

HOUSE RULES

470 OWNERS CORPORATION

470-480 Halstead Avenue

Harrison, New York 10528

The Cooperative policies for 470 Owners Corporation are listed below. These policies may be reviewed periodically and may be amended by resolution of the Board of Directors. These policies shall only prove effective if each one of us takes on the responsibility of adhering to each one.

Failure to comply with Cooperatives' Policy's may result in assessments and/or fines.

Residents, owners and subleases, in violation of the 470 Owners Corporation House Rules will be responsible for the legal costs associated with enforcing any of the House Rules or other lease provisions.

PARKING RULES

All Newport Towers' residents, guests, employees, and contractors parking on the premises are expected to follow all policies and regulations stated herein. Any person not abiding by these policies will be subject to towing and/or booting and held responsible for any monetary charges incurred for the violation.

Parking is allowed on the Newport Towers lot for anyone with or without a sticker during the hours of 7am to 7pm.

You will need a parking sticker (received as the rules note below) to park on the lot between 7pm and 7 am. By accepting/receiving a parking sticker, you are acknowledging that you are aware of the rules and regulations for parking at Newport Towers and agree to abide by them.

Having a parking sticker does not guarantee you a parking space in the unassigned parking lot. These spots are first come first served.

INDOOR PARKING

- Indoor parking spaces will only be leased/issued to shareholders, their family members, and spouses provided they are residents of the cooperative and live in the apartment represented by those shares. Only one indoor space per resident per unit is permitted. No one resident is permitted to have two indoor parking spaces. No apartment unit may have more than ONE indoor space assigned to it.
- **No resident is permitted to sublet their indoor parking space, nor can it be transferred via a sale. Indoor parking spaces are not for the storing of vehicles nor are they to go unoccupied for indefinite periods of time. Failure to do so may result in the permanent revocation of indoor parking privileges.**
- **From 7:00 PM to 7:00 AM all residents with indoor spaces must park their vehicles inside.** Failure to do so will subject the lessee to permanent revocation of their indoor parking privileges.
- Indoor spaces will only be issued to residents of the building where the spaces are located.
- Indoor spaces will not be issued for motorcycles.
- **Once an indoor space is assigned, if the shareholder refuses the space due to location they will be placed at the bottom of the waiting list. Shareholders may request a change of space after they have been assigned an indoor space and such request will**

be maintained until a space comes available. However, shareholder must utilize the space assigned until such time.

- Any shareholder that is in arrears for more than 110 days will have their indoor parking privileges revoked. Any shareholder on the indoor parking waitlist that is not current with their maintenance will be skipped, and the spot will be offered to the next person on the list until the account is brought current.

OUTDOOR PARKING/STICKER UTILIZATION

- Shareholder units will be issued up to a maximum of two stickers which would include any indoor parking space, provided the shareholder, their family members, and spouse, or significant other resides in the apartment represented by those shares and has a vehicle registered to them and the address. Without valid proof of address a second sticker will not be issued.
- Sublet units will be issued only one sticker provided the leaseholder, family member, spouse, or significant other resides in the apartment for which the lease is written, and a vehicle is registered to them and the address.
- There are designated compact car spaces that all residents need to respect.
- **You must park your car head (front) in. Backing into a spot can result in your car being booted.**
- **Vehicles must be parked in the parking space and between the lines. Failure to park in the parking space and between the lines will subject the offending vehicle to booting and/or towing.**
- Outdoor parking spaces are not to be used for the long-term storage of vehicles. Vehicles unmoved for over thirty days shall be subject to booting and/or towing.
- Any vehicle with commercial plates, including, but not limited to, trucks, pickups, and vans, must park in the rear of the buildings at all times, unless they are on the property for work that is being done to the cooperative itself (not residents' apartments).

