

House Rules

88-12 Elmhurst Corporation

The following House Rules shall apply equally to all residents of 88-12 Elmhurst Corp. The term resident refers to all tenant-shareholders and rental tenants.

1. Fire escapes shall not be obstructed in any way, such as by placing plantings or any other objects obstructing any fire escape windows.
2. Common areas should remain clear of obstruction. No tricycles, bicycles, scooters, baby carriages or other similar vehicle shall stand in public halls, passageways, courts or any other common areas in the building. None, except baby carriages, may enter or exit the building through the main entrance.
3. Individuals may not loiter in common areas.
 - a. Children may not play in the public halls, courts, stairways, fire escape or elevators and shall not be permitted on the roof.
 - b. Guests of residents should abide by these House Rules and be respectful of the building premises and other residents.
4. No resident shall make or permit any disturbing noises in the building. No resident shall act or permit any action therein which will interfere with the rights, comfort or convenience of any other resident. No resident shall play nor allow to be played any instrument nor permit the use of a stereo, radio or television in said resident's apartment between the hours of 10:00 p.m. and 8:00 a.m.; if such use could disturb or annoy any of your neighbors.
5. All construction, repairs and any renovations which could cause disturbance to any resident, may be conducted only during the hours of 8:00 a.m. - 5 p.m. from Monday through Friday and from 9:00 a.m. - 5:00 p.m. on Saturday. **They may not be conducted on Sunday or on any legal holiday.** All construction, repairs and any renovations must obtain approval of the Board of Directors or the Managing Agent prior to the commencement of such work. In addition, copies of the following documents should be submitted to the Board of Directors or the Managing Agent:
 - a. Contractor's Insurance
 - b. Contractor's License
 - c. Scope of work to be completed

Important: It is the responsibility of the resident to have all construction debris disposed of after the completion of such work.
6. No hallway, above the ground floor of the building may be decorated or furnished by any resident

without the prior written consent of the Board of Directors or the Managing Agent. No sign, notice, advertisement or illumination shall be inscribed or posted on any hallway window or other part of the building without similar consent. No article should be placed in the halls, on the staircase landing or fire escape. No article shall be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.

7. The installation of any washing machine and/or dryer in any apartment is **strictly prohibited**, as stated in your lease agreement. If such lease violation exists, it must be corrected immediately by the removal of said appliances.
8. No awning, window air-conditioning unit or ventilator shall be installed in or about the building unless properly installed, or expressly approved, in writing, by the Board of Directors or the Managing Agent. Nothing shall project from the outside of any window without similar approval, including hoses and electrical wires. No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors or the Managing Agent.
9. No tricycles, bicycles, scooters, baby carriages or other similar vehicle shall stand in public halls, passageways, courts or any other area in the building. None, except baby carriages, may enter or exit the building through the main entrance.
10. Large deliveries (such as large furniture, appliances, and construction materials) or otherwise bulky or heavy items that may damage the front entrance doorway or lobby are to be made through the back entrance of the building. Trunks and heavy baggage shall be taken in and out of the building through the back or service entrance.
11. The following rules shall be observed with respect to garbage disposal:
 - a. No bottles or cans shall be dropped down the flue but shall be placed in its appropriate recycling bin in the garbage and recycling closet. Newspapers, magazines and any other paper goods must be folded neatly and placed in its respective recycling bin in the garbage and recycling closet. Proper recycling technique is required by New York State law, and shareholders/residents who do not follow the proper recycling procedures **will be fined**.
 - b. All wet debris shall be securely wrapped or bagged so as to fit easily into the garbage chute door panel.
 - c. All other debris shall be completely drip-free or in a drip-proof container when it is brought to the garbage and recycling closet and placed into the flue garbage chute door.
 - d. If you use large disposal bags which when filled do not fit through the garbage chute door panel into the flue, do not leave them on the garbage and recycling closet floor. You are responsible to bring them down to the garbage compactor room in the basement and the superintendent or the porter should be contacted for further instructions.
 - e. Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into garbage

chute opening. Small items of this nature should be placed in appropriately designated recycling bins in the garbage and recycling closet. Bulky items should be brought down to the garbage compactor room in the basement and the superintendent or the porter should be contacted for further instructions.

- f. Under no circumstances may anything flammable, explosive or toxic, such as carpet sweepings containing naphthalene, camphor (moth) balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any flammable, explosive, highly combustible or noxious substances be thrown into the garbage chute flue.
- g. Vacuum cleaner bags must never be emptied into the garbage chute flue. They and all other dusty, dirty article must be wrapped in a securely tied bag or package and then placed through the garbage chute door panel into the flue.

12. Agents of the apartment corporation and Managing Agent, and any contractor or employee authorized by them, must be allowed access to inspect any apartment at any reasonable hour of the day or night to determine if measures are necessary to control or exterminate any vermin, insects or other pests. If it is necessary that measures be taken to control or eliminate such pests, the cost of such measures shall be the responsibility of the Owner of the apartment.
13. No toilet, sink, bathtub, dishwasher or any other water apparatus shall be used for any purpose other than for which it was intended. Further, any damage to said water apparatus which is caused by a resident discarding sweepings, rubbish, rags or any other foreign objects, will be paid for by the shareholder of the apartment in which it is caused.
14. No shareholder/resident shall send any employee of the Corporation out of the building for his/her own private business, of any kind or at any time without the prior written consent of the Board of Directors. The holders of unsold shares shall have the right to use employees of the apartment corporation for the preparation of vacant apartments which are for sale or to do work in connection with apartments to which unsold shares are allocated. Said holders of unsold shares will reimburse the apartment corporation for the full value of the hourly wages, payroll taxes and union costs of those employees, for the time during which they were employed on such business. Such employment may never interfere with the regular duties of said employees.
15. As stated in your Lease Agreement, no animal shall be kept or harbored in the building unless approved in writing by the Board of Directors or the Managing Agent. To obtain approval please review the building pet policy to submit a formal request and obtain approval from the Board of Directors. Approval shall be revocable at any time. In no event shall dogs or cats be permitted on elevators or in any of the public portion of the building, unless carried or leashed. No pigeons or other birds or animals shall be fed on the property.
16. Unless expressly authorized by the Board of Directors, a minimum of eighty percent (80%) of the floors

of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, with the exception of kitchens, pantries, bathrooms and closets.

17. All general complaints regarding the building shall be registered in writing to the Managing Agent; a copy shall be furnished to the Board of Directors. Complaints may also be submitted directly to the Managing Agent through the contact form on the building website.
18. Any person applying for the purchase or rental of an apartment from an individual owner must be screened and approved by the Board of Directors. Failure to abide by this rule will cause a fine to be assessed against the Owner of the apartment, as well as, hold over procedures will commence in a court of law. No group tour, open house or exhibition shall be conducted for the purpose of the sale of an apartment or its contents, nor shall any auction sale be held in any apartment without the prior written consent of the Board of Directors or the Managing Agent.
19. Any activity considered illegal under the laws of the City of New York will not be allowed on the building premises, and will be heavily fined and reported to the proper authorities.

The House Rules will be strictly enforced and for residents violating any of the aforementioned rules resulting in a fine, the fines begin at \$250. These rule may be added to, amended or repealed at any time by the Board of Directors. Any consent or approval given under these House Rules by the resident shall be revocable at any time.