

Gingerbread Owners Corp.
c/o Garthchester Realty
440 Mamaroneck Ave., S-512
Harrison, NY 10528
o:914-725-3600/f:914-725-6453

Cooperative Apartment Purchase Application*

1. Sales Procedure

- A. A Stockholder who wishes to sell his/her stock (Seller) must notify the Board in writing of his/her intention to sell, at least 45 days before proposed closing date.
- B. Upon receipt of the notice of intent to sell, the Board will send to the seller an application form to be completed by the prospective purchaser (Buyer).
- C. The application form must be completed in full and in duplicate by the Buyer and returned to the Board with copies of,
 - 1. Two business references (non relatives)
 - 2. Two personal references (non relatives)
 - 3. Two copies of properly executed contract of sale
 - 4. Two copies of purchaser (s) latest tax returns, W2 forms and two copies of current pay stubs.
 - 5. Two copies of the bank commitment letter, (If the purchaser is taking a mortgage). If not yet available the commitment letter can be forwarded under separate cover. Do not delay processing of the application by waiting for such commitment.
 - 6. Copy of latest bank statements, plus copy of statement showing where source of down payment is coming from if not included in latest.
 - 7. \$150.00 payable to Gingerbread Owners Corp. The \$150.00 is non-refundable and represents the fee for processing of the application and a credit search for the Buyer.
 - 8. A check in the amount of \$450.00 payable to the Garthchester Realty, for an administrative fee.
 - 9. The board reserves the right to request additional information prior to considering your application.
- D. When the Board receives the credit agency's written report, the Managing Agent will contact the buyer and an appointment will be made for a personal interview with the Admissions Committee of the Apartment Corporation. All interviews will be conducted at a time and a place to be specified by the Admissions Committee. The Seller does not attend this interview.

- E. At a special Board Meeting following the interview, the Admissions Committee will report to the Board of Directors and a vote will then be taken concerning the Buyer. If the Buyer is approved the Managing Agent who will also notify the Seller and the Transfer Agent will advise him/her. If the Buyer is not approved by the Board, he/she will be notified accordingly.

II. Closing Procedure

- A. At closing, Seller will be expected to make the following payments.

- 1. Transfer Agent's fee in the sum off \$700.00 by check payable to the Transfer Agent.
- 2. Flip Tax in the amount of \$3.00 per share, payable to Gingerbread Owners Corp.

- B. At closing Buyer will be expected to make the following payments.

- 1. If the Buyer is borrowing any portion of the purchase price from a lending institution which requires the execution of a recognition agreement, the sum of \$250.00 by check is payable to the Transfer Agent.

C. At the closing of title, it is absolutely necessary that all parties to the transaction be present. If the stock certificate of the out-going shareholder is in the name of both husband and wife, both must appear at the closing. Similarly, if a husband and wife, or mother and daughter/son are purchasing the stock, etc. both parties must be present at the closing.

****NO APPLICATIONS ACCEPTED ON FRIDAYS AFTER 12PM.***

GINGERBREAD OWNERS CORP.

APPLICATION TO PURCHASE SHARES OF THE CORPORATION

NOTICE

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.



Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave., Suite S 512
Harrison, New York 10528
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave., Suite 1
Forest Hills, New York 11375
(718) 544-0800

Gingerbread Owners Corp.
56 Pondfield Road West
Bronxville, NY 10708

Minimum Purchase Criteria

- Minimum 20% down
- Debt to Income <35%
- Monthly Payment (mortgage & maintenance) multiplied by 40 = minimum household yearly income
- Credit Score 700+ with no judgements, bankruptcies, multiple late payments etc.
- Clear background check

The Board will agree to an interview only if above minimum criteria are met.

The information and forms provided on this website are subject to change and may, therefore, not be the most current versions. Accordingly, users of this site are advised to check the date of the forms to make sure it is the most current. Garthchester Realty hereby disclaims responsibility for the reliance by any users of this site on the information contained herein without independent verification of its accuracy.

GINGERBREAD OWNERS CORP.