MOTORCYCLES

- From 7:30 AM to 7:00 PM parking is permitted in any outdoor parking space (this applies to both residents and non-residents). From 7:00 PM to 7:30 AM motorcycles must be parked in designated motorcycle areas (only residents' motorcycles are permitted on the premises during these hours).
- All motorcycles must be equipped with factory exhaust systems.

- Special stickers will be issued for motorcycles.

PARKING STICKERS

- Stickers will be issued by presenting a valid driver's license, valid registration, and valid insurance card. The vehicle for which the parking sticker is being issued must also display a current inspection sticker. No individual resident is permitted to have two parking stickers. Proof of tenancy and ownership of shares must also be presented. Either the stock certificate or CURRENT maintenance stub is acceptable.
- Sub-tenants must provide a CURRENT copy of their lease and provide proof that they are residing in the leased unit .
- Parking stickers will be issued periodically by the Cooperative. New residents and residents needing replacement stickers must contact Garthchester Realty. Stickers must be affixed to the inside lower right corner of the rear windshield. In the case of a **convertible, or jeep with a removable top the placement is the inside lower right corner of the front windshield**. Only the current sticker should be on the vehicle. Any expired stickers need to be removed to avoid confusion on the part of the towing company. An incorrect sticker on the vehicle shall subject to the vehicle to booting and/or towing.
- Replacement stickers require the return of the old sticker that matches the number on record. If a car is stolen or destroyed a request must be made to the Board with proof such an event has taken place.
- Restricted use stickers will be issued to lifeguards during the period the pool is open.
- **Failure to return your parking sticker upon moving out will result in forfeiture of your move-out fee.**
- **If anyone is found with an illegal or reproduced parking sticker, all parking privileges will be revoked immediately and the vehicle subject to booting and/or towing**

TOWING

- Any motor vehicle, including motorcycles, that does not properly display a valid Newport Towers parking sticker, will be towed away at the owner's expense. Vehicles must be parked front end in.
- Any motor vehicle, including motorcycles, that are double parked, parked in an undesignated spot, parked around the center island, or taking up more than one space will be towed away at the owner's expense.

- Towing will take place daily between the hours of 7:00 PM and 7:30 AM.
- **It is the Resident's responsibility to be sure that they and their guests follow the Parking and Towing policies and be aware of what instances can cause them to be towed. Any vehicle parked on the property is subject to these rules and to booting and/or towing in the event of any violation.**

ALTERNATIVE PARKING

- Newport towers residents and guests may park in Chase Bank (402 Halstead Avenue) parking lot during non-banking hours. Parking is only permitted at Chase between the hours of **7PM and 7AM**. Cars must have either a Newport Towers current sticker or display the hangtag given out in 2019. Both are not required, it is one or the other.
- Failure to abide by Chase Bank's parking policy will result in the vehicle being towed away at the owner's expense and the possible **loss of all parking privileges for ALL Newport Towers' residents and guests.**
- In the advent of snow, all Newport Towers residents and guests must remove their vehicles from Chase Bank property to facilitate the plowing of the parking lot by 5:00 AM. **Failure to do so will result in the towing of those vehicles at the owners' expense.**
- **HANGTAGS are required for parking spaces acquired in 2019 at the Corporate Park across from 480 building. These hangtags were supplied one per apartment and are registered to the apartment. LOSS OF THE HANGTAG REQUIRES A SUBSTANTIAL FEE FOR REPLACEMENT. Cars do not need a sticker but MUST HAVE THE HANGTAG, EVEN IF IT'S A CAR WITH A STICKER.** These spaces are rented by 470 Owners and are for us 24 hours a day/7 days a week. **There are 25 spaces available #8-13; #21-26 and #30-42. These numbers are printed on the hangtag for reference. ONLY these spaces are leased by 470 Owners, parking in any other space subjects you to towing.**
- **Harrison Railroad Parking Policy:** (westbound side of the tracks only) May be obtained by calling the town clerk's office, (914) 670-3030.
- **Please note that the alternative parking options listed above need to be verified, as town and bank parking policies are subject to change.**

