

NOTE TO ALL RESIDENTS

The Algiers is a Residential cooperative in which all tenant-Shareholders own shares in the corporation and non-Shareholders rent apartments from the sponsor of unsold shares. Whether renter or Shareholder, we are all neighbors together, and the current House Rules have been updated to help make our cooperative function as smoothly as possible. Please keep the attached set of rules handy so that you may refer to them when necessary and, advise all family members and household employees of the most current rules.

Note that the Proprietary Lease sets forth the obligations of Shareholders (especially regarding the maintenance of the interior of apartments, the requirement to maintain homeowner's insurance, etc.). These House Rules are in addition to the responsibilities laid out in the Proprietary Lease.

The Board of Directors, or "BOD," publishes a monthly newsletter to facilitate communication. The newsletter may from time to time include new policies and notices regarding current issues affecting our building. The newsletter is distributed to all Residents as well as posted on the building website.

Many situations that arise in the building should be reported to building staff. This can be done by going to the front desk in person and speaking with a door attendant or by filling out a work order form obtainable at the front desk or downloaded from the building website. We all need to work together to keep our building the pleasant home that it is: clean, safe, and in good financial health. Thank you for your cooperation.

Sincerely,
The Board of Directors

June 2026

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PUBLIC HALLS AND COMMON AREAS OF THE PREMISES

- I. FDNY laws require that the public halls, stairways, and garages of the building are not obstructed or used for any purpose other than entering and exiting the building. Fire exits may not be obstructed in any way. Anything found obstructing any hallway, fire exit, or fire vestibule will be removed. The Resident will receive a notice and if unclaimed within 5 days, the items will be discarded. In the event a fine is levied against the building for encumbrances or obstructions, that fine will be the responsibility of the Resident causing the encumbrance or obstruction.
- II. Bicycles, scooters, strollers, or similar vehicles are not allowed to stand in the public halls, lobby, passageways, stairwell, vestibules or courtyard of the building at any time.
- III. Doors to the stair wells must always remain closed.
- IV. Smoking of any kind (including vaping) is not permitted in any common areas of the building.
- V. No one may play in any public halls, courtyards, stairways, elevators, lobby, lawn, garden, or other common areas (except the playground) at any time. No one is permitted to ride bicycles, scooters, skateboards, or wear roller blades or skates anywhere inside the building.
- VI. Walking is limited to paths only. At no time is anyone permitted to walk on grass areas, in flower beds, or on protective stone barriers.
- VII. No public hall or door of the building may be decorated or furnished by Residents except for a short duration (simple holiday decoration, special event).
- VIII. Oversized baby strollers must be brought into the building through the main entrance on Henry Hudson Parkway.
- IX. Patients of any doctors who have offices in the building are not permitted to wait in the lobby or other public areas of the building.
- X. Notify building staff of any debris, dangerous conditions, or anything wet in the common areas of the building. The staff may be notified either by speaking to one of them personally, or by filling out a work order and leaving it with the door attendant.

LAUNDRY ROOMS

- I. Laundry rooms are located on the lobby level of each wing. Hours of operation are posted on the doors.
- II. Don't leave clothes past their time in the machine. Unclaimed laundry left in the laundry room will be deemed as abandoned after 48 hours and will be removed.
- III. No machine is to be overloaded with clothing or cleaning products. Manufacturer's instructions for proper use are posted.
- IV. Building staff is to be notified if a washing machine or dryer is not working properly or if there is a problem with the machine to refill your laundry card.
- V. **Everyone is responsible for maintaining the cleanliness of the laundry room, (e.g., emptying of lint trap after use of the dryer, checking the washer gasket for trapped articles of clothing, wiping any wet drippings, picking up dropped dryer sheets or tissues).**
- VI. The Lessor has the right from time to time to curtail or reallocate any space devoted for laundry purposes.
- VII. **NO WASHING MACHINES OR DRYERS MAY BE INSTALLED IN RESIDENT APARTMENTS.**

ELEVATORS

- I. Residents are to exercise reasonable care when bringing carts, bicycles, strollers, or larger items into the elevators. Any damage to elevators will be charged back to the Resident responsible.
- II. Children must be always supervised in the elevators.
- III. Commercial shopping carts, other than those owned and provided by the building, are not allowed.
- IV. After using the building's carts, return them to the meter rooms on each side of the building; Do not leave them in the elevator, hallway, or lobby.
- V. Residents must notify the building staff to line the elevators with adequate padding at least 48 hours in advance when moving in or out, or receiving delivery of appliances, furniture, or other large items.

