

**625 GRAMATAN OWNERS CORP.
625 Gramatan Avenue
Mt. Vernon, NY**

**HOUSE RULES
&
BUILDING INFORMATION**

Revised July 2019



TABLE OF CONTENTS

- I. General Information
- II. Building Information
- III. Cooperative Living
- IV. Repairs – Responsibilities
- V. House Rules
- VI. Safety & Security
- VII. Parking Garage

I - GENERAL INFORMATION

<u>Mt. Vernon Police Dept.</u>	Emergency	914-664-3838
	Non-emergency	914-668-6000
<u>Mt. Vernon Fire Dept.</u>	Emergency	914-668-9000
	Non-emergency	914-668-9004
<u>Ambulance (Police)</u>		914-664-3838
<u>Westchester County Police</u>		914-769-3100
<u>N.Y. State Police</u>		914-631-6300
<u>Hospitals:</u>		
Mt. Vernon Hospital		914-664-8000
Lawrence Hospital (Bronxville)		914-337-7300
Westchester County Medical Center (Valhalla)		914-285-7000
<u>Poison Emergency Hot Line</u>		914-353-1000
<u>Electrical Emergency (Con Edison)</u>		914-964-5100
<u>Gas Leak Emergency (Con Edison)</u>		914-428-8520
<u>Mt. Vernon City Hall (Roosevelt Square)</u>		914-668-2200
<u>Mt. Vernon Post Office (Fleetwood)</u>		914-964-7220
<u>Spectrum Cable</u>		833-267-6094
<u>Verizon</u>		800-837-4966
<u>Mt. Vernon Public Works (Sanitation)</u>		914-668-2200
		914-668-6469

Polling Locations: - Public School 16 Pennington; Devonia Avenue East
Senatorial District (State) 34th; Assembly District (State) 88th;
Congressional District (Federal) 20th;
Election District 35th

School Board Elections: - Public School 16 Pennington
Devonia Avenue East
School District 16 (Local)

II - BUILDING INFORMATION

MANAGEMENT OFFICE

Garthchester Realty 914-725-3600 (office)

209 Garth Road 914-725-6453 (fax)

Scarsdale, NY 10583

www.garthchesterrealty.com

Artie Guttilla, Property Manager 914-725-3600 ext. 118

artie@garthchesterrealty.com

Building superintendent 914-668-9396

EMERGENCY 914-725-3600 (after hours/weekends/holidays)

PETS

NO DOGS or visiting dogs are permitted. Other household pets are permitted (see House Rule #16 for exceptions). Those residents who currently own dogs may keep them, however, no additional or “replacement” dogs will be allowed. Dogs presently owned must always be leashed and must enter and exit the building through the services entrances. Owners are responsible for immediate clean-up of dog droppings.

Other household pets are permitted (see House Rule #16 for exceptions).

PARKING

There is NO provision for visitor parking at Plymouth House. Each parking spot in the garage has been assigned. Unauthorized vehicles will be towed away at owner’s expense.

LAUNDRY ROOMS

Located in North & South sides of building

HOURS: 7:00am – 10:00pm – Last load 8:30pm (***Machines shut off at 10:00pm***)

Service problems – Call number on machines

BUILDING INFORMATION (Cont.)

GARBAGE AND SANITATION

Incinerator rooms are located on each floor of each building. All garbage must be put down the incinerator chute with the exception of hangers, wire objects, aerosol cans, dry cell batteries and inflammable items. Newspapers should be placed on the floor of the incinerator room. A pail is provided for jars, cans and plastic; these items must be rinsed out. No garbage may ever be left in the hallways, stairwells or incinerator rooms. Large, bulky items should be placed in front of the North incinerator room door (near the North laundry room on the lobby floor) before 3:30 p.m. However, furniture, packing cases, corrugated boxes, carpet and linoleum remnants must all be disposed of by specific arrangements with the superintendent. Do not leave these items in the outside incinerator rooms or in the laundry rooms. All kitchen garbage, including milk and juice containers and pizza boxes, must be put in chute.

MAINTENANCE PAYMENTS – Shareholders only

Maintenance is due on the first day of each month. A late penalty of \$25.00 will be charged for payments received after the fifteenth day of the month, and \$50.00 will be charged for each additional month the account remains in arrears.

DELIVERIES

All deliveries of items such as furniture, appliances or large boxes should be done through the service entrances. **DO NOT USE THE LOBBY ENTRANCE.** You are responsible for making sure that persons delivering to your apartment follow these rules and do not damage entrance doors, hallways or the lobby. Before such deliveries, submit the proper paperwork to management and notify the superintendent so elevator pads may be installed. We are trying to maintain the beauty of our building and we want it to remain attractive.

EXTERMINATOR

The exterminator comes on the first and third Thursday of each month. If you wish to have your apartment treated, a sign-up sheet is posted in each laundry room.

SUBLEASING

NO SUBLEASING IS PERMITTED.