House Rules

COMMON AREAS

- **Common Areas** shall include hallways, stairwells, laundry rooms, lobbies, garages, and public areas.
- **Smoking** is prohibited in all common areas, stairwells and within 10 feet of the entrances to the building.
- **Personal Items** are not permitted outside individual apartment doors i.e.: shoes, umbrellas, bicycles, etc.
- **No one** shall be allowed to play in all common areas.
- Common areas are not to be **decorated** by anyone other than those designated by the Board of Directors. Small door and holiday decorations are the exception. The decorations are limited to the door only. Holiday decorations must be removed no more than 14 days after the holiday. No items or decorations shall be placed on the floor of the hallway. This is a safety/fire hazard. Any decorations on the floor will be removed by the staff. **Only doormats provided by the cooperative are to be used.**
- **Public halls and stairways** of the buildings shall not be obstructed or used for any purpose other than entering and exiting the units in the building. Stairwell fire doors must be kept closed at all times.
- **Compactor rooms** must be kept clean at all times:
 - No large articles, metal, wood, or cardboard can be thrown down the chute.
 - Newspapers and magazines should be stacked and placed in the appropriately marked bin.
 - Cans and bottles should be rinsed out and placed in the appropriately marked recycling bin.
 - Wire hangers and cartons must be neatly packaged and left off the floor of the compactor room.
 - **Pizza boxes should be broken down and thrown down the chute.**
 - Throwing any of the following down the chute is prohibited and unlawful:
 - Lighted matches, cigarettes, cigars, carpet sweepings, oil-soaked rags, empty paint cans, aerosol containers or any other flammable or highly combustible or explosive material
 - Residents are responsible for arranging to have large pieces of furniture, kitchen appliances and similar items removed to the dumpster area.
 - Large boxes, Christmas trees and similar objects should be brought to and placed next to the dumpster enclosure for removal. Anyone needing assistance should contact the super.

- **Laundry Rooms** are located on each floor. The hours of operation are from 8:00 a.m. to 10:00 p.m. seven days a week. Please keep the laundry rooms clean. Residents are responsible for cleaning the lint filters in the dryers.
- **Community Storage Rooms** are located on each floor in the laundry rooms. These rooms are provided for your convenience free of charge and are intended solely for boxes, luggage, and holiday decorations. Please notify the superintendent during regular business hours for access. All items stored must be identified with your name and unit number. The cooperative is not responsible for anything stored in these community storage rooms. **Those residents found storing excessive amounts of permitted items will be asked to remove them.**
 - ***PROHIBITED ITEMS IN COMMUNITY STORAGE ROOMS: Mattresses, upholstered furniture and combustible items are not allowed at any time and will be removed without notice if discovered. Other items NOT PERMITTED in these rooms are paint cans, tires, oversized furniture, rugs, bicycles and exercise equipment.***

YOUR UNIT

- **Floor covering** Each unit must be covered with carpeting or equally effective noise reducing material to the extent of at least 80%. The kitchens, bathrooms, closets, and foyer are exempt from this rule.
- **Pest Control** All residents are obligated to provide or arrange for timely access to their units, by the managing agent or their designee, for the purpose of inspecting and possibly controlling or exterminating any vermin, insect, or pest. Monthly treatments are available at no cost to the shareholder. To sign up for these treatments, fill out a service request form in the mail room.
- **Window guards** are required in all units with children under the age of ten (10) years old. **NO EXCEPTIONS.** Window guards must be government approved.
- **Insurance for owners, sponsors and rentals** is ***mandatory***. It is the responsibility of that party to obtain coverage and supply proof of insurance to the managing agent annually.
- **Subleasing:** Owners may sublease their unit(s) but only after residing in the unit for 3 years from the owner's date of purchase. Effective January 2008, owners will be charged an annual sublet fee to be paid monthly over the term of the lease. The fee is equal to 3 months' maintenance and fuel charges and is payable to 470 Owners Corporation. All potential subleases must go thru the application and interview process. The number of sublet units will be limited to 15% of the total number of units. If your monthly charges are not kept current, your sublease will be revoked, and your tenant will be forced to vacate immediately.