SERVICE REQUESTS

- I. Work Order Request Forms (or Maintenance Request forms) are available from the door attendant or downloaded from the building website.
- II. All requests for repairs must be submitted in writing on the Work Order Form and returned to the superintendent or door attendant. NO WORK OR REPAIRS WILL BE MADE UNLESS IN WRITING OR IN THE EVENT OF AN EMERGENCY!**
- III. For emergency repairs between the hours of 8am and 1am call the front desk at (718) 549-5084.
- IV. For emergency repairs at other times contact Garthchester Realty Associates Emergency Service line at (800) 705-3707.

BULLETIN BOARDS/NOTICE BOARD

- I. Only the BOD or Property Management may post notices, announcements, and general information on the bulletin boards located adjacent to the mailboxes and the Notice Boards by the elevators.
- II. Residents may post ads and other information on the bulletin boards in the laundry rooms.

NOISE

- I. Residents shall not make or permit any disturbing noises in the building or permit anything to be done which will interfere with the rights of other Residents.
- II. No Resident is to vacuum, play musical instruments, sound system, radio or television in a manner that disturbs or annoys other Residents during the hours between 9pm and 9am.** These hours are considered “quiet time” throughout the property. The existence of quiet hours does not imply that unreasonable noise may occur outside these hours.
- III. Residents are required to notify their neighbors if hosting a large gathering that may disturb others.
- IV. Construction, repair work, or other installations involving noise is permitted on weekdays (not including legal holidays) and only between the hours of 9am

and 5pm, or such hours prescribed by the Corporation except in cases of emergency.

- V. Residents must notify their neighbors when construction, repair work or other installation involving noise or odors (such as floor refinishing) will be conducted in Residents' apartments.

WINDOWS, WALLS, LEDGES, AND EXTENDED ANTENNAS

- I. Nothing may be hung, shaken, or thrown from the doors, windows, or terraces, nor shall anything be placed upon the outside windowsills of the building.
- II. No antenna may be attached or hung from the exterior of the building or terrace.
- III. Awnings or exhaust systems shall not be used in or about the building unless expressly approved by the Lessor or the managing agent.
- IV. Air conditioners **MUST** be properly installed with proper support brackets according to prevailing regulations and city codes.
- V. Any air conditioner that is found to be leaking must be either repaired or replaced to prevent damage to the brick façade and air conditioners of downstairs neighbors.
- VI. Appropriate window coverings (such as curtains or shades) are required. Sheets, towels, blankets, paper, etc., are not appropriate coverings.

SIGNS - Commercial or political signs, notices, advertisements, or illumination shall not be mounted, inscribed, or exposed on any window or other part of the building.

DELIVERIES AND PACKAGES

- I. Messengers and trades people must use the front door and must sign in with the door attendant, who will indicate which side door may be used for the delivery.
- II. If you are notified of a delivery, pick it up promptly. Lessor is not responsible for mail, packages, or any other objects that may be left with the door attendant or elsewhere.

- III. Grocery and laundry deliveries may be allowed to be delivered to the Resident door if the Resident is not home.

