

FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT



MEMORANDUM

TO: ALL RESIDENTS OF 66-15 THORNTON PLACE
SUBJECT: GARBAGE DISPOSAL INSTRUCTIONS
DATE: OCTOBER 18, 2017

This notice is written as an urgent reminder regarding the disposal of garbage and recycling:

- Boxes must be broken down and placed in the compactor room located on the ground floor of the north side.
- Food containers (i.e. milk and juice bottles/cartons, jars, cans, take out boxes/trays/containers, ice cream tubs, etc.) must be **RINSED**, placed in a plastic bag, and disposed of in the plastic receptacle in the compactor room.
- **ALL** bags containing garbage must be placed in the garbage shoot. It is strictly prohibited to leave any garbage in the sink or on the floor of the compactor room.

It is imperative that all residents abide by these instructions as doing so will prevent unwanted pests from thriving in the building.

Thank you in advance for your cooperation.

Tel: (718) 726 4792	34-03 Broadway Astoria, N.Y. 11106	Fax: (718) 932 4750
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HOUSE RULES

In addition to the provisions of the 6615 Equities, Inc. By-laws, the following House Rules and Regulations, along with any additional rules and regulations as may hereafter be adopted by the Board of Directors, shall govern the use of the units and the conduct of all residents thereof:

1. ACCESS TO PROPERTY

- 1.1 The common elements shall not be obstructed, littered, or misused in any manner.
- 1.2 All public doors, including the front, side, and garage doors shall be closed and locked at all times.
- 1.3 Shareholders/Residents are not permitted to use premises in any manner which would be illegal, disturbing, or a nuisance to other residents, or in such a way as to be injurious to the reputation of the co-operative.
- 1.4 The members of the Board of Directors, Managing Agent, or the Superintendent may enter any room at any reasonable hour of the day, on at least one day's prior notice to the resident, for the purpose of inspecting said unit. Immediate access must be permitted in case of emergency.
- 1.5 Every shareholder/resident is liable for any and all damages caused by them to the common areas and/or of the property of the cooperative.
- 1.6 No public hall be decorated or furnished by any Lessee in any manner without the prior written consent of the Board of Directors. Additionally, no floor mats, boots of any kind, umbrellas, etc. may be placed in the public hallway.
- 1.7 Unauthorized persons are not permitted on the roof of the building.
- 1.8 No vehicle belonging to a shareholder or to a member of the family or guest, subtenants, or employee of a tenant shall be parked in such manner as to impeded or prevent ready access to the entrance of the garage by another vehicle.
- 1.9 All shareholders will abide by all arrangements made by the Corporation with regard to the garage and the driveways thereto.

2. NOISE

- 2.1 No resident shall have his or her children play in the hallway, lobby or any other common area.
- 2.2 No resident shall make or permit any disturbing noise in his unit or play any musical instruments, turn on radio, TV, audio equipment, etc., loudly between 11:00 p.m. to 8:00 a.m.
- 2.3 Unless expressly authorized by the Board of Directors, the floors of each apartment must be covered with rugs, carpeting with 1 ½ inch padding. A minimum of 80% of the floor area of each room must be covered except for the kitchen, bathroom, closets.

3. DEFAACEMENT OF PROPERTY

- 3.1 A resident may not make any alteration to the interior of the unit or any part of the common elements without the written consent of the Managing Agent. Consent may be requested, in writing, through the Managing Agent.
- 3.2 No satellite dishes are permitted to be attached to or hung from the exterior of the unit or on the roof.
- 3.3 Clothes and other articles shall not be hung, dried, or aired on the roof, terrace, balcony, or windows.
- 3.4 No sign, notice, or advertisement shall be inscribed or exposed on or at any window or other part of the building unless otherwise approved by the Corporation or the Managing agent.
- 3.5 The use of any type of grill is not permitted on the balcony or fire escapes.
- 3.6 Terraces shall be maintained in a neat and presentable manner as not to distract from the appearance of the building.
- 3.7 No terrace shall be enclosed without prior written permission from the Corporation.
- 3.8 Brickwork, concrete, doors, or ironworks may not be painted, decorated, or altered in any manner.
- 3.9 No tenant shall install any planting on the terrace or balcony without prior permission from the Corporation.
- 3.10 Terrace floors are not permitted to be covered by rugs or any material. Damages caused by a resident not following these directions will lead to a fine and responsibility for payment of damages.
- 3.11 66-15 Thornton Place is a smoke-free building. No smoking of tobacco or any other substances, including cigarettes, cigars, pipes, "vaping", or other method of smoking tobacco, tobacco products or any other substances is permitted either within the apartments or in any of the common areas of the Building and the property, it being the intention that Building be a smoke-free premises, or disposing of cigarettes in common areas. **Violations will be subject to fines and/or legal consequences.**

4. SUBLEASE/SALES

- 4.1 Sales and subleases are subject to the approval of the Board of Directors.
- 4.2 For subleases, the cooperative has a yearly sublease fee equivalent to one month of maintenance.
- 4.3 All subleases must be for minimum and maximum of one year and must be approved by the Board. The Board must also be advised when there is a change or additional tenant during the term of a sublease. All tenants must comply with the House Rules and the named tenant on the sublease will be held responsible for any violations. **Violations will be subject to fines and/or legal consequences.**
- 4.4 Open houses are not permitted. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale beheld in any apartment without the consent of the Corporation or the Managing Agent.

