



HASTINGS HOUSE TENANTS CORP.

HOUSE RULES: 2018



OCTOBER 29, 2020
HASTINGS HOUSE TENANTS CORP
765 North Broadway Hastings on Hudson NY 10706

These House Rules shall take effect immediately and are subject to revision at any time by
the Board of Directors.

PREAMBLE

The House Rules govern the agreement individuals make with the Hastings House Tenants Corporation upon becoming shareholders. These periodically undergo changes and are re-issued as needed to provide shareholders a consistent outline of their responsibilities. New versions replace previous versions, which should be discarded. It is each shareholder's responsibility to maintain a current copy.

Cooperation is at the core of any co-op in order for it to thrive. Essential to keeping Hastings House the unique place it has had a history of being is the awareness and willingness of neighbors to be considerate of each other.

The cardinal principle is thoughtfulness and concern for your neighbor. Consideration for others is essential to our community. It is hoped these rules help all shareholders in maintaining their quality of life here.

HASTINGS HOUSE BOARD OF DIRECTORS

This group implements policies set forth in the by-laws, develops procedures, plans and directs various activities pertaining to current and future property maintenance, capital improvement and the financial integrity of Hastings House Tenants Corporation. The Board works closely with the site manager.

Any and all suggestions for improving the Hastings House community, should be addressed to the Hastings House Board and sent to Garthchester Realty via mail or email.

- **Email:** David@Garthchesterrealty.com
- **Mail:** Hastings House C/O Garthchester Realty 209 Garth Rd Scarsdale NY 10583

MANAGING AGENT: GARTHCHESTER REALTY

Independent company retained by the Board of Directors to assist in the day to day management of the physical property, as well as in administrative work necessary to run the corporation.

The site manager: David Guerrero 914-725-3600 extension 123

24/7 Maintenance Emergency Line: 914-725-3600 press 9

HASTINGS HOUSE MAINTENANCE STAFF

Superintendent's office: Basement Building # 13

Superintendent: Mario Guevara

Assistant superintendent: Enio Reyna

Porter: Ricardo Morales

Office Phone: 914-693-0981

All leaks and emergencies should be reported immediately to the superintendent.

Forms requesting work/repairs may be found on the door to the office. They should be filled out and a copy left for the super.

1. GENERAL RULES

- 1.1. Any consent given by the Board of Directors shall be revocable at any time.
- 1.2. Any concerns regarding service in the complex must be made in writing to the site manager.
- 1.3. Neither the superintendent nor his staff may be hired for private work during work hours (i.e. on corporation time).
- 1.4. All shareholders are required to leave a full set of keys to their units with the superintendent for emergency purposes. They will be securely stored. Only the superintendent and his assistant will have access to the keys.
- 1.5. The tools and machinery used by the superintendent and his staff are the property of the Corporation, and not for use by individual shareholders. These items are purchased solely and specifically for staff use only. No shareholder is entitled to take, confiscate, borrow, or otherwise have possession of any Corporation tools, machinery, fire extinguishers, or any other items belonging to the Corporation. No shareholder may request or demand that the superintendent or any of his staff lend or give any of the aforementioned.
- 1.6. All public hallways and stairwells in both apartment areas and the basement must be kept clutter free at all times. Absolutely no footwear or personal items of any kind may be kept in any hallway or stairwell at any time. This includes, but is not limited to tables, chairs, umbrella stands, etc. Bicycles and carriages may be stored under the basement stairwells. Personal items left out will be considered abandoned and will be removed and disposed of without notice.
- 1.7. Shareholders are responsible for ensuring that movers and/or delivery companies protect the outer wooden entrance door when moving furniture in and out or making deliveries. Any damage to doors, carpets, or walls is the individual shareholder's responsibility and cost of repairs will be at their expense.
- 1.8. Shareholders are welcome to use the available laundry facilities during posted hours only in consideration of the shareholders living directly above them.
- 1.9. All garbage and refuse must be taken to and disposed of in the appropriate dumpsters in the garage.
- 1.10. All raw garbage must be put in tied plastic bags before disposal. Please carefully observe all posted directions for recycling. If you have aides or cleaning help please make sure they clearly understand the proper procedure for recycling and disposal.
- 1.11. No radio or television antenna or any other kind of communication device, including but not limited to satellite dishes, extension cords, etc. shall be permitted to be attached or hung from the outside of any building or any roof.
- 1.12. Musical instruments, stereo equipment, radios, and televisions shall be played at low volume in consideration of neighbors, especially during evening hours.
- 1.13. Noise must be moderated and kept to a minimum after 11 p.m.
- 1.14. Smoking is strictly prohibited in any public area of the cooperative, whether enclosed or outdoors. Smoking inside individual apartments is permitted provided that any smoke and odors emanating from such units does not infringe on other shareholders' units or public space. This policy applies to all shareholders, including members of their family, residents and guests, any and all hired help. It is the responsibility of the shareholder to ensure the aforementioned are aware and follow this rule.
- 1.15. Residents may not engage in advertising their apartments for short-term or day-to-day rental online or in print media, nor may they list with rental agents for short-term rental. Shareholders may not entertain guests-for-a-fee or practice what is known as "hoteling".