DOOR ATTENDANT AND SECURITY

- I. No Resident may send a building employee out of the building on private business during building employees' work hours.
- II. Residents may request assistance from the door attendant only with packages and suitcases in the vicinity of the front door.
- III. No one is to be admitted via the intercom unless their identity is confirmed.
- IV. During the door attendant's break, the lobby doors must be kept locked.
- V. **NO ONE IS TO PROP THE DOORS OPEN at any time.**

PETS

- I. Residents are not permitted to harbor dogs without prior written permission from the Board and Management.
- II. Dog sitting may be permitted after the proper forms are completed and filed with Management and approved by the BOD at least 5 days prior to the arrival of the pet. These forms can be downloaded from the building website, obtained from the Management office, or from the front desk.
- III. In no event shall visiting dogs be permitted in the elevator or in any public portion of the building unless carried or on a leash.
- IV. Permission can be revoked by the Lessor for any animal harbored in an apartment that is deemed to be a nuisance.
- V. No birds or other animals may be fed from windowsills, terraces, garden areas, or public portions of the building, including sidewalks or streets adjacent to the building.

FLOOR COVERING - The floor of each apartment must be covered with rugs or carpeting and equally effective noise reducing material, to the extent of at least **80% of the living space of each room** except for the kitchen and bathroom.

TOURS, APARTMENT SALE - Group tours, exhibitions, auctions, or other sales of goods of any apartment or its contents shall not be conducted without the consent of the Lessor.

TRASH COMPACTOR/RECYCLING

- I. Residents must abide by the New York City Recycling regulations.
 - a. **PAPER: ALL boxes must be broken down.**
 - b. **GLASS/PLASTIC/METAL: ALL food containers MUST be rinsed and free of food debris.**
 - c. **STYROFOAM is trash, not recyclable**
- II. All wet or dry debris is to be securely wrapped or bagged in a drip free manner in small package sizes to fit easily into the trash compactor.
- III. All organics/food scraps **MUST** be disposed of in the brown bins, **NOT LEFT ON THE FLOOR OF THE COMPACTOR ROOM, OR ON TOP OF A CLOSED BIN.**
- IV. Cartons, boxes, crates, sticks of wood, or other solid matter are not to be put down the chute. Small items of this nature may be left in a neat manner in the first-floor meter or compactor rooms.
- V. The building staff are to be contacted for the disposal of bulky items.
- VI. Oversized item (boxes broken down, shopping carts, picture frames, etc.) are to be placed in the meter rooms on the lobby level.
- VII. Under no circumstances should any clothing items, rugs, carpet mats, linens, glass of any kind, carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil-soaked rags, empty paint, aerosol cans, any other flammable, explosive, combustible substances, or lighted cigarettes or cigar stubs be put into the chute.
- VIII. Oversized garbage bags that don't fit easily in the compactor chute should be brought downstairs to the lobby level compactor rooms.
- IX. Vacuum cleaner debris must never be emptied directly into the chute. Such dust, dirt, or bags etc., should be wrapped in a securely tied bag or package and placed into the chute.
- X. Disposal of cat litter needs to be in a sealed bag and brought down to the lobby trash bin.

- XI. Adult or baby diapers require double sealed bagging before being put down the chute.
- XII. Broken glass, can tops, and discarded medical supplies must be packaged properly, labeled, and placed on the compactor room floor to avoid injury to the person(s) collecting trash.
- XIII. The superintendent shall be notified of any drippings or moist refuse in the compactor room or on corridor floors.

ORGANICS RECYCLING

- I. Organics collection bins are in each compactor room or meter room on the lobby level, in the community room, and on the playground.
- II. Only food scraps and uncoated food soiled paper (e.g., napkins, paper plates or paper towels, etc.) may be discarded in the brown bins.
- III. Un-bagged organics recycling waste must not be placed in the bin.**
- IV. Compostable bags or CLEAR non-compostable plastic must be used to dispose of the waste.
- V. BINS MUST BE PROPERLY LOCKED AFTER USE.**
- VI. No organics recycling may be left on the compactor room floor or on top of a closed bin. If the bin is not present, contact a staff member.
- VII. If bins are full, notify a staff member.