- **Additional keys** to the building entrance doors can be purchased through Garthchester Realty. Please contact them to arrange for additional keys. If you rekey your unit door, you are required to provide a copy to the building superintendent. In case of emergency, if access to your unit is required and a key to your unit has not been provided, you will be liable for costs associated with repairing/replacing your door.

MOVING/RENOVATION/DELIVERIES

- **Construction, repair work or installation** shall be permitted during the hours of 8:00 a.m. and 5:30p.m. Monday thru Friday and 9:00 a.m.-5:00 pm on Saturday. Please notify the superintendent when workmen are scheduled to be in your unit. Please have all workman park in the rear of the building and use the basement entry. All workmen must be licensed and insured and provide proof to the management agent before any work is started.
- **Renovation projects** are subject to prior approval of the 470 Owners Board of Directors. Request forms are available in the superintendent's office. Alteration agreements must be submitted and approved prior to the start of any renovation work. A \$300 non-refundable fee must be submitted with the alteration agreement. A copy of the alteration agreement is attached. Please visit www.garthchesterrealty.com for more information.
- **Residential moves** are limited to Monday thru Friday, 9:00 a.m. to 4:30 p.m. **There will be no moving on weekends or holidays.** (MANAGEMENT) must be notified at least one week prior to the date of the move. A \$500 deposit is required in the form of a check made payable to 470 Owners Corp. The deposit must be given to (MANAGEMENT) at before the move and proper documentation must be submitted as well as, Managements approval. Any damage to the common areas, i.e.: hallways, carpeting, elevators, basement areas, entry ways, etc, will result in the forfeiture of your deposit. If damages exceed the deposit, you will be financially liable. The superintendent can be contacted by phone at **(914) 835-3481**. All moving vans should contact the super upon their arrival to secure parking instructions and padding of the elevator. Please visit www.garthchesterrealty.com for more information.
- **Deliveries:** Please notify all delivery services, such as kitchen appliances, furniture, carpeting and movers to make deliveries through the building basement rear entrances. Deliveries are allowed Monday thru Saturday, 8:00 a.m. – 5 p.m. Please notify the superintendent of delivery times as the elevator padding will need to be in place to protect the interior elevator paneling from damage during deliveries. Insurance is required and should be submitted to Garthchester prior to delivery. Please visit www.garthchesterrealty.com for more information.

SAFETY ISSUES/PROHIBITED AREAS

- **As a matter of safety**, no article shall be hung or shaken from the doors, windows, and terraces or placed in the exterior windowsills of the building. Flower displays are the exception. Flower boxes must be hung on the inside of the railing. Any hanging plants or wall mounted plants on the terraces must be at least 3 feet from the railing. All potted plants must be placed in drip proof containers. The tan plastic must not be removed or damaged. **The space between the bottom of the railing and the concrete floors must not be restricted in any way.**
- **No one is permitted on the roof any time.**
- **Barbequing** on terraces is prohibited by New York State Fire Code, chapter F3 and F38. The code allows for the following: electric grills and grills which use less than 16 oz. propane cylinders. The storage of all flammable liquid, in any container, is strictly prohibited, as per NYSFC enforcement number 3403.3.3
- **Awning and window ventilators** shall not be used in or about the building. Only the window air conditioning units, as approved by the Board of Directors, are permitted, and must be installed per the established specifications.
- **No sign, notice, advertisement or illumination** shall be inscribed or exposed on or in any windows, doors or other parts of the building, the exception being holiday decorations. Bulletin boards are available in the mailroom for resident postings and notices. The bulletin boards located in the entryways and basements are for official co-op use only.
- **No dogs are allowed on the premises.** No animals or birds, wild or domesticated, shall be fed from the terraces, windowsill, or other public area of the building's property. No bird feeders shall be hung from any trees or terraces on the property. The number of cats permitted is limited to 2 per apartment. No pets are allowed in the common areas.

