

750 KAPPOCK APT. CORP.

HOUSE RULES

USE OF COMMON AREAS

1. The public halls, stairways and lobby of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building.
2. Children shall not play in the lobby, public halls, laundry room, stairways, landscaped grounds, gym, or elevators, or on the roof of the building.
3. No recreational activities are allowed on the landscaped grounds.
4. No decoration of public space or placing of any objects in hallways is permitted.
5. No article, such as doormats, umbrellas, shoes, rubber boots, or sleds shall be placed in the halls or on the staircase landings or elevators, nor shall anything be hung or shaken from the doors, windows, terraces, balconies, or roofs or placed upon the windowsills or ledges of the building. No bicycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to stand in the halls, passageways, or other public areas of the building. Anything left outside an apartment is subject to removal by building personnel.
6. Building notices shall be exhibited on building bulletin boards. Nothing shall be taped or adhered to apartment doors. Decorations in public areas are the sole prerogative of the Board of Directors.
7. Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the board or the managing agent.
8. Except for posted parcels and restaurant deliveries, all other items of every kind, including bulk deliveries, must be delivered through the service entrance to the building.
9. Compactor rooms must be kept empty of all non-recyclable garbage and refuse except for newspapers and recycling bins. All non-recyclable garbage must be disposed of in compacting chutes in tied plastic bags. If non-recyclable garbage or refuse does not fit down the chutes, it must be brought down to the main compactor room in the basement. All corrugated boxes should be collapsed and taken to the basement compactor room.
10. All cars belonging to garage space owners must exhibit a decal and have car's description registered with the Agent and Garage Manager (see Garage Rules).
11. 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 a manner as to impede or prevent ready access to the entrance of the building by another vehicle.
12. Vehicles shall not idle in front of the building or be left unattended. Delivery vehicles are permitted as long as they are not blocking other vehicles.

13. All persons using bicycles, scooters, roller blades/in-line skates must walk them through the lobby in an orderly fashion. Small children using the above vehicles must be supervised by a responsible adult (parent, grandparent, babysitter etc). Any damage to property will be the responsibility of the appropriate tenant.
14. Anyone defacing the building, or its contents will be held responsible for the repair or replacement of such property.
15. No radio or television aerial, satellite dish, etc. shall be attached to or hung from the exterior of the building.
16. Elevator number two (next to Apartment #101) has been designated as a "service elevator" for all construction material, move-ins, furniture delivery etc.
17. The carts in the laundry room are to be used only in that designated area. They are **NOT** to be removed from the room.
18. The roof is off limits to all persons except for authorized personnel or in emergencies.
19. All pets must be curbed off of our property and must be kept off the landscaped areas. Dogs must be kept on a short leash at all times when out of the owner's apartment and on the property of the cooperative. Pet owners must take special care when walking their pet through the front entrance. Damages caused by pets to property and/or persons are the sole responsibility of the pet owner, who shall pay for damages caused by the pet. Hired dog walkers will be permitted to enter or exit the building with one dog at a time. Excessive dog barking is not permitted.
20. Smoking is not allowed in common areas of the building nor on the outside property.
21. No Lithium-ion battery powered bicycles (e-bikes), scooters (e-scooters), hover-boards or similar lithium-ion battery powered personal transportation or mobility devices of their batteries may be kept, stored, or charged in any of the building grounds, garages, or apartments of 750 Kappock Apt Corp.

USE OF APARTMENTS

1. All apartments are considered to be used for private dwellings only, except for those specified as professional apartments in the certificate of occupancy.
2. No Lessee shall make or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a stereo, radio, or television in such Lessee's apartment between the hours of 11:00 o'clock pm and the following 8:00 o'clock am if the same shall disturb or annoy other occupants of the building. 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 9:00 o'clock am and 5:00 o'clock pm.
3. Unless expressly authorized by the Managing Agent, the floors of each apartment must be

covered with rugs or carpeting including proper matting or equally effective noise- reducing material, to the extent of at least 80 percent of the floor of each room except kitchens, pantries, bathrooms, and closets.

4. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale or tag sale be held in any apartment without written consent of the board and its managing agent. Rules for these events must be obtained from the managing agent. Resident is responsible for strict adherence to said rules.
5. The managing agent, and any other contractor or workman authorized by said agent, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the managing agent takes measures to control or exterminate said vermin, the cost thereof shall be payable by the resident.
6. The use of clothes washing machines within individual apartments is prohibited.
7. The top of the garage is not a public area, and no use thereof of any kind whatsoever is to be made by tenants or others (except for the designated portions of the roof that form a part of the terrace area assigned to apartments # 101 and # 115 respectively). Tenants shall be responsible that their children, guests, and others comply fully with this rule.

SHAREHOLDER RESPONSIBILITIES

1. All residents and shareholders must retain homeowner's insurance to protect themselves and their apartment.
2. No resident shall hire or utilize the services of any building employee for private business during that employee's workday.
3. Shareholders have the right to sublet their apartments for one year with Board approval, provided they had resided in the apartment for at least two years prior to such sublet. At the end of the year, the Board of Directors will decide whether to extend the sublet for one additional year. A monthly sublet fee equal to 10% of the rent charged will be charged to the shareholder. If the lessee sublets and should default in the payment of any rent, the lessor shall receive from the subtenant the rent due. Subletters are prohibited from having dogs. Shareholders who sublet their apartment must supply the equivalent of three months maintenance as a security deposit prior to the beginning of the sublease.
4. Shareholders should leave a copy of their apartment keys with the Superintendent who will place them in a special "Lockbox". If the shareholder does not comply, he or she will be responsible for any damage done to the apartment door in order to gain entry in an emergency.
5. Residents should not feed squirrels, birds or any other wild animals from windowsills, terraces, and other public areas since it can create health problems for other residents in the building.
6. Residents of apartments are restricted to ownership of no more than one dog at a time.

7. Resolved, that, except as otherwise provided in paragraph 38 of the Proprietary Lease, no Lessee shall be permitted to transfer or assign an apartment unless such Lessee shall first have physically resided in that apartment for a period of not less than one (1) year.
8. Only an individual or individual (s) or an irrevocable trust created by shareholder (s) can be owners of shares in the cooperative.
9. If residents fall behind in apartment maintenance for one month, they will be subject to losing their storage bin rental and bike hook.
10. The Coop is not responsible for any package or other items held by building personnel. Notification will be through Building Links and on screen in Lobby. However, stickers are placed on the mailboxes for those tenants without computer access, receiving packages.

TERRACES

1. No charcoal or gas barbecue grill or cooking fire of any kind is permitted on any terrace. Use of such equipment violates existing fire laws.
2. No new terrace enclosures are permitted. The terrace floor must be accessible for inspection. Terrace enclosures are the responsibility of residents. Maintenance of the balcony railing, and slab are the responsibility of the building.
3. Plants are allowed on terraces as long as they are hung inside the railing. They must be carefully maintained to prevent moisture damage to terrace floor. Painting of terrace walls is not permitted.
4. Per NYC Ordinance: Smoking is never allowed on balconies or terraces. Cigarette or cigar butts must never be tossed out of a window or over a balcony or terrace.

BOARD OF DIRECTORS

1. Members of the Board of Directors must be resident shareholders in good standing, residing on premises \geq 9 months/year, and without legal action against the cooperative. No board member may be more than 30 days in arrears.
2. The Board of Directors may impose appropriate penalties for violation of any of these House Rules, including reimbursement of expenses incurred.
3. Failure to pay any fee required under rules promulgated by the Board of Directors results in a lien on the shares allocable to that apartment.
4. A \$175 document fee is collected for reissuing of lost stock certificate, name changes, refinancing, alteration agreements, etc.
5. **These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors. Any consent or approval given under these House Rules by said Board shall be revocable at any time.**

At this time, the Board of Directors have voted on instituting the following fine structure. This was done after careful consideration as there have been numerous house rule violations over the last few months. These fines bring us in line with comparably sized Coops in Riverdale and will be enforced starting immediately.

Infraction	1st time	2nd Time	3rd Time	Thereafter
Dogs off leash anywhere in or on property	Warning Letter	\$100	\$300	\$500
Dogs urinating or defecating anywhere in or on property	Warning Letter, plus any cost to remedy damage	\$150	\$300	\$500
Hoteling of apartments	1 month maintenance	1 Month Maintenance, termination Proprietary Lease	N/A	N/A
Improper disposal of trash, including leaving large boxes in Chute area and foods or beverages in Recycle Bins	Warning Letter	\$25	\$50	\$100