PURCHASE APPLICATION

Apartment #: _____

of shares: _____

APPLICANT

CO-APPLICANT

Name: _____

Name: _____

Social Security #: _____

Social Security #: _____

Present Address: _____

Present Address: _____

Home Telephone: _____

Home Telephone: _____

CURRENTLY

Own: _____

Own: _____

Rent: _____

Rent: _____

Other (explain): _____

Other (explain): _____

PERSONAL INFORMATION

Please set forth the name(s) and relationship(s) to the purchaser(s) of all individuals expected to occupy the apartment.

Name

Relationship

ALL INDIVIDUALS EXPECTED TO OCCUPY THE APARTMENT MUST BE PRESENT AT THE PROSPECTIVE PURCHASER(S) INTERVIEW WITH THE CORPORATION'S BOARD OF DIRECTORS.

PERSONAL FINANCIAL STATEMENT

	<u>Applicant</u>	<u>Co-applicant</u>
Net monthly wages:	_____	_____
Net monthly other income:	_____	_____
Total monthly income:	_____	_____
MONTHLY EXPENSES		
Credit cards/loans:	_____	_____
Auto loans/leases:	_____	_____
Projected monthly Maintenance this purchase:	_____	_____
Mortgage payments this purchase:	_____	_____
Alimony:	_____	_____
Child support:	_____	_____
Liens/judgments:	_____	_____
Tuition:	_____	_____
Travel expenses:	_____	_____
Other monthly payments:	_____	_____
Total monthly payments:	_____	_____

EMPLOYMENT

	<u>Applicant</u>	<u>Co-applicant</u>
Employer Name:	_____	_____
Address:	_____	_____
	_____	_____
Position or Title:	_____	_____
# of Years Employed:	_____	_____
Annual Gross Wages:	_____	_____
Additional income*:	_____	_____
Supervisor's Name:	_____	_____
Telephone #:	_____	_____

*Provide this information only if you desire the Corporation to consider this income in acting on your application.

I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. I understand that the filing of this application does not in any way bind the Cooperative Corporation to consent to the assignment of this apartment to me.

Applicant signature: _____ Date: _____

Co-applicant signature: _____ Date: _____

COMPLETE ONE PER APPLICANT

AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION

I _____ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their *vendors*. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as *valid* as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

 X BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

Signature: _____ Date: _____

Printed Name: _____

Social Security Number: _____ Phone #: _____

Current Address:

I certify that the statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct an complete. I have no objection to inquiries being made for the purpose of verifying the facts stated herein. I understand and accept that Gingerbread Owners Corp. has the right to rely on information given herein, and in the event the investigation proves any of these statements false, Gingerbread Owners Corp. may reject this application, or if a contract has been executed, may terminate same as if a breach of contract has occurred:

Dated: _____

Signed _____
Applicant

Signed _____
Co-Applciant

DO NOT WRITE BELOW THIS LINE

ADMISSIONS COMMITTEE ONLY

1. Date of Interview with Admission Committeee _____
2. Admissions Committee Recommendation () Approve () Reject
3. Board of Directors Recommendation () Approve () Reject



Garthchester Realty

How to Make Monthly Maintenance Payments:

(1) ACH, E-Check or Credit Card via our website:

Payments via the website - www.garthchesterrealty.com - will require you to register and setup an online user profile. You will need to input your **Resident Account Number**. *The statement sample below indicates how to locate your Resident Account Number.* (an administrative fee will be charged for credit card payments)

(2) Bill Pay Account via Your Bank:

Please note the bill payment service provided by your bank produces a manual check that is sent directly to NCB's lockbox at the address below. *Please initiate the payment 3-5 days prior to the due date to ensure the payment will be processed in a timely manner. Please indicate your Resident Account Number on the memo line (Ex. XX/XX).*

(3) Mail a Check payable to:

Name of Property
Garthchester Realty
PO Box 5089
White Plains, NY 10602-5089

SAMPLE STATEMENT & ACCOUNT etc.

