



HOUSE RULES

DORIAN OWNERS, INC. HOUSE RULES

UPDATED 12/2021

PLEASE NOTE:

The failure of the co-op to insist in any one or more instances, upon a strict performance of any of the provisions of the rules, or to exercise any right or option herein contained, or to serve any notice, or to institute any action or proceeding, shall not be construed as a waiver or a relinquishment for the future of any such provisions, options or rights, but such provision, option or right shall continue and remain in full force and effect. The receipt by the co-op of maintenance, with knowledge of the breach of any covenant hereof, shall not be deemed a waiver of such breach, and no waiver by the co-op of any provision hereof shall be deemed to have been made unless in writing expressly approved by directors.

FINES:

Any violation of the House Rules is subject to a level one fine of \$50.00 (unless expressly noted in the schedule below) for the first offense. After verification that the violation still exists by the management, or that there has been a repeated violation, the board shall review the infraction and can approve imposition of a larger fine.

Level One Violation Fine: \$50 • Level Two Violation Fine: \$100 • Level Three Violation Fine: \$150

COMMON AREAS

(Entrance, lobby, mailroom, elevator, hallways, stairways, fire escapes, laundry room and backyard)

SMOKING

- As per the 2018 Smoke Free Air Act and Local Law 147, the Board has instituted a smoking policy for the Dorian. Smoking is prohibited in all common areas of the building (including the entrance, lobby, mailroom, elevator, hallways, stairways, fire escapes, laundry room and backyard) or within 25 feet of the building's entrance. Shareholders and all other Building residents, including their visitors and guests, are permitted to smoke within an apartment if the shareholder takes all necessary measures to prevent smoke and odors emanating from the apartment, including, but not limited to, installation and use of an air filtration system of a capacity satisfactory for the apartment, sealing of duct work, electrical outlets and switches and the closing of all gaps within the apartment capable of allowing smoke to emanate from the apartment. The Board of Directors, in its sole discretion, shall from time-to-time determine the adequacy of such measures. For purposes of these House Rules, the definition of "smoking" includes the use of cigarettes, cigars, pipes, hookahs, electronic cigarettes and other smoke or vapor causing devices.

GENERAL

- No article shall be placed in the halls, on the staircase landings or in the elevator, nor shall anything be hung or shaken from the doors or windows or placed upon the window sills, ledges or fire escapes of the building. This includes floor mats, umbrellas and shoes.
- No public hall above the ground floor of the building can be decorated or furnished in any manner without the prior consent of all of the shareholders to whose apartments such hall serves a means of ingress and egress. In addition, these decorations or furnishings cannot violate building code (i.e. it is a building violation to have plants on the windowsills in the hallways).
- 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.
- Shareholders, tenants, their children and their guests are not permitted to congregate or play in the entrance, lobby, mailroom, elevator, hallways, stairways, fire escapes and laundry room. Children/minors under the age of 18 should not be left unattended or unsupervised in any common area of the building (those listed above and in the backyard).
- Access to the roof by any individual is strictly prohibited. In addition, fire escapes should only be used for egress during an emergency. **(Level Three Violation)**
- Only properly installed air conditioner units or fans may be placed in windows. No awnings, flower boxes or other items that project out of any window are permitted. **(Level Three Violation)**
- No mopeds, motorcycles, bicycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to stand in public halls, passageways, areas or the backyard of the building. If you choose, you may elect to store and lock your bicycle on the rack in the backyard by notifying management. All bicycles (on the racks in the yard, including children's scooters and bikes, must be locked and tagged with name and apartment number and will incur a \$5.00-per-month-per-spot charge on their monthly maintenance bill. (Please note: Dorian Owners, Inc. is not responsible for damage, theft or vandalism of bicycles on the rack.) Bikes not registered with management may be removed without warning.
- The laundry room facilities — located within the service area of the building — are in operation from 7:00am to 11:00pm. Do not overload the machines or use more detergent than recommended on signage posted in the room. In the event that any monies are lost in the machines, you must contact the company directly at the 800- number posted. If one of the machines is broken, please notify the superintendent.
- In the event that a tenant, shareholder or guest spills something in any common area/s of the building, it is their responsibility to clean it up immediately. **(Level Three Violation that includes a \$50.00 cleaning fee)**

- In the event that a tenant, shareholder or guest damages something in any common area/s of the building including the garage, please notify the superintendent immediately.. **(Not notifying the superintendent in a timely fashion is a Level Two Violation. Shareholders will be responsible for paying for repairs.)**

FINANCES

- Maintenance and garage space payments — as well as assessments when applicable — are due on the first day of the month for which they apply. Any payments received after the fifth day of the month will be considered late. A monthly \$25.00 late fee will be assessed each month that a maintenance payment is late.