TERRACES

- I. Terrace railings may be painted with only black enamel paint.
- II. Painting of terrace brick walls and floors is prohibited.
- III. No carpeting or tiling of any kind may be installed on the terrace floors unless express permission is given by the BOD and will be revokable if leaks or problems arise.
- IV. According to NYC Law, no grills or open flames may be used on terraces.
- V. Terraces may not be used for the storage of any items (e.g., bikes, bags, laundry, boxes) and must be kept clean.
- VI. Planting shall be within appropriate containers and may not project over the terrace railings.

- VII. Screening or fencing the terrace requires prior approval of the Board of Directors. The managing agent has the specifications for approved enclosures available upon request.
- VIII. No terrace enclosure is to be installed in a manner to create an additional room.

EXTERMINATION

- I. The agents of the Lessor, and any contractor or employee authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary to control or exterminate any vermin, insects or other pests, and for the purpose of taking such measures as may be necessary.
- II. Any suspected infestation (i.e., termites, bed bugs, roaches or other vermin) must be immediately reported to staff.
- III. All Residents requiring the services of an exterminator shall notify the door attendant to add their name and apartment number to the list of apartments to be serviced.
- IV. Residents shall make adequate provisions to admit the exterminator to their apartment if they will not be home.
- V. When measures to exterminate bed bugs are required, and the point of infestation is determined, the cost for all remediation will be paid by the Resident.

ROOF - No Resident may enter upon or use the roof for any reason at any time.

WINDOW GUARDS

- I. Residents shall be required to have window guards installed on each window in any apartment containing children under the age of 10 years.
- II. The Superintendent is to be contacted by putting in a work order to arrange for installation of the window guards which are provided at no charge by the building.

SMOKE/CARBON MONOXIDE/GAS DETECTORS - Residents are required to install smoke/carbon monoxide/gas detectors and ensure that they are maintained in proper working order.

STORAGE BINS

- I. No more than one bin is allowed per Shareholder apartment.
- II. Storage of personal belongings is at the Shareholder's own risk, and nothing may be stored outside or on top of any bins.
- III. No food or flammable items are allowed in the storage bin including lithium-ion batteries.
- IV. The Lessor shall not be responsible for any loss or damage caused to any property placed inside any storage bin.
- V. There is a waiting list for storage bins which is maintained by the Board of Directors, and Shareholders may request their name to be added at any time.
- VI. To maintain a storage bin or position on the waiting list, Shareholders must be in good standing.
- VII. Shareholders must sign a storage bin agreement and provide proof of acceptable homeowner's insurance.
- VIII. Residents are required to pay the prevailing storage bin rental fee, which must be paid with each month's maintenance. Such charges, if unpaid, will be treated as an arrear and incur late charges.

BICYCLE ROOM

- I. Residents may store bicycles in their assigned spot in the bike room located in the South wing of the building and may do so at their own risk. No bike racks, helmets, tricycles, or scooters may be stored in the bike room.
- II. No electric bikes of any type may be stored in the bike room or any other area of the building.
- III. No bikes may be placed in the bike storage room until registered with the managing agent, are given an assigned spot, and after Residents pay the required prevailing fee.
- IV. Residents shall label all their registered bikes in the room with the owner's full name, apartment number and date of registration.

- V. The Lessor shall not be responsible for any loss or damage caused to any property placed inside the bicycle storage room.
- VI. Unregistered bikes will be removed and discarded.

KEYS

- I. Residents shall not give copies of any of the common entrance door keys to anyone other than bona fide Residents of their apartment whose name is given to the Lessor, without the written approval of the BOD.
- II. Residents are entitled to two building keys per apartment. Additional keys are available for the prevailing fee upon request.
- III. All Residents are required to supply a copy of their individual apartment door keys to the superintendent.
- IV. A lost building door key replacement is available for a \$25.00 fee. A broken key must be returned to receive a replacement key.

RESIDENTS HOSTING GUESTS IN THEIR ABSENCE

- I. All Residents (including renters) must complete and submit a guest registration form whenever a non-Resident (non-Resident family members included) will be staying in their or a neighboring apartment without the Resident in occupancy.
- II. The completed form must be submitted to management at least 5 days prior to the guest's arrival. This requirement applies to all apartments without exception.