III - COOPERATIVE LIVING

It is important that shareholders understand the difference between renting from a landlord and being a resident shareholder in a cooperative. If we are going to make Plymouth House a beautiful place in which to live, then we are going to need the help, assistance and cooperation of all tenants and shareholders to achieve our goal.

As shareholders, you are owners of the Plymouth House in much the same manner as homeowners. Anything that you can do to help maintain, manage or improve the buildings and grounds is going to benefit you and your neighbors. By the same token, if you or anyone else damages, disrupts or destroys Plymouth House, it is costly in financial terms to you and your neighbors, and detracts from the quality of life. The board of Directors and the managing agent cannot be on the premises at all times to protect our property and make sure that all residents and guests are living within the rules. We need your help in treating these premises as if they were your own property, which indeed it is.

If you see or know of anyone damaging Plymouth House property, please report it to a Board member at once. When you enter or exit the building and garages, please close the doors and make sure they are locked, just as you do your own apartment. If you see litter on the sidewalks or in the hallways, please help us by picking it up rather than complaining about the porters. The litter in the hallways is put there by tenants, shareholders and their guests, not by the porters. Our staff is paid to clean and maintain the building, but we can all make their efforts more effective and our homes more beautiful if we pitch in and help.

We constantly need new people and new ideas. We need your experience, knowledge, expertise, concern and participation. Please consider whether you could devote a few hours a month of your time to make Plymouth House a better place to live. Our future is truly in our own hands. The success or failure of Plymouth House is up to us. The opportunity is here and you can make a difference.

IV - REPAIRS – WHO’S RESPONSIBILITY IS IT?

There is a relatively simple rule that governs whether a repair is the responsibility of the shareholder or the responsibility of the cooperative. With the exception of apartment radiators, if the item to be repaired or the cause of the damage is within the living area of an apartment, and is of service only to the resident of that apartment, then it is the responsibility of the shareholder to pay for the repair.

If the item to be repaired is within the walls of the building, or in the common areas, or damage is caused by such an item, then it is the responsibility of the cooperative to pay for the repair.

A few examples:

<u>ISSUE</u>	<u>RESPONSIBLE</u>
Broken plaster	Shareholder
Leaking faucet	Shareholder
Painting an apartment	Shareholder
Clogged toilet	Shareholder
Broken Window	Corporation(<i>unless caused by an act of a shareholder</i>)
Inoperative intercom or doorbell	Corporation
Inoperative refrigerator or stove	Shareholder
Inoperative electrical circuit	Shareholder (<i>Have your electrician look at the problem. The is responsible for electrical wiring up to your fuse box or circuit breaker panel. The circuits within the apartment are your responsibility</i>).
Inoperative light fixture & toggle switches	Shareholder
Pipe breaks inside the wall	Corporation (<i>The cooperative will open the wall and repair the broken pipe. The cooperative will also repair and plaster ceilings or walls that were damaged by water. This includes any apartments below the affected apartment. After the cooperative has repaired ceilings and walls, it is the responsibility of each tenant to repaint it or re-wallpaper</i>).
Flood caused by the apartment above	Apartment owner is responsible for damages to your apartment. All shareholders must have insurance to protect against such an occurrence.

The exact rights and obligations between the Corporation and its tenant/shareholders are contained in the proprietary lease and purchasers and shareholders should refer to same.

V - HOUSE RULES

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than entry to and exit from the apartments in the building, and the fire escapes shall not be obstructed in any way.
2. No patient or client of any doctor or other professional who has offices in the building shall be permitted to wait in the lobby.
3. Children shall not play in public halls, courts, stairways, fire escapes, elevators, grassy areas, driveways or garages.
4. No one is permitted to be on the roof except in case of fire or emergency.
5. No public hall shall be decorated or furnished by any residents. No items shall be affixed to apartment doors by tape, adhesives or any other means that will damage or deface the door.
6. No resident shall make or permit any disturbing noises in the building or their apartment that will interfere with the rights, comfort or convenience of others.
No resident shall play or allow to be played any musical instrument, stereo, radio or television in any apartment between the hours of **10:00pm** and the following **8:00am** at a volume high enough to disturb or annoy other occupants of the building. No construction 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 8:30am and 5:00pm.
7. Residents of non-professional units shall not use or permit the use of the premises in any illegal manner or in such a way as to be harmful to the reputation of the cooperative.
8. No article shall be placed in the halls or on the stairwells or fire escapes, nor shall anything be hung or shaken from the doors, windows or fire escapes or placed upon the windowsills of the building. The common areas shall not be littered, defaced or misused in any manner. Acts of vandalism will be prosecuted to the fullest extent of the law.
9. No awnings shall be used in or about the building except such as shall have been expressly approved by the cooperative Board, nor shall anything project from any window of the building without similar approval (except air conditioners). The fire escape windows should not be obstructed by any air conditioning unit or fan.

Window guards on fire escape windows must comply with Mt. Vernon Fire Department regulations.

10. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Cooperative Board.
11. No tricycles, bicycles, scooters or similar vehicles and baby carriages shall be allowed to stand in public halls, passageways, areas or courts of the building. A storage room is provided for such items.
12. No moving will be permitted on weekends or holidays. Moving and deliveries will be allowed only Monday through Friday, 9:00am to 6:00pm. Moving and deliveries should be through the service entrances. Management and the superintendent must be notified with the proper paperwork submitted to Management at least **one week** in advance of such **moving** and **three business days** for a **delivery** to install elevator and carpet protectors.
13. Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent of the building may direct. (see Building Information).
14. Toilets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweeping, rubbish, rags, paper towels, facial tissues, sanitary pads, or any other article be thrown into the toilets. The cost of repairing any damage resulting from misuse of any water apparatus shall be paid for by the resident in whose apartment it shall have been caused.
15. No resident shall send the superintendent or porters out of the building on any private business.
16. No uncaged bird or exotic animal shall be kept or harbored in the building unless the same in each instance be 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 windowsills, fire escapes or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.
17. No radio or television aerial shall be attached to or hung from the exterior of the building.
18. No vehicle belonging to a resident or to a member of the family or guest, subtenant or employee of a resident shall be parked in such manner as to impede or prevent ready access to any entrance of the building.
19. The residents shall use the available laundry facilities only during such hours as may be designated.
20. The Corporation shall have the right to curtail or relocate any space devoted to storage or laundry purposes.

21. The floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms and closets.
22. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the written consent of the Co-op Board.
23. The Resident shall keep the windows of the apartment clean. In case of refusal or neglect of the resident during 10 days after notice in writing from the managing agent to clean the windows, such cleaning may be done by the Corporation, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the resident.
24. Complaints regarding the service of the building shall be made in writing to the managing agent.
25. Any consent or approval given under these House Rules by the Corporation shall be revocable at any time.
26. The agents of the Corporation or his contractors or workmen authorized by the Corporation may enter any apartment to check on conditions, such as gas or water leak, or any other contingency which, if unchecked, may constitute a hazard to the health or property of other residents or shareholders. In the event that no one is home, or entry is denied, forced entry will be necessary unless the superintendent has been notified of the location of the keys.
27. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

VI - EMERGENCY PROCEDURES

Safety & Security

1. Lobby door, service entrance doors and doors to the garages must be kept closed and locked at all times. Visitors should be identified through the intercom system before they are let in.
2. Stairwell doors should be kept closed at all times.
3. No air conditioners or fans should be placed in windows leading to fire escapes. No objects may be placed on the fire escape itself.
4. Residents should not exceed the maximum capacity for fuses. Kitchen lines are 20 amp maximum capacity. All other lines are 15 amps. These are the load limits of the building's wiring.
5. Air conditioners should be no greater than 115 volt, using no more than 7.5 amps.
6. Fire extinguishers are located on each floor of the stairwells and in garages for emergency use only. However, the Fire Department must be notified first at all times in case of fire.
7. Residents are not permitted to have washing machines or dryers. The existing wiring and plumbing cannot accommodate the load.
8. All apartments must be equipped with smoke alarms, which must be checked periodically. This can be done by pressing the red light. The alarm will sound if it is in operating condition. Otherwise the battery must be replaced. Remember, if your smoke alarm is not operational, your insurance carrier may refuse payment.
9. Radiator valves are designed to be completely open or shut; not designed to control the volume of steam. Partially opened valves will cause leaks, damaging the ceilings below. Therefore, valves must be fully opened or closed. Any such damage is the responsibility of the apartment owner whose radiator is partially open.

VII - PARKING AND GARAGE RULES

1. All parking spaces are assigned. Parking is permitted in assigned spaces **ONLY**.
2. Recreational vehicles, boat trailers and campers are **NOT** permitted in the garages.
3. Commercial vehicles are **NOT** permitted in the garages.
4. No vehicle is permitted in the garages unless it is legally registered and inspected in accordance with the Department of Motor Vehicles.
5. No vehicle repairs of **ANY KIND** are permitted in the garages.
6. Oil spills from any vehicle in the garages must be corrected. It is the vehicle owner's responsibility to clean and remove any spills.
7. Only one vehicle per space is permitted.
8. Only two garage keys are issued per garage space. Automatic garage door openers are sold by Fleetwood Lock of Yonkers. Problems with garage door openers are handled through Fleetwood Lock.
9. All keys and garage door openers are issued for the exclusive use of the resident. Anyone who gives the key or opener to another person or permits another to use the key or opener will **LOSE** parking privileges.
10. Anyone who attempts to undermine the security system of the garages in any way will **LOSE** parking privileges.
11. No personal property of any kind is permitted to be stored near vehicles. Property will be removed and discarded without notice.
12. No subletting or re-assignment of parking spaces is permitted without Board approval.
13. Vehicles will be towed at owner's expense for violation of parking rules.
14. Any resident not in compliance with the above rules is subject to revocation of parking privileges.