SELLING/RENTING YOUR APARTMENT

- In the event that a shareholder decides to sell or sublet his/her apartment, First Management must be informed of his/her intentions before listing it with real estate agents or in newspapers, etc.
- Prospective shareholders or subletters must be interviewed by the Board of Directors and are required to complete a questionnaire and provide references. See management for the questionnaire and further details.
- Until further notice, the shareholders looking to show or sell their apartments during the pandemic should reference the temporary guidelines at the end of this document.

SELLING

- The shareholder must provide the Board of Directors and the superintendent with the real estate broker's contact information. If the broker intends to show the apartment when the owner is not home, he/she will need to coordinate with the superintendent so that the superintendent will be aware of his/her presence in the building, for security reasons.
- A maximum of one (1) open house per apartment, per month is allowed. First Management and the superintendent need to be contacted prior to the date of the open house.
- When a shareholder is selling an apartment, there will be a \$1,500.00 administrative fee (made payable to Dorian Owners, Inc.) due at closing.

SUBLETTING

- Any shareholder who has owned/resided in the building for at least two years and decides to sublet his/her unit can do so for a maximum of three consecutive years (with at most three different subletters within that three-year period). Shareholders who sublet must pay a sublet fee. The fee for subletting is \$1.00 per share per month. This amount increases to \$2.00 per share per month the second year and \$3.00 per share per month the third and final year. The fee is payable to Dorian Owners Inc. in a check separate from

maintenance. Again, a shareholder cannot sublet his/her unit until he/she has owned/resided in the building for at least two years. Each shareholder is allowed to sublet for that three-year cycle once for the life of their ownership of the apartment. After this three year period, the shareholder should alert First Management of their intention to move back into the apartment or to sell it.

- A copy of the sublet agreement between the shareholder and his/her subletter must be provided to the Board of Directors via First Management.
- Any shareholder that sublets must leave a written forwarding address so that the First Management can send along notices/updates.

Violations to these sale and subletting policies are subject to a minimum \$1,000.00 fine.

MOVING IN AND OUT

- The Board of Directors and the superintendent need to be informed of the specific day of the move; however weekend move-ins and move-outs are prohibited.
- A \$500.00 refundable deposit written out to Dorian Owners, Inc. must be given to the superintendent before the day of the move. This deposit will be returned once the move has been completed and it has been determined that no loss was incurred by the building. (i.e. damage to the elevator interior)
- Shareholders and tenants moving in and out must do so within the hours of 8:00am and 4:00pm, Monday through Friday.

PETS

- Dog walking is prohibited in the backyard (leashed or unleashed).
- All dogs must be leashed in the building's common areas.
- Dog waste that is not being disposed of beyond Dorian property should be double bagged (separately and not with other trash) and placed in the furthest gray receptacle in the backyard, next to the recyclables. DO NOT place waste bags on top of the recycling cans or in the mailroom's garbage pail.
- In the event that a pet has an accident in any common area/s of the building, it is the responsibility of the tenant or shareholder to clean it up immediately for the safety of other tenants. **(Level Three Violation that includes a \$50.00 cleaning fee)**

APARTMENT ETIQUETTE

NOISE

- No shareholder or renter may make or permit any disturbing noises in the building or do or permit anything to be done therein which will unreasonably interfere with the rights, comfort or convenience of other building occupants. Therefore, no shareholder or renter shall play upon or suffer to be played upon any musical instrument, stereo, television loud speaker, vacuum, gym equipment or other device in an apartment between the hours of 11:00pm and the following 8:00am if the same shall disturb or annoy other occupants of the building.
- Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty percent (80%) of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyers.