RESPONSE TO REQUESTS FOR INFORMATION - All Residents must comply with information requests in a timely manner. Examples of information requests include, but are not limited to, yearly requests for Proof of Homeowner's Insurance and requests to update Emergency Contact information.

MOVING PROCEDURES

- I. Any Resident or occupant of Resident's apartment moving into or from an apartment shall coordinate the moving schedule with the property manager and superintendent.

- II. Arrangements for moving must be made at least 48 hours in advance with the superintendent so that elevators are fully lined with padding.
- III. Residents shall be required to deposit the sum of \$500 with the property manager prior to receiving written consent for their move. A copy of the certificate of insurance must be filed to receive consent. The deposit shall be returned after the property manager has inspected the premises and determined that no damage has been caused.
- IV. If damage has occurred, the property manager shall be entitled to deduct the cost of repair from the \$500 and return the remaining balance to the Resident.
- V. If the cost of repairing damages exceeds the sum of \$500, the Resident will be required to pay for the cost of repairs.

PLAYGROUND AREA

- I. The playground is for the use and enjoyment of the Residents and their guests between the hours of 9am and sundown on weekdays and 10am and sundown on weekends and holidays.
- II. No guests may enter and use the facilities of the playground unless in the company of their Resident host.
- III. The use of the playground is entirely the responsibility of each individual Resident. The 3616 HHP Corporation, its BOD, employees, and representatives bear no obligation, liability, nor responsibility for any injury or property loss or damage that may occur.
- IV. **The playground should be left in a clean and neat condition with all personal property, balls, and toys removed and tables and chairs returned to their proper place.**
- V. All trash must be placed properly in the appropriate receptacle. Recycling and Organics collection cans have been placed near the exit for your convenience.
- VI. Any damages to property or equipment owned or maintained by the Corporation are the responsibility of the offending Resident, who will be responsible for making appropriate restitution for any loss.

- VII. Young children under the age of 10 must be supervised by a responsible caregiver over the age of 16 who must be present in the playground and maintain active, direct supervision of the children under their care at all times.
- VIII. No children are permitted to play in the lower garden area (quiet area) at any time.
- IX. The playground is available to Residents in good standing for private events (i.e., parties, religious celebrations) upon approval of the BOD. There is a fee of \$50.00 per hour with a two-hour minimum, a 4-hour maximum and a refundable cleaning deposit of \$50.00 after the event, assuming cleanup is satisfactory. Rental is mandatory regardless of the size of the party if exclusive use is desired. Rental fees are mandatory for any Resident hosting more than 12 guests regardless of whether the use is exclusive or not.
- X. All persons must always wear appropriate clothing. Youngsters of such age must remain diapered.
- XI. No behavior that is disorderly, disruptive, or dangerous is permitted. In addition, **the following are NOT permitted:** hard balls, pets, fires (including grills of any kind), motorized vehicles, tossing any objects over the fences, climbing any of the fences, skating or sledding down the ramp or off the slides, unattended children, persons who are not Residents not accompanied by a Resident host.
- XII. All equipment in the playground is for everyone's enjoyment. Private property should not be left in the playground or will be deemed abandoned and discarded.
- XIII. Toilet facilities are not provided, and all persons, specifically young children, must return to their apartments should the need arise.
- XIV. **No kiddie-pool may be left with water in it overnight.**

COMMUNITY ROOM

- I. The community room is a common space that is shared by many Residents, their children, and guests for various reasons, and proper etiquette is required.
- II. The use of the community room is entirely the responsibility of each individual Resident. The 3616 HHP Corporation, its BOD, employees, and

representatives bear no obligation, liability nor responsibility for any injury or property loss or damage that may occur.