5. MOVE IN OR OUT

- 5.1 Moving is permitted only on Monday through Friday between the hours of 9:00 a.m. to 5:00 p.m.
- 5.2 Trunks, heavy baggage, and furniture as well as tricycles, bicycles, scooters or similar vehicles must be taken in or out of the building through the side entrances.
- 5.3 The superintendent and the Managing Agent must be notified in writing seven (7) days in advance of each move in/move out, and a **\$1,000.00 deposit** made payable to 6615 Equities Inc. must be submitted to the Managing Agent prior to the move date. It is required that a resident hire professional movers who must submit their Certificate of Insurance. After it has been confirmed that no damages were caused to the common areas of the building and there was no violation to the move procedure, the deposit will be returned. A \$1,000 fine will be imposed for all illegal move-in, move-outs.

6. RENOVATIONS/ CONSTRUCTION

- 6.1 All renovation requests must be approved by the Board and include proper documentation, e.g., insurances and scope of work. Details may be obtained from the Managing Agent. **Violations are subject to a fine.**
- 6.2 No construction or repair work or other installations involving noise shall be conducted in any apartment, except on weekdays (not including legal holidays) and only between the hours of 8:30 am and 5:00 pm, unless approved by the Corporation of the Managing Agent.

7. FIRE PROTECTION

- 7.1 Fire safety plans and notices are to be posted to the inside of apartment doors as required by law.
- 7.2 Smoke detectors and Carbon Monoxide Detectors in apartments are required by law and should be checked periodically. If you hear constant beeps, the battery inside the smoke detector is weak and needs to be replaced.

8. GARBAGE DISPOSAL

- 8.1 Please drop only bagged garbage in the garbage chutes located in the compactor rooms.
- 8.2 The shareholder/resident will be fined for any garbage left on the floor of the compactor room or hallway. **Violations will be subject to a fine.**
- 8.3 Do not leave any furniture or large items in the hallway. Residents are responsible to move such items to the main compactor room located in the lobby floor of the building. If a resident needs help in discarding larger items, they should see the building's Superintendent or the porter.
- 8.4 All Residents must also comply with NYC Department of Sanitation rules pertaining to disposal of garbage and recycling. **Violations will be subject to a fine.**
- 8.5 Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, 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 garbage compactor chute.
- 8.6 Vacuum cleaner bags must never be emptied into the garbage compactor chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through the garbage compactor chute.
- 8.7 Debris should be completely drip-free before it leaves the apartment and carried to the compactor closet in a careful manner and in a drip-proof container, then placed into the hopper panel so it will drop into the flue for disposal.

9. ANIMALS/PETS

- 9.1 No pigeons or other birds or animals shall be fed from the window sills, terraces, and balconies or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.
- 9.2 **NO PETS ALLOWED. Violations will be subject to a fine and/or legal action.**

10. ALL ILLEGAL ACTIVITIES

- 10.1 All illegal activities, like prostitution, gambling, and selling/using illegal drugs are absolutely prohibited.
- 10.2 All residents should be responsible to report any illegal activity to the Managing Agent.

11. LAUNDRY

- 11.1 Laundry times are 6:00 a.m. to 11:00 p.m.
- 11.2 No resident shall install a washing machine or dryer in his unit.

12. MISCELLANEOUS

- 12.1 Windows and the exterior portions of the apartment must be kept in a clean and orderly manner as to not detract from the character of the building.
- 12.2 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.
- 12.3 Maintenance checks must be in by the 1st of the month. **Checks received after the 10th of the month will be subject to a \$75.00 late fee.**
- 12.4 No resident is permitted to bring into or keep in his unit any combustible or explosive fluid, material or chemical substance, except for normal household use.
- 12.5 Complaints regarding the service of the building shall be made in writing to the Managing Agent of the Corporation.
- 12.6 **A fine of \$250 to \$750 will be assessed for each violation of the House Rules. Repeat violators may be subject to repeat fines and/or legal action.**
- 12.7 These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

PLEASE SIGN, DATE, NOTARIZE AND RETURN WITH YOUR APPLICATION.

I have read and acknowledge receipt of the House Rules and agree to abide by them during my tenancy at 6615 Equities Inc.

Signature _____ Apt #: _____ Date: _____

State of _____)

County of _____)

Sworn to before me this _____
day of _____ of 20____.

Notary Public