

FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT

MEMORANDUM

TO: ALL SHAREHOLDERS AT 221 EAST 76TH STREET OWNERS CORP.
FROM: FIRST MANAGEMENT CORP.
SUBJECT: HOUSE RULES - REVISED
DATE: SEPTEMBER 30TH, 2016

Please be advised that the Board of Directors of 221 East 76th Street Owners Corp. has revised the House Rules. Please see attached copy of the new House Rules.

Rules amended to the house rules supplement the requirements of the Bylaws, Board of Fire Underwriters and insurance authorities, and laws and other government rules and regulations that deal with the occupancy or use of apartments.

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

House Rules may be amended, added to or repealed at anytime by resolution of the Board of Directors.

These attached House Rules become effective **October 1st, 2016** and supersedes, amplifies, modifies and supplements any previous House Rules. In the event of a conflict or inconsistency between the two rules, the provisions of this rule control.

Please note that shareholders are responsible for their tenants' actions and should ensure their tenants are provided with the rules and procedures of the Cooperative.

Thank you for your cooperation.

HOUSE RULES

In addition to the provisions of the 221 East 76TH Street Owners Corp. 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 Shareholders should not use or permit the use of the 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.
- 1.3 The members of the Board or the Managing Agent and 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 may be permitted in case of emergency.
- 1.4 Every shareholder is liable for any and all damages caused by them to the common elements and/or of the property of the co-operative.
- 1.5 No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior written consent of all the Lessees to whose apartments such hall serves as a means of ingress and egress and the Board of Directors.
- 1.6 Tenants must meet all delivery personnel at the door; they cannot be buzzed up to the apartment.
- 1.7 Unauthorized persons are not permitted on the roof of the building.

2. NOISE

- 2.1 No shareholder shall have his or her children play in the hallway, lobby or any other common area.
- 2.2 No shareholder 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. and 8:00 a.m. the next morning.

3. DEFAACEMENT OF PROPERTY

- 3.1 A shareholder 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, by application, 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 The use of any type of grill is not permitted on the balcony or fire escapes.
- 3.5 No smoking or disposing of cigarettes in common areas. **Violations will be subject to a \$100.00 fine.**

4. SUBLEASE/SALES

- 4.1 Sales and subleases are subject to the approval of the Board of Directors.
- 4.2 All new shareholders are required to reside in the unit for a minimum of 1-year prior to subletting it. **As a reminder, family members (including but not limited to children, parents, grandparents, brothers, and sisters) are considered subtenants if the shareholder (lessee) is not also occupying the unit. These individuals are subject to the general sublease rules, application process, and fees.**
- 4.3 All subleases must be 1-year and approved by the Board. The Board must 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 a \$500.00 fine per month.**
- 4.4 Open houses are permitted on weekends; however, they must be coordinated with the Building's Superintendent. If the hours of the open house fall outside the weekend door staff hours (3:00 p.m. and 11:00 p.m.) Saturday and Sunday then the shareholder will be responsible to pay the current hourly rate for the door staff to work the additional hours.

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 The superintendent and the Managing Agent must be notified in writing seven (7) days in advance of each move in/move out, and a **\$500.00 deposit** must be submitted along with a moving application. If there is no damage after moving in/out, the deposit will be returned. A \$500 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 a completed request for alteration form. Applications may be obtained from the Managing Agent. **Violations are subject to a \$500.00 fine.**
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 hallway.
 - 8.2 The shareholder will be fined for any garbage left on the floor of the hallway. **Violations will be subject to a \$100.00 fine.**
 - 8.3 Do not leave any furniture or large items in the hallway. Shareholders are responsible to move such items to the basement of the building or to follow instructions from the Building Superintendent.
 - 8.4 Shareholders/residents must also comply with NYC Department of Sanitation rules pertaining to disposal of garbage and recycling. **Violations will be subject to a \$100.00 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.
9. **ANIMALS/PETS**
 - 9.1 No bird or animal shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on a leash. 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.
10. **ALL ILLEGAL ACTIVITIES**
 - 10.1 All illegal activities, like prostitution, gambling and selling/using illegal drugs are prohibited absolutely.
 - 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. and 11:00 p.m.
 - 11.2 No shareholder shall install a washing machine in his unit.
12. **MISCELLANEOUS**
 - 12.1 These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.
 - 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 \$50 late fee. Checks received late for the 3rd (third) time in a 12 (twelve) month period will be assessed a \$100 late fee.
 - 12.4 No shareholder is permitted to bring into or keep in his unit any combustible or explosive fluid, material or chemical substance, except for normal household use.

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

I have read and accept the House Rules.

Signature _____

Date: _____

State of _____)

County of _____)

Sworn to before me this _____

day of _____ of 201 ____.

Notary Public