2. INDIVIDUAL APARTMENTS

- 2.1. A Shareholder may not undertake any alteration of their unit without first obtaining the approval of the Board by completing and submitting an Alteration Application to the site manager.
- 2.2. All electricians and plumbers hired for any repair work must be licensed and insured. It is the shareholder's responsibility to ensure they notify the superintendent of a start date before commencing a repair job.
- 2.3. All apartments must have at least one smoke and CO2 detector on each floor. A minimum of one in each bedroom is advised.
- 2.4. Shareholders are required to carry co-op owner insurance, which must be maintained in full force from the day of closing throughout tenancy at Hastings House.
- 2.5. All leaks must be reported immediately to the superintendent.
- 2.6. All shareholders are required to carpet 80% of their apartment, excluding hallways, bathrooms and kitchens, with substantial carpeting and thick padding. Any complaints of non-compliance will initiate an inspection by management, demands for cure, and the potential default on the proprietary lease.
- 2.7. Any and all hammering, scraping, or other noisy work (i.e. renovation work within apartments) must be done only between the hours of 8 a.m. and 5 p.m. Monday - Friday (excluding holidays).
- 2.8. Food, grease, and coffee grounds are not to be disposed of or flushed in kitchen drains.
- 2.9. To maintain a uniform appearance and preserve the architectural integrity of Hastings House, all windows must have the appropriate window grid on both upper and lower panes as originally designed and installed.
- 2.10. No window decorations or window dressings shall be displayed in such a manner as to detract from the overall appearance of the building.
- 2.11. Absolutely nothing shall be thrown from, hung outside of, or placed on the outside sills of windows.
- 2.12. All units are entitled to one basement storage cage. Shareholders may request additional storage space for a rental fee. All requests for additional storage space must be sent to the site manager. Shareholders will be placed on a waitlist until a space becomes available.
 - 2.12.1. All items stored are the responsibility of the individual shareholder and are stored solely at the shareholder risk.

3. DRIVEWAYS/ VEHICLES/ PARKING

- 3.1. Outdoor parking in the driveways is free and unassigned.
- 3.2. All shareholder cars parked on the property must have current state inspection and registration stickers.
- 3.3. All shareholder vehicles must be registered with the Hastings House superintendent's office and display the Hastings House parking sticker immediately upon the shareholder's use of parking.
- 3.4. Garage parking is by rental and assignment only. There is a waiting list onto which interested shareholders may request their names be added by notifying the site manager.
- 3.5. Parking privileges for both the garage and driveway will be revoked for infraction of Hastings House rules. Garage spots are given to the next eligible shareholder on the waiting list.
- 3.6. Shareholders with garage spaces are asked to park in their assigned spots after 6 p.m.
- 3.7. Parking in Fire and Emergency Zones is strictly prohibited. Violator cars will be subject to being towed.
- 3.8. Residents taking extended vacations are asked to leave a key to their vehicle with a trusted neighbor who can notify the office in case of emergency.
- 3.9. Visitor parking is allowed overnight up to a maximum of one week (7 days) with the understanding that shareholders have parking preference. The visiting vehicle must display the shareholder's apartment number on the dashboard. Should the parking lot become full, the visitor will be asked to find parking off-site. Shareholders are responsible for notifying their guests of the parking policies
- 3.10. Overnight parking of commercial vehicles or vehicles with commercial plates is not permitted on Hastings House property at any time.
- 3.11. Yellow parking lines both front and back of vehicles should be considerably observed to maximize capacity in the driveways.
- 3.12. Speed limit on the property is 5 miles per hour.
- 3.13. One-way driveway traffic rule is in effect 24 hours.
- 3.14. Shareholders are responsible for notifying all expected guests, delivery and service people, real estate agents, etc., of parking procedures and the one-way driveway traffic flow rule.
- 3.15. Always allow the garage doors to close completely before pressing your remote or the open button. Repeated interruptions of the cycle cause the doors to fail, increasing our operational expenses.
- 3.16. Washing of cars is not permitted on the property.
- 3.17. No vehicle repairs or changing of vehicle fluids, such as oil changing, are permitted on the property.
- 3.18. No oversized vehicles, including but not limited to Hummers, trucks and pickup trucks, recreational vehicles such as snowmobiles, RVs, mobile homes nor motor scooters, motorcycles, etc. shall be parked on Hastings House property by shareholders, their families, or visitors at any time
- 3.19. Resident shareholders are permitted to load and unload their motorcycles on Hastings House property for a maximum of one (1) hour in the designated area only.
- 3.20. The designated loading and unloading area is on the exit driveway, across from building #10, in the triangular section by the border fence between Hastings House and Hastings Gardens properties.
- 3.21. Motorcycles MUST be powered off before entering, while on the premises and when exiting Hastings House Property.
- 3.22. Should any of these rules be violated at any time, or in any way, by anyone, permission to load/unload motorcycles will be revoked.