BOB SMITH
123 MAIN STREET #1D
SCARSDALE, NY 10583



DATE	07/01/15
ACCOUNT NO.	XX/XX
AMOUNT DUE	\$654.87

Please Remit Payment To:

GARTHCHESTER REALTY
P.O. BOX 5089
WHITE PLAINS, NY 10602-5089

Make Check Payable To:

NAME OF PROPERTY

07130313104000000 0 090116 0065487 000 0

Please note with cut backs at the United States Postal Service (USPS) any payments sent after business hours on Friday or anytime during the weekend or holidays will not be picked up until the following business day. In addition any documents in transit may not be delivered during that same period. Payments by paper check or bill pay service may experience delayed arrival. Normal business days for USPS delivery are Monday through Friday except for Holidays. Banking and financial services provided by National Cooperative Bank, N.A. Member FDIC.



Receiving your monthly invoices **just got easier**



Register for eBills

Simplify your life... Go paperless

Receive your invoice online:

- View current invoices
- Review past invoices anytime
- Update your email

Register just once at: www.garthchesterrealty.com

1. Click on the 'Go Paperless and then Register' button.
2. Complete the registration form (you will need the WebReg# from your invoice).
3. Click the 'Create your account' button.
4. You will receive an email shortly thereafter requiring you to click on the 'Complete your activation' button to finish the process.

It couldn't be easier! Simply visit www.garthchesterrealty.com to register

*** Registrations after the 18th of the month may take effect the following month**

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



Protect Your Family From Lead in Your Home



EPA United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

June 2017

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

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Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

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Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

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Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

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Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadSAFE, or read *The Lead-Safe Certified Guide to Renovate Right*.

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Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.*
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

* In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

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For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
June 2017

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U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).



**Building Standards
and Codes**

**Fire Prevention
and Control**

New NYS Law Requires Smoke Alarm Upgrades by April 1, 2019

Effective April 1, 2019, a new NY State law requires all **NEW** or **REPLACEMENT** smoke alarms in New York State to be powered by a 10-year, sealed, non-removable battery, or hardwired to the home.



This does not affect your currently installed smoke alarms

You don't need to replace alarms that are currently in your home or apartment - but any that you replace need to be 10-year battery powered or hardwired.

Important to note, smoke alarms have an estimated life of around 10 years before they become unreliable.

Breakdown of the new smoke alarm requirements

According to NYS Law 399-ccc: "It shall be unlawful for any person or entity to distribute, sell, offer for sale, or import any battery operated smoke detecting alarm device powered by a replaceable or removable battery not capable of powering such device for a minimum of ten years."

Homeowners and landlords must upgrade their smoke alarms before selling or renting homes and apartments in New York State.

While these 10-year smoke alarms have a larger upfront cost than traditional alarms powered by replaceable batteries (approximately \$20 per unit) the lack

of yearly battery changes makes them cheaper over the life of the device.

As with ALL smoke alarms,manufacturesrecommends that the 10-year sealed smoke alarms still be tested at least twice each year using the button on the front of the unit to ensure they are working properly.

Some Frequently Asked Questions:

Do I need to replace the alarms I have installed already?

You are NOT required to immediately replace your current smoke detectors, but any that are replaced or added after April 1st are required to be 10-year battery powered or hardwired. After this date, traditional removable battery smoke alarms will be unavailable for purchase in NY State.

Are they more expensive than non-sealed alarms?

Up front? Yes. In the long term? No. Most 10-year sealed smoke alarms range in price from roughly \$20-\$30, making their initial investment higher than a non-sealed alarm, but non-sealed alarms require annual battery changes. The cost of these replacement batteries average \$38 over their 10-year life span, meaning they ultimately cost more than the sealed version.

Do they really last 10 years?

Yes, they do, the sealed lithium battery (included) will never have to be replaced throughout the life of the alarm, giving you a decade of peace of mind even in the event of a power outage

Will I activate the alarm when I'm cooking something?

No. There are 10-year sealed alarms specifically designed for the kitchen with

advanced sensors that can tell the difference between cooking smoke and real fire.

Why did the law change to require these upgrades?

The dangerous habit of disabling or removing smoke detectors after an accidental alarm while cooking is a major part of why this new legislation went into effect, so alarm manufacturers considered this issue in the design of 10-year sealed alarms. You are very likely to experience less nuisance alarms than you did with your traditional battery alarm.