- III. Any damages to property or equipment owned or maintained by the Corporation are the responsibility of the offending Resident, who will be responsible for making appropriate restitution for any loss.
- IV. No ball playing of any kind is permitted.
- V. No children under the age of 10 are allowed in the community room unless with a responsible caregiver over the age of 16.
- VI. No personal belongings (clothing, food items, diapers, toys, etc.) may be left or stored in the community room at any time. Any personal items must be taken back to the Resident's apartment when leaving. Private property that is left in the community room will be deemed abandoned and discarded.
- VII. The cabinets and refrigerator are only for the use of Residents who rent the room for a private event. Any personal items found will be discarded.
- VIII. The community room is available to Residents in good standing for private events (i.e., parties, religious celebrations) upon approval of the BOD. There is a fee of \$50.00 per hour with a two-hour minimum, a 4-hour maximum, and a refundable cleaning deposit of \$50 after the event, assuming the room is left in good condition.
- IX. Rental is mandatory regardless of the size of the party if exclusive use is desired.
- X. Rental fees are mandatory for any family hosting more than six guests regardless of whether the use is exclusive or not.
- XI. The room is to be left in a clean, neat, and orderly manner with the lights and air conditioner turned off.
- XII. The room may be closed at any time at the discretion of the BOD or Management

GYM

- I. The use of the gym is limited to individuals who are "in residence", have paid a membership fee, and have been given an entry fob for the door lock.
- II. **Membership is not shareable with anyone else.** If multiple family members choose to use the gym, a membership must be paid for each

individual family member. No one under 16 years of age may enter or use the gym.

- III. The use of the gym is entirely the responsibility of each individual Resident. The 3616 HHP Corporation, its BOD, employees, and representatives bear no obligation, liability, nor responsibility for any injury, property loss, or damage that may occur. Use of the facility requires signing of a corporation waiver.
- IV. As with any gym, please remember to use a towel or wipe down any seat on equipment after use.
- V. If the paper towels or water cooler are running low or are empty, or if there is a problem with any equipment, notify the building staff.
- VI. The gym allows 24-hour access. There are apartments that adjoin the gym above and across the hall. Please be courteous regarding the volume of the TV and dropping weights after use.
- VII. Membership is granted/revocable based upon being a Resident in good standing. If membership is revoked, the entry fob must be returned immediately.
- VIII. If a member chooses to cancel membership, the prevailing fee will be charged until the fob is returned.
- IX. Guidelines and rules may be revised at any time at the discretion of the Board of Directors.
- X. There is a \$25.00 fee for the replacement of a lost fob.

ADMINISTRATIVE FEES

- I. All monthly maintenance charges are to be paid by the first of each month.
- II. An administrative fee for late payment will be charged according to the applicable law after the 10th of the month.
- III. Lessor shall apply payments made on account of maintenance charges to the oldest balance due.

HOME EQUITY LOANS/REFINANCING

- I. Shareholders intending to apply for a home equity loan or mortgage refinancing must submit all necessary forms and application as required by Management for review.
- II. The BOD will only consider applications for home equity loans for amounts less than or equal to 50% of the market value of the apartment.
- III. A processing fee will be charged by Management and by the corporation's attorney.

SUBLEASING

- I. Shareholders are permitted to sublease their apartment on a case-by case basis, subject to the consent and approval of the BOD. No Shareholder may sublet their apartment for a term of less than one (1) year, nor more than two (2) years.
- II. Shareholders must occupy the apartment for a minimum of one year as a primary residence before any sublet application will be considered.
- III. Shareholders must obtain and complete an application for subleasing from Management, or it can be downloaded from the building website.
- IV. Such applications must be accompanied by all required documents, including proof of adequate homeowners' insurance.
- V. The application must be deemed satisfactory and approved by the BOD before any change in occupancy occurs.
- VI. Only the individual(s) named on the sublease may occupy the apartment.
- VII. Shareholders must pay a non-refundable application fee to Management in connection with each sublease application. The fee is due and payable at the time the application is submitted. No application shall be reviewed unless the fee is paid in full.
- VIII. The Shareholder shall pay to the corporation a sublet fee equal to a percentage of the maintenance. The percentage shall be reviewed and set annually by the BOD. The Shareholder shall pay the sublet fee on the first day of each month as additional maintenance.
- IX. Subtenants are not permitted to use the Shareholder's parking space, if any, without prior consent of the BOD.