RENOVATIONS & MAINTENANCE

- In the event that a shareholder decides to renovate his/her unit, all renovation requests must be approved by the Board of Directors and include proper documentation, e.g. insurances and a completed alteration agreement. Agreements may be obtained from First Management. Only licensed and insured contractors may be used and the shareholder must provide the Board of Directors with the contractor's proof of insurance, license, lead paint removal certification and outline/proposal prior to any work being performed. Any and all debris CANNOT be disposed of in or around 72-11 110th Street.

Violations are subject to a \$500.00 fine.

- No alteration in any apartment will be done if the alteration results in a bathroom or kitchen ("wet") over a living room, dining room, bedroom, den or any room other than a kitchen or a bathroom ("dry") in the apartment below the apartment in which the alteration is taking place.
- No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00am and 4:00pm.

SECURITY & SAFETY

- As building security is a very serious issue, please make sure you are using the intercom system and only buzzing into the building those people you are expecting. In addition, do not allow unknown persons to follow you into the building as you enter.

- As per NYC building law, all shareholders are required to have smoke detectors and carbon monoxide detectors installed in their apartments. Combination units can be purchased at The Home Depot and other locations for roughly \$40. For those who require assistance installing units they have purchased, please contact the superintendent.
- As per NYC building law, apartments with children under six are required to have child guards on all windows, with the exception of the fire escape window/s. If you currently do not have such guards, please contact the superintendent ASAP to have them installed.
- As per NYC building law, all air conditioners must be properly installed with mandatory brackets. This includes new and old units. These brackets can be purchased at many supply houses or air conditioner retailers. **(Not having a properly installed bracket is a Level Three Violation.)** The vendors from which the units were purchased can install most new air conditioners. If you need help with installation of these mandatory brackets, please reach out to the superintendent for recommendations.
- If there is a leak in your apartment that damages any other shareholder's apartment, you are responsible for all resulting repairs. This includes, but is not limited to, leaks from radiators, dishwashers and sinks. To minimize the likelihood of a leak occurring, grouting around showers and bathtubs must be well maintained. If you notice a leaking radiator valve in your apartment, please notify the superintendent immediately.
- Private washing machines and dryers are not permitted in apartments.
- The superintendent should be supplied a copy of keys to all shareholder/tenant apartments to only be used in the event of an emergency. Failure to do so may result in police or emergency workers having to break the door lock. Any repairs for damages incurred are the responsibility of the shareholder.
- **DELIVERIES:** Residents are asked to collect their packages as soon as they are delivered and refrain from leaving the packages in the mailroom for an extended period of time. All large deliveries (i.e. furniture or appliances) must utilize the service entrance ramp located to the left of the main entrance on 110th Street. The superintendent must be informed of and supervise all deliveries; optimally, an adult should be home to receive these larger deliveries to avoid clutter and accidents in the mailroom. (Please note: Dorian Owners, Inc. is not responsible for damage, theft or vandalism of packages in the mailroom.)

GARBAGE & RECYCLABLES

- Littering and leaving wrappers, soda cans, etc. on windowsills in hallways or in the lobby are prohibited.
- The garbage chute is for perishable trash only. Make sure you are following recycling guidelines (posted by the door to the chute) and are not placing recyclables (bottles, cans, glass, metal, wood, etc.) down the chute or leaving them by the door to the chute as these items can break the compactor and/or cause injury. Cut up, fold and tie boxes, magazines and newspapers, sort bottles and cans and use the bins in the backyard

appropriately. Do not leave items on top of the bins (i.e. pizza boxes). Furthermore, do not leave household garbage in the backyard near the recycling bins. **(Level One or Two Violation)**