Are 10-year sealed smoke alarms better than hard-wired smoke alarms?

There are advantages to both systems. Hard-wired smoke alarms tie into your home's wiring and require professional installation, but generally do not require battery changes unless they feature a backup battery. 10-year sealed battery-only alarms are simple to install, and they work during a power failure. All smoke alarms have a life span of 10 years, sealed or non-sealed, and should be tested on a regular basis. When the battery wears out in a 10-year sealed alarm, the entire unit must be replaced, which helps prevent outdated units from staying in operation.

What about landlords and their rental properties?

10-year sealed alarms offer security and convenience to landlords, who are legally required by New York State to provide smoke detectors in their rental properties. The tamper-proof design of these alarms prevents tenants from removing the batteries due to nuisance alarms, or to use the batteries for another purpose. The 10-year lifespan of these lithium batteries means fewer changes and fewer equipment updates. Overall, there is a lesser chance of equipment failure in the event of a fire

Gingerbread Owners Corporation

Updated House Rules – March 2017

Disposal of Rubbish

Trash and other small, non-recyclable discarded items must be disposed of in the large trash cans located in the rubbish room. All refuse must be drip-free and securely wrapped or bagged. For safety of the Superintendent, broken glass must be wrapped in double-layered newspaper and secured in a bag for disposal. All items must fit inside the cans for disposal. No items shall be left outside the cans, on the floors, or blocking any entryway or exit way.

Removal from the building of unwanted bulk items (appliances, furniture, strollers, large toys, construction debris, etc.) shall be the responsibility of the Shareholder. Items that may not be disposed in the trash room include, but are not limited to, furniture, old bathroom and kitchen fixtures, wood, large metal objects, carpets and padding, all construction debris, bulky items that will not fit in the provided bins, and any hazardous, flammable, or dangerous materials. Under no circumstances shall any oil, paint, cans, cigarettes, cigars, or any other explosive or combustible items be placed in the garbage containers or room. Shareholders who are unsure of what items may be disposed of in the trash room should consult the Superintendent. Any garbage or large items that do not fit inside the trash cans shall not be left in the room, and it is the sole responsibility of the Shareholder to arrange for disposal of such items at his or her expense. Should the Superintendent agree with a Shareholder to arrange for any disposal, such disposal will be done at the Shareholder's expense.

No garbage or refuse shall be accumulated in any apartment which accumulation, in the Board's or Managing Agent's opinion, is detrimental to the health, comfort, or safety of other Shareholders, nor shall any such accumulation be maintained in any portion of the premises, including common areas.

Violations of this policy are subject to administrative charges to be determined by the Board of Directors.

Recycling

All recycling must be done in accordance with Yonkers recycling regulations. Recycling receptacles are available in the rubbish room for the use of the residents in accordance with Yonkers recycling rules.

Metal cans, empty aerosol cans, plastic and glass bottles and other plastic items must be disposed of in the large blue bins provided.

Cardboard boxes must be collapsed and stacked in the vestibule behind the garbage area designated for cardboard recyclables. Pizza boxes are excluded from recycling.

Paper products shall be placed in the appropriate bins marked as such. Rubbish and other bulky items shall not be placed in the recycling bins. Posted placards direct what items must be placed in which receptacle.

Violations of this policy are subject to administrative charges to be determined by the Board of Directors.

Use of Driveway

The Co-op driveway is for the use of all Shareholders equally, and no Shareholder shall abuse the use of the driveway by parking for excessively long periods so as to prevent the usage of the driveway by others.

The driveway is for loading, unloading, and the general convenience of the Shareholders. Parking shall not exceed 15 minutes at any given time.

Parking in the driveway will require that a Gingerbread Co-op sticker be attached in the vehicle's window. Stickers are available from the Board of Directors.

Shareholders are not permitted to grant permission to park in the driveway to non-residents or visitors at any time. Visitors, contractors, delivery agents, and service vehicles must utilize street parking at all times to keep the driveway available for Shareholder use.

Violations of this rule are subject to administrative charges by the Board of Directors and possible towing of any violating vehicle.