4. GROUNDS AND PLAYGROUND

- 4.1. Organized ball play and similar lawn games, etc. is prohibited anywhere on the property.
- 4.2. No motorized flying airplane toys, drones, or similar items are permitted anywhere on the property.
- 4.3. Sidewalks, passageways, entrance paths, stoops, and doorways must be kept free of bicycles, wagons, carriages, chairs, gardening equipment, plastic storage containers, etc. None may be left in these areas unattended.
- 4.4. Shareholders who maintain private gardens on the property are to put all gardening debris in a plastic garbage bag and place it in one of the garage garbage dumpsters.
- 4.5. Shareholders who maintain private gardens on the property must remove all gardening tools, bags of fertilizer and mulch, empty pots and doubled plastic pots, wires, chairs, tables, and anything other than plants or plant hangers from their gardens on a daily basis, no exceptions.
- 4.6. Birdbaths are not permitted. Any birdbaths found on the property will be removed and disposed of without notice.
- 4.7. Any shareholder interfering with and/or damaging the sprinkler system will be responsible for the cost of repairing the system.
- 4.8. No bicycling, skating, skateboarding, or motorized toy cars of any size are allowed to be used in the garage and/or driveways.
- 4.9. Climbing, sitting, playing, standing, walking on the gazebo is dangerous and is prohibited.
- 4.10. No resident may climb on, hang from, or swing from any tree on the property.
- 4.11. Playing in and around gardens is not permitted. Flowers are not for picking, unless the assigned gardener specifically gives permission.
- 4.12. Drying or airing of clothes, towels, rugs, or any other such articles on railings, fences, shrubbery, stoops, out windows is prohibited.
- 4.13. The use of chalk on the walkways is only permitted in the playground area. Parents are asked to rinse the area clean when children are finished.
- 4.14. Chalk drawing is not permitted any place else on the grounds.
- 4.15. Portable children's swimming pools are permitted in and around the playground. Parental supervision is required at all times during pool use.
- 4.16. Pools must be dismantled after each use. The hose attached to the side of building #9 is available for filling pools. Please use care when accessing; it is located within a private shareholder garden.
- 4.17. All chairs, tables, blankets, etc., brought outside by shareholders to picnic on the lawns must be brought back inside when done. All garbage must be put into plastic bags and disposed of in the appropriate dumpsters.
- 4.18. Barbecuing is permitted in two areas only. Both located on the lower west lawn: one is on the south-west corner, by the fence, the other is on the north-west corner on the pebbled area near the playground. Under no circumstances is the use of propane gas grills permitted, nor may any such item be stored on Hastings House property. Other types of small portable charcoal grills are permitted in the designated areas. Shareholders must ensure all items are removed, fires extinguished, all garbage placed into plastic bags and disposed of in the appropriate dumpsters in the garage.
- 4.19. Sunbathing in beach attire is not permitted on the property.