POOL/RECREATION/BICYCLES

- **Pool area** Only owners and tenants currently residing at 470-480 Halstead Avenue may have access to the pool. All pool users should behave in a manner that enhances safety and enjoyment of everyone at the pool area. The lifeguard is responsible for the safety and reasonable discipline of children and adults and has the right to expel anyone from the pool area who, in his/her judgment, is creating a nuisance or danger to others. Specific pool regulations are distributed annually to all residents and are posted at the pool at the beginning of each season. Entry to the pool area is bypass only. Replacement passes may be obtained, for a fee, by contacting the management agent. Westchester County rules require all individuals to sign in upon entry.

- **Recreation Room** There is a recreation room located in the basement of the 470 building. The rec room can be reserved for events by residents. The fee associated with your reservation is \$100 which includes a \$50 rental fee and a \$50 refundable deposit. The deposit is returned after the rec room is inspected for damage by the superintendent. The residents are responsible for the cleanup and removal of the trash to the dumpster area. The rec room is also open daily for use by residents. To reserve, please contact the superintendent.
- **Bicycles** are not permitted in any part of the building except the bicycle storage room. Bicycles must enter and exit the building only through the basement. Only those residents storing a bicycle in the storage room will be issued a key. A fee of \$10 will be charged to each resident storing a bicycle to cover the cost of the key. Each bicycle must hang an I.D. tag issued by the superintendent clearly indicating the name and apartment number corresponding to the bicycle. It is the responsibility of the resident to provide a lock for their bicycle(s). **The cooperative is not responsible for anything stored in the bicycle storage room.**

PROBLEMS/ISSUES/COMPLAINTS

- **Noise** or anything which may interfere with the rights, comfort or convenience of one's neighbors is strictly prohibited. No musical instruments, stereos, TVs, VCRs, or DVDs shall be played loudly at any time. **Any complaints should be directed to the Town of Harrison Police Department at (914) 967-5110.**
- **Complaints regarding the staff** and/or service of the staff must be made in writing to the managing agent: Garthchester Realty, 440 Mamaroneck Ave, S512, Harrison, NY 10528, Attn: Brian Scally or via email: brian@garthchesterrealty.com.

ADDITIONAL BUILDING SERVICES

- **Cooperative employees.** No resident shall use the services of any building employee during regular work hours. Work request forms are located in the mailrooms for your convenience. The board has directed co-op employees to help with minor plumbing repairs and Christmas tree removal, as necessary.

GARTHCHESTER CONTACT LIST

Garthchester Realty Office - (914) 725-3600

Emergency, after-hours - (866) 246-0370

General Questions and Comments:

Brian Scally ext. 3112 (Property Manager) brian@garthchesterrealty.com

Michele Liddy ext. 3121 (Assistant Property Manager) michele@garthchesterrealty.com

Billing Questions:

Adele Frutkin ext. 3103 (Accounts Receivable) adele@garthchesterrealty.com

PAY ONLINE: To pay your maintenance bill online or sign up for e-bill. Please go to www.garthchesterrealty.com and follow the prompts.

SIGN UP FOR ONE CALL NOW: (emergency broadcasting system), Go to www.garthchesterrealty.com, select the Properties tab and search for your property. Once on your property's page, there will be an "Emergency Notification Sign Up" button in red. Select that button and follow the prompts from One Call Now.

Please visit the Garthchester Realty website, www.garthchesterrealty.com for updated information, forms, rules and more.

470 OWNERS CORP. CONTACT

Superintendent/Handyman:

Marash & Nick - 914-835-3481