Carbon Monoxide (CO) Alarms

As per the New York State Amanda's Law (enacted February 22, 2010), CO Alarms must be installed and be operable in all new and existing one and two-family dwellings, townhouse dwellings, dwelling accommodations in buildings owned as condominiums or cooperatives, and multi-family dwellings, without regard to the date of construction or sale of such buildings. The National Fire Protection Association (NFPA) recommends that CO Alarms be installed in a central location outside each sleeping area and on every level of the home. To comply with the law, a CO Alarm must be installed in each apartment in accordance with manufacturer's instructions. The CO Alarm must comply with Underwriters Laboratories (UL) 2034 or Canadian Standards Association (CSA) 6.19 standards. It is also recommended that the CO Alarm be replaced every five (5) years or in accordance with the manufacturer's instructions. To reiterate, each apartment in the building must have a properly installed and operable CO Alarm.

Floor Coverings

All apartments must have floor coverings, rugs, or carpeting (with adequately thick padding/underlay) or equally effective noise reducing material, to the extent that neighbors are not disturbed. The carpeting and rugs shall be at least ¼ inch thickness. The padding/underlay shall be at least 7/16-inch thickness, have a density of at least 6 lbs. per cubic foot and be placed underneath the entire span of the carpeting and/or rugs. At least 80% of all rooms, with the exception of the kitchen, bathroom and closets, must be carpeted. All motorized equipment, stereo speakers, exercise equipment and the like shall be placed on top of the above described carpeting and/or rugs and padding, the dimensions of which shall be at least the size of the base of the motorized equipment, stereo speakers, exercise equipment and the like.

Any noise complaints received from residents due to non-compliance of this provision will prompt a carpet inspection by the Management Company; failure to comply will result in a fine of \$250 per month and all legal fees.

Installation of a new floating floor, or similar, on top of the existing hardwood floors may be deemed as acceptable floor coverings, providing that adequate noise-reducing underlay, such as ¼" cork, is used and prior approval by the Board of Directors has been given.

Pet Policy

Although Gingerbread Owners' Corp is a "pet-friendly" cooperative, all pets reside in the building at the discretion of the Board of Directors, which reserves the right, at any time, to use its discretion to ameliorate or remediate any problem(s) that may be caused by any pet(s). This includes the right to require the permanent removal of any pet(s) causing unreasonable nuisance or problems for other residents, regardless of how long the pet(s) has/have resided in the building. Pets shall be restricted to dogs, cats, fish, and small mammals commonly kept as caged pets (such as rabbits, hamsters, gerbils, guinea pigs). Birds and reptiles are not permitted as pets without special, explicit permission of the Board, and will be considered on a case-by-case basis.

In the event that any lessee harbors a dog or other animals in their apartment, such Lessee must comply with the following:

Pets must be under control of owner at all times. In no event, shall any animal be permitted in any common area of the building (including elevators, public hallways, stairways, lobby) unless leashed, and/or contained in a pet carrier, and/or carried/under control of owner.

Owner must remove and properly dispose of pet waste on any property of the corporation, in compliance with local laws and ordinances. If any animal urinates or defecates in any area of the building, it shall be the responsibility of the owner or caretaker to clean up same immediately. Any costs (including fines) incurred or imposed for cleaning up after a pet shall be the sole responsibility of the owner.

All pet owners will, at the Board's request, be required to present their pets to the interviewing Board members as part of the overall interview process. The Board will determine if the pet meets the requirements of a reasonable pet to have living in an apartment complex during the interviewing process. In the case of dogs, the Board reserves the right to require a professional behavior evaluation by an evaluator of the Board's choice. The cost of such evaluation will be the responsibility of the dog owner.

No pet owner shall allow their pet to cause or create a nuisance or unreasonable disturbance to the comfort, peace, or repose of any person in the vicinity by continued or frequent noise or other disturbance. Pet owners will be liable for any damage, injury, or nuisance caused by or created by their pet.

In the event of a problem with a pet that is not remediated by an owner within a time frame determined by the Board, the Board reserves the right to use all of its legal remedies, including but not limited to commencing legal proceedings to remove the pet from the building, and to be reimbursed by the owner shareholder of any legal fees and/or other costs incurred to further these proceedings.