5. PETS

- 5.1. As of September 1, 1999, Hastings House Tenants Corporation adopted a no dog policy for shareholders purchasing after that date.
- 5.2. Shareholders that purchased before September 1, 1999, are permitted to have dogs for the duration of their tenure at Hastings House.
- 5.3. Shareholders are limited to two pets per apartments.
- 5.4. Pet owners are responsible for their animals at all times.
- 5.5. No pets are allowed to roam the property indoors or out freely and unattended.
- 5.6. Any unidentified, unattended animal found roaming the property will be reported to the animal control and removed.
- 5.7. Visiting dogs are not permitted for more than 7 days.
- 5.8. The following rules apply to grandfathered dogs and visiting dogs:
 - 5.8.1. Dogs must be held on a leash at all times when on Hastings House Property
 - 5.8.2. Shareholders are responsible for cleaning up after their dogs.
 - 5.8.3. Dog waste must be disposed of in plastic bags and placed in the garbage dumpsters in the garage.
 - 5.8.4. Shareholders are responsible for keeping barking to a minimum. Howling is not acceptable and must be addressed/resolved as quickly as possible.
 - 5.8.5. Extended nuisance barking is not permitted. Any pets engaging in such will be subject to eviction.
- 5.9. The following rules apply to cats:
 - 5.9.1. Cats must be kept inside the shareholder's apartment and may not freely roam building hallways.
 - 5.9.2. Cats may be outdoors if held by the shareholder. Cats may not freely roam in gardens or climb trees, etc. Should a cat defecate while outdoors, the owner must dispose of the waste in a plastic bag in the garage dumpsters.

6. PET COMPLAINTS

- 6.1. All pet complaints must be sent in writing to the site manager for Board review, outlining the nature of the complaint as specifically as possible.
- 6.2. If the complaint involves a dog attack and bite, such reports must be made to the Hastings Police Department and the Hastings Board of Directors via the site manager.
- 6.3. Problem pets may ultimately be evicted from the property at the Board of Directors' discretion.

7. MAINTENANCE AND LATE FEES

- 7.1. Maintenance payments are due and payable in full on the first (1st) of every month.
- 7.2. Payments received after the fifteenth (15th) of the month are considered late and will be subject to \$50.00 late fee.
- 7.3. In the event a shareholder is late for a second month, the late fee will increase to \$100.00 per month.
- 7.4. All arrears over 3 months will be referred to legal for collections.



Garthchester Realty

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September 22, 2020

Re: Addendum to the House Rules

To All Hastings House Shareholders,

In accordance with the provisions of Section 9 of the Bylaws of the Hastings House Tenants Corp. the House Rules of the Cooperative Corporation are hereby amended by the Board of Directors, and shall govern the use of the apartments and the Conduct of all residents and occupants thereof.

Please keep a copy of this document for your records.

Very truly yours,

Garthchester Realty
Managing Agent for
Hastings House Tenants Corp.
By, David Guerrero

Enclosures: Addendum to House Rules

HASTINGS HOUSE TENANTS CORP.

765 N. Broadway | Hastings on Hudson NY 10706

ADDENDUM TO HOUSE RULES During State of Pandemic – COVID-19 2020

The following section has been added to the House Rules.

8. WHILE IN PUBLIC AREAS: Any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or face-covering when outside of their apartment in the basement hallways, staircase, laundry room, common areas of the cooperative, except outdoors where 6 feet distance can be maintained.

9. COMMON AREA LAUNDRY: Laundry rooms are to be used by Residents and their housekeepers only. No more than 2 people can be in the laundry room at any time in order to maintain social distancing during the Pandemic crisis. Residents and/or their housekeepers should sort their laundry in their apartment in order to limit their time in the room. Also, laundry in the dryers should be folded in the resident's apartment. All signs in the Laundry Rooms shall be considered part of the House Rules.

**These requirements will remain in effect until the Board of Directors deems it can be lifted.
Management will communicate any change to this policy with residents at that time.**

HASTINGS HOUSE TENANTS CORP

765 N. Broadway | Hastings on Hudson

ADDENDUM TO HOUSE RULES

During State of Pandemic

October 29, 2020

The following section has been added to the House Rules to apply during the current state of pandemic, as defined by New York State or Local Municipality.

10. TRAVEL ADVISORY. Hastings House Residents are reminded that compliance with NYS is expected by all its residents. The travel advisory is effective at 12:01 am on Thursday, June 25, 2020. Residents that have traveled from within one of the designated states or countries with significant community spread as outlined by NYS, must quarantine when entering New York for 14 days from the last travel within such designated state or country, provided on the date entering New York State that such state or country met the criteria for requiring such quarantine.

On September 28, 2020, Governor Cuomo signed an executive order reminding international travelers entering New York from Level 2 and 3 countries to quarantine and fill out the [NYS Department of Health traveler health form](#) to further prevent the spread of COVID-19 as countries across the globe experience alarming second waves of the virus.

The New York Commissioner of Health expanded the Emergency Health Order which authorizes the imposition of civil penalties if individuals refuse to fill out the required form. Since March 2020, New York State has required a mandatory quarantine for any traveler entering New York from a Level 2 or Level 3 country.

For information on which states, and countries meet the criteria for requiring quarantine Visit:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>