- X. The Shareholder must pay a security deposit equal to two (2) months maintenance charges (plus the applicable sublet fee) to the Corporation, prior to the effective date of the sublease.
- XI. The Shareholder is responsible for payment of any move in/move out deposit as may be required by the BOD.
- XII. Each prospective subtenant will be required to submit to the BOD required financial information for review (including, but not limited to, bank statements, W-2s and credit reports). Further, the Board shall interview each prospective sub-tenant prior to granting any sublease.

ALTERATIONS TO INDIVIDUAL APARTMENTS

- I. Written approval of the BOD and Management is required before any alteration or renovation can be made in an apartment, including, but not limited to, removal of walls, installation or removal of any pipes or wires.
- II. An alteration agreement and all guidelines are available from management or can be downloaded from the building website.
- III. Shareholders are responsible for proper performance of all work and for any damage caused to the building or other apartments during or due to the work being performed.
- IV. Work permits for renovations that are required are the responsibility of the Shareholder and must be closed before any security payments are to be returned.
- V. Any shut-off of water, gas, or electricity during renovations requires the approval of the BOD through Management. A fee will be charged, and the Resident must pay all associated expenses incurred by the Lessor.

DECORATION AGREEMENT

- I. The Decoration Agreement is a user-friendly version of the Alteration Agreement. There is minimized paperwork, a limited scope of work that can be done under the agreement, and no work may be done that requires DOB permits. An alteration agreement is required for work requiring a permit.
- II. As with the Alteration Agreement, the contractor must describe the scope of work, provide evidence of insurance and (if needed) a copy of his license.

- III. Written approval of the BOD and Management is required before any work can be done in an apartment that requires an outside contractor to be hired.
- IV. A Decoration Agreement and all guidelines are available from management or can be downloaded from the building website.
- V. No work can begin until all completed paperwork is submitted and approved. Shareholders are responsible for proper performance of all work and for any damage caused to the building or other apartments during or due to the work being performed.

RESALE OF APARTMENTS

- I. A resale application must be completed by all prospective purchasers. This can be obtained from the management company or can be downloaded from the building website.
- II. The applications must be completed and submitted to the management company prior to consideration by the BOD for an interview. Incomplete packages will not be reviewed.
- III. Purchasers are not permitted to have movers deliver articles of personal property or take possession of an apartment without the prior written consent of the BOD and Management.

GARAGE

- I. Garages in the building have parking spaces available to the Resident Shareholders of the building. The Board of Directors governs the use of the spaces, and each user is assigned a particular space by the Board, at its sole discretion.
- II. The monthly fee payable by the user is fixed by the BOD and may be changed at its sole discretion.
- III. A waiting list is maintained by the BOD and is posted for review in the lobby bulletin boards.
- IV. The BOD reserves the right to limit the number of spaces used by any Resident and to adopt garage rules relating to the use of the parking facility. These rules relate to subletting of spaces, assignment of “piggy-back” spots, the storage of vehicles, and storage of any other belongings.

- V. Vehicles are required to be insured and current with registration and inspection while parked in the facility.
- VI. No lithium-ion battery (e.g., e-bikes, e-scooters) may be stored in the garage at any time.
- VII. In accordance with FDNY fire safety rules, **other than your car and one empty shopping cart, no items may be stored in the garage.** Any items found will be removed, and Resident will be notified. Five days after notification, if the item(s) have not been claimed, they will be discarded.
- VIII. The use of space(s) is a privilege and may be terminated for nonpayment or for other reasons such as violation of the rules. Users are required to sign a parking space agreement.
- IX. To maintain a parking spot or position on the waiting list, Shareholders must be in good standing.

AMENDMENT OF HOUSE RULES - These House Rules may be added to, amended, or repealed at any time by the BOD of the Lessor.

CONSENT BY LESSOR - Any consent or approval given under these House Rules by the Lessor shall be revocable at any time by the Board of Directors.

ELN/Revised/June 2026