In the event that a shareholder acquires a new dog or replaces an existing dog, written notification regarding that pet's existence must be reported to the Board within 10 days of the new dog's residing in the building. The Board reserves the right to interview the owner and to require that the dog be removed immediately if the Board determines that the animal presents a nuisance or danger to the occupants of the cooperative.

Notwithstanding any other provision of House Rules or Proprietary Lease, Lessee shall be responsible for any damage or injury to persons or property caused by any pet, and shall indemnify Lessor for any and all claims, liabilities, costs, and expenses, including but not limited to attorney's' fees and court costs incurred to remedy the situation with the pet.

Only resident shareholders may have dogs.

In compliance with NY State regulations that every person owning a dog must obtain a license for that dog, all dogs living in the cooperative must be licensed, with the license tag worn on the collar or harness.

Sublet Policy: Addendum to House Rules

Submitted to Board 7/22/13

1. General

Under the Proprietary lease and the House Rules enacted thereunder, of the Gingerbread Owners Corporation (Corporation), subletting of an apartment is not an absolute right, but rather a privilege that is subject to the discretion of the Board of Directors. The Board has the responsibility to administer applications for subleasing in a manner that is in the best interests of the Corporation, approving or denying any shareholder's request to sublet and the proposed SubShareholder in the exercise of its discretion. Subleasing will not be allowed, except in cases of hardship or special circumstances, demonstrated to the Board's satisfaction. No proposed SubShareholder may move into this building until written approval of the Board is received by the shareholder(s), and fees, as below, have been paid.

2. Maximum Number of Subleases.

At any one time, no more than two apartments may be subleased. Requests for approval to sublease will not be considered if this limit is reached. At the time of an existing sublease ending, requests for new subleases will have precedence over requests to extend existing subleases.

3. Residency Requirement

Any Shareholder wishing to sublease shall have owned the apartment and occupied it as their primary residence for at least two (2) years prior to submitting a request to sublease the apartment.

4. Requesting Permission to Sublease

A Shareholder may request that the Board consider if the requirements in 1., 2. and 3, above are met, including whether there is a hardship or special circumstance justifying subleasing, based on written documentation submitted by the Shareholder

Alternatively, or subsequently, the initial request to the Board for permission to sublease may be made to the Managing Agent's office by the Shareholder as soon as possible, and no less than thirty days prior to the proposed start date. The Corporation will not be responsible if consideration of any aspect of the process results in a delay of the requested starting date, regardless of cause. This request will be in writing (not electronic) with one copy each for the Board members and the managing agent. It will include the requested dates of the sublease, and the justification for the request, i.e. the special circumstances or hardship perceived by the Shareholder, with thorough documentation as may be required for the Board's consideration. In addition, it will include the sublease application, including who will occupy the apartment, financial statements, past two IRS tax returns, personal and business references, cooperative sublease rider, lead-based paint disclaimer form, and duly signed Corporation "no smoking

policy." A credit investigation form report will be paid by proposed Shareholder. These materials must be accompanied by the application fee of \$150 payable to the Managing agent, and the Board review fee of \$150 payable to Gingerbread Owners Corporation, both payable by the Shareholder.

Either the Shareholder or the Board may request a face-to-face presentation regarding the circumstances of the request. The Board, in its sole discretion, and according to its business judgment, shall determine whether or not a special circumstance or hardship has been demonstrated. The application and Board review fees will not be refunded regardless of the Board's decision. If the above reviews justify proceeding, the proposed SubShareholder will be interviewed by some or all of the Board members prior to a final decision being rendered. If approved, the SubShareholder will read and sign a copy of the House Rules, agreeing to be subject thereto, with the exception that the SubShareholder will not be allowed to have any pets.

The Subshareholder must occupy the apartment as his/her/their primary residence. The Subshareholder will not be allowed to sublease to a third party. The Subshareholder will not permit occupancy of the apartment by any person(s) who have not been previously approved in advance by the Board.

