

**609-611-615 Owners' Corp**  
**609 Palmer Road**  
**Yonkers, NY 10701**  
**914—361-1070**

**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 full-time business from their units.
3. Children are not permitted to play in the public halls, stairways, fire towers or elevators.
4. Shareholders/residents and their family members are not permitted to use the roofs at any time for any reason.
5. 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. Seasonal decorations on individual unit doors are permitted. The cooperative incurs great expense to maintain the walls, floors and doorways and additional painting expense if any surfaces become defaced or damaged.
6. 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 8:30 AM or beyond 4:30 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 wishing to make renovations, other than painting, wall papering or other minor alterations, are required to follow the below regulations. Shareholders and residents must provide detailed plans (including drawings) to the Superintendent for approval by the Managing Agent **PRIOR TO ANY MAJOR OR SIGNIFICANT WORK** 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 **48 hours in advance** so that padding can be hung.
  - C. All scheduled deliveries of equipment should also be cleared in advance through the Superintendent. (Monday through Friday, 8:30 a.m. to 4:30 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.
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- 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 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 (eg. 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 must use such means of ingress and egress as shall be designated by the Board of Directors through the security entrance.
  - 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. **NO DELIVERIES OF ANY KIND ON SUNDAY.**
  - 16. Trunks and heavy baggage must be taken in or out of the building through the service entrance with the elevators 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.)) 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. 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. A copy may also be found on the web site; [mypalmerhouse.com](http://mypalmerhouse.com)) The Maintenance staff is not to be requested to provide any service while performing their daily duties.
32. 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.
33. 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.
34. 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. Large cartons should be collapsed and tied into a manageable size and then left in the recycling room. If not possible contact the superintendent regarding disposal.
  - 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 should 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**.
35. 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.

36. 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.
37. 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**.
38. 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 sublets 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.
39. **As of the Board meeting of March 2023, the smoking of Marijuana in any indoor area, including in individual units is hereby prohibited.**
40. Smoking of any kind within 100 feet of any building is prohibited by law.
41. 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.
42. The late fees currently at \$25.00 per month for all payments made after the 10th of the month are amended to provide that \$50.00 per month for the first and second month and increase to \$100.00 per month for any late payments in the third month and thereafter.
43. **As of the March 14, 2023 Board Meeting electric scooters, E-bikes and other similar items powered by Lithium-Ion batteries are not permitted on the property.**

**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.**