- For large items that cannot fit down the garbage chute, please notify the superintendent for help in proper and safe disposal; do not leave these items in the yard near the ramp entrance, including pieces of furniture. The superintendent will alert you to which day bulk pick-up will occur; items must stay in your apartment until then. The following items may not be disposed of in the backyard: paint cans with paint, electrical appliances including lamps, televisions, other electronics, furniture and other large items. Please see the superintendent if you need to dispose of any of these items. **(Level Three Violation)**
- Diapers, dog waste bags and kitty litter, or any garbage that is likely to smell, should be double-bagged and placed in the furthest gray receptacle in the backyard, next to the recyclables.
- If you need to dispose of any appliances that contain CFCs or Freon Gas, please notify the superintendent. The superintendent will contact the Department of Sanitation to make an appointment for the removal of the gas, which must be done before the appliance is taken away by the normal garbage pickup. Once the superintendent has made the appointment he will notify you when the appliance can be placed outside for gas removal and disposal. Freezers, refrigerators, water coolers, and air conditioners are typical appliances that contain CFCs. If any person is caught dumping such appliances without following these rules, he or she will be reported to the Department of Sanitation for illegal disposing of such materials and shall be responsible for whatever fines may be charged to Dorian Owners.
- Styrofoam is not recyclable and should not be placed down the garbage chute. It should be disposed of in the bin that has no lid in the backyard.
- The garbage pail in the mailroom is for envelopes, flyers, magazines and other papers only. Do not place household garbage, dog waste bags or food remnants in the pail.

GARAGE

- As in all common areas of the building, smoking is prohibited in the garage.
- The use of garage space for storage of boxes, supplies, etc. — exclusively or in addition to a vehicle — is considered a fire hazard and strictly prohibited.
- Vehicles entering or leaving the garage should wait until the green bulb lights up; drivers should not proceed when the red bulb is blinking.

(Please note: Dorian Owners, Inc. is not responsible for damage, theft or vandalism of vehicles in the garage.)

EXTERMINATOR

- Complimentary extermination services for apartments occur on the fourth Saturday of each month, between 9am and 12pm. All shareholders and tenants are encouraged to take advantage of this offering by allowing the exterminator access to their apartments during this time.

MISCELLANEOUS

- When the Board of Directors or needs to communicate with shareholders, First Management will ordinarily send the communication to each shareholder at his or her apartment at the Dorian. The only exception will be shareholders who have notified a First Management *in writing* of an alternative address where the communication should be sent. Any shareholder who will be away from his or her apartment for more than two weeks, or who is moving out of his or her apartment, must give First Management written instructions on where to address any communications, written or otherwise.

BACKYARD USAGE

For the safety and enjoyment of all tenants and shareholders of the building, including those whose windows face the backyard, the following rules have been instituted:

- The backyard is open for use until 10:00pm daily. Entry to the backyard outside of these hours should be limited to depositing recyclables, accessing the garage, or exiting during an emergency.
- As in all common areas of the building, smoking is prohibited in the backyard.
- No loud radios or music.
- Children/minors and guests and must be escorted by tenants.
- No pets.
- No cooking, grilling, or barbecuing. (Food and drinks, outside of alcohol, prepared in apartments and brought down, are permitted.)
- Each person is responsible for removing all trash and other items after using the backyard. Please keep the backyard clean and do not use it to store chairs, games, etc.

(Level Two Violations)



AMENDMENT TO THE DORIAN HOUSE RULES

Temporary Guidelines for Apartment Showing and Selling During the Pandemic

In the interest of maintaining the safety of the Dorian's shareholders, tenants and staff during the current pandemic, we have implemented the following guidelines for showing and selling your apartment:

VIEWING APARTMENT

- In person Open Houses are suspended (virtual tours online can be a useful alternative you might consider.)
- In lieu of open houses, interested buyers may visit the building Tuesday–Saturday, by appointment only, observing the following:

—Shareholder or a shareholder representative must be present when interested parties arrive at the building to allow them access.

—Interested parties need to have scheduled appointment times; these times and visitors' names must be shared (in writing or digitally) with the Board Secretary Anne 5A (ubieanne@aol.com) prior to the day of visit.

—Visitors should limit their party size to 2 people.

—Please limit the number of visits per day to 2–3.

—Visitors need to wear masks/PPE.

—Shareholders should have extra masks and antiseptic wipes to clean up their apartment between visits, as well as building door knobs, elevator buttons, etc.

—Visitors as well as their shareholder guide should avoid loitering in common areas such as the mailroom, lobby and laundry room.

SELLING APARTMENT

- Board approval of potential buyers will be scheduled and facilitated through a virtual platform, like Zoom.