove the packing materials and the old items upon delivery. If this is not possible, contact the Superintendent (914-361-1070) **in advance** of the delivery and he will make the necessary arrangements to dispose of your property at **your expense**.
39. As of the Board meeting of January 2014, all new applicants for purchase and/or sublets of any unit are hereby prohibited from smoking in their individual units. All such new applicants for sale or sublet will sign an acknowledgement and agreement declaring that their unit will be

smoke free from themselves as well as their guests and invitees. All pre-existing shareholders or sublets are subject to the same smoking ban on a case by case basis subject to action by the Board of Directors in the event of complaints from other shareholders.

40. Shareholders wishing to sublet their unit must as a condition precedent be an occupant of the unit for a minimum of two (2) years prior to seeking permission to sublet their unit.
41. The late fees currently at \$25.00 per month for all payments made after the 10th of the month are amended to provide that \$25.00 per month for the first and second month and increase to \$100.00 per month for any late payments in the third month after the 10th of the month and thereafter.

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

NO EMPLOYEE OF LESSOR MAY BE USED BY ANY LESSEE FOR THE PRIVATE BUSINESS OF ANY LESSEE WITHOUT THE PRIOR WRITTEN CONSENT OF THE BOARD OF DIRECTORS HAVING FIRST BEEN OBTAINED IN EACH INSTANCE. NO LESSEE SHALL USE ANY EMPLOYEE FOR PERSONAL WORK WHILE ON COOPERATIVE WORK TIME. ANY EMPLOYEE FOUND IN VIOLATION OF THIS RULE CAN AND WILL BE TERMINATED.