5. Term of Sublease

The term of the sublease shall be for a period of one year, neither less nor more. Extension of the sublease on an annual basis, in advance of the anniversary of the initial term, will be considered on receipt of a request for such extension, including the proposed dates, the basis in hardship or special circumstances justifying the requested extension, and whether it proposed that the same SubShareholder(s) will remain, or whether new SubShareholder(s) will be proposed. Such repeat application will be in the same form, and include the same items, updated as appropriate, as for the initial term. The application and Board review fees, as above, will again be paid with the request. Extensions will be for one year, neither more nor less. In no case shall the term of a sublease and extensions for a particular apartment exceed three years in total.

6. No Open Houses

Open houses shall not be held for proposed sublets.

7. Shareholder responsibility

Regardless of any terms of a particular sublease agreement, the Shareholder shall be the primary responsible party for any and all matters, including but not limited to financial matters, obedience of all House Rules related to the subleased apartment, as well as any and all legal and other expenses incurred by the Corporation to enforce its rights.

8. Violation of Sublease Rules

Any Shareholder found to be subletting his/her apartment, or permitting occupancy by someone contrary to the Proprietary Lease, formally or informally, without Board approval shall be charged for any and all legal expenses incurred by the Lessor to cure the violation, as well as the administrative charge specified in the schedule annexed hereto. The Shareholder shall pay this amount promptly upon being notified thereof by the Managing Agent, or the sum shall be considered as additional maintenance due.

9. Move In/Move Out Policy

The Shareholder and the SubShareholder shall adhere to the same moving rules required in the case of sale/purchase of the shares related to the apartment involved, as stated in the House Rules of this Corporation.

Move In/Move Out deposit will be payable by Shareholder for each move in/move out event, to cover damage to the Corporation's property and any necessary clean-up in the public spaces within or around the building.

Renovation Policy

1. Before any work begins, the unit owner must provide the Managing Agent with a written scope of work and/or architectural design if required. If an architectural design is needed, unit owner will pay for Architectural review at cost appropriate for depth of project.
2. Any unit owner doing work that does not necessitate a Department of Building permit will be asked to leave a \$500 deposit to be held against security against the cost of repairs to any public area that might be damaged by construction.
3. Any unit owner doing work that does necessitate a Department of Building permit will be asked to leave a deposit of \$500 to \$5,000 depending on the type of project. This deposit will be held by the managing agent until they receive a completion notice stamped by the Department of Building.
4. Unit owners will be charged an inspection fee of \$500 for all projects that require a Building Department permit. The purpose of these inspections is to check on the progress of the project, confirm all work is being done according to submitted plans.
5. All permitted work shall be completed expeditiously and within 30 days. In the event the work is not completed; unit owner must apply for an extension. If extension is not requested, unit owner will pay \$100 per day while work continues without approval.
6. For projects requiring a Building Department permit, unit owner will provide images of progress to managing agent electronically to update progress every 2 weeks.

7. No work shall be done except between the hours of 8:30am to 5pm Monday through Friday. No work shall be done on Saturdays and Sundays or federal holidays.
8. Contractors may not use the cooperative's driveway throughout construction. No improper use of driveway is permitted.
9. Painting is permitted in occupied apartments on the weekend.

October 25, 2010

Changes to the document, "Resolution of the Board of Directors of Gingerbread Owners Corp."

1. (b) The act of smoking of any tobacco product, including but not limited to, cigarettes, cigars and pipes ("Smoking") is prohibited on the property of the building, including the terrace, in the public areas of the building, including halls, stairways, and the mail, laundry and storage rooms, and in the Apartment. No Lessee or occupants, visitors, guests or invitees shall smoke or permit smoking as provided herein.

Changes to the document, "No Smoking in Apartment Agreement."

1. At no time shall the undersigned engage in the act of smoking of any tobacco product, including but not limited to cigarettes, cigars or pipes ("Smoking") on the property of the building, including the terrace, in the public areas of the building, including halls, stairways, and the mail, laundry and storage rooms, and in the Apartment. No Lessee or occupants, visitors, guests or invitees shall smoke or permit smoking as provided herein.

Resident Signature

Date

Resident Signature

Date