



VINCENT ARMS OWNERS CORPORATION HOUSE RULES AND REGULATIONS

TABLE OF CONTENTS

Introduction.....	4
Building Staff.....	5
Apartment Living: Rules and Regulations.....	6
Apartment Occupancy	
Homeowners Insurance Requirements	
Carpeting Requirements	
Noise	
Windows & Building Exteriors	
Appliances	
Liquid and/or Chemical Cleaners	
Apartment Cleanliness	
Bedbug Extermination	
Standard Extermination Services	
Apartment Repairs	
Apartment Keys and Doors	
Common Areas.....	7
Personal Behavior	
Building Security	
Building Grounds	
Decorating	
Deliveries.....	8
Small Packages	
Large Items	
Laundry Room.....	8
Proper Practices	
Laundry Machines & Repairs	
Moving In and Out.....	8
Procedures	
Parking Rules for Moving Trucks	
Insurance Requirements	
Move-In/Move-Out Deposit	
Parking Rules & Guidelines.....	9
Parking Access Rules	
Speed Limit	
Booting & Towing	

Pet Policy.....	9
Safety & Fire Precautions.....	9
Building Security	
Obstructions	
Hazardous Materials	
Smoke Alarms/Carbon Monoxide Detectors	
Fire Safety	
Storage Room.....	10
Waste Disposal, Bulk Disposal & Recycling.....	10
Items to Dispose in Compactor Chute	
Items Forbidden in Chutes	
Additional Rules & Requirements.....	11
Contact Information.....	12

INTRODUCTION

The VAOC (Vincent Arms Owners Corporation) Board of Directors is issuing this set of House Rules, which are meant to protect residents' safety and quality of life, without unnecessary disruption or inconvenience. These House Rules are necessary to protect our common investment and to protect the physical integrity of the building, for the benefit of its residents and shareholders.

All residents, including shareholders, tenants, and guests, shall follow these rules, which override any lease agreement that a shareholder enters with his or her tenant, if the apartment is being sublet.

Ownership Rights of the VAOC Shareholders

In a cooperative building such as ours, each shareholder has limited rights of ownership, meaning that the shareholder does not own the actual apartment in which he or she lives, but owns stock shares in the corporation.

The shareholder has a right to lease the apartment in the building pursuant to the Proprietary Lease (which takes the place of a traditional deed). There is an additional fee of \$150 that each shareholder shall pay when subletting his or her apartment. Residents need to meet with the Board of Directors for approval.

If shareholders want to make extensive renovations to their apartments, such as plumbing, electrical and structural changes, they must first get approval from the VAOC Board, fill out the necessary paperwork from the management company, along with submitting a security deposit, and in some cases, approval from the Yonkers Building Department.

Rights of the Corporation

Any consent or approval given by the VAOC under these House Rules shall be revocable at any time and are always subject to the review and approval of the VAOC Board of Directors.

These House Rules may continue to be added to, amended, or repealed at any time by a resolution of the Board of Directors.

BUILDING STAFF

The Building Staff consists of a building superintendent and a building porter. Any complaints regarding the service of the building or any of its personnel must be made in writing to the building's managing agent. The VAOC building staff may not be engaged or hired to perform personal services during the hours they are already being paid to work for the cooperative building. Violations as such shall be considered a "theft of services" and the shareholder/resident shall have to reimburse the cooperative for lost staff time.

Reaching the Building Staff and Other Important Parties

During regular work hours (8 a.m. to 5 p.m.) residents can reach the super by phone or text (see contact sheet).

If there are building emergencies such as a fire, please call the Yonkers Fire Department at 914-337-7500 or call 911. If you suspect a gas leak, please call Con Edison at 1-800-752-6633.

The building staff must be immediately notified of any other emergencies such as destruction to the building or suspicious activity in and around the building.

APARTMENT LIVING: RULES AND GUIDELINES

- The occupancy of any unit shall be consistent with the terms of the Proprietary Lease. No apartment can be leased out as an Airbnb nor any such temporary quarters.
- All shareholders at Vincent Arms shall obtain and continually maintain comprehensive liability and casualty insurance covering their respective apartment units.
- Residents who are leasing apartments in the building should take out their own separate insurance to cover themselves in case their belongings are stolen or destroyed/damaged due to water or fire.
- Unless expressly authorized by the Board of Directors in each case, the floor of each apartment shall be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room except for kitchens, bathrooms, and closets. Padding underneath carpeting/rugs is strongly recommended, to add an extra layer of noise protection and to prevent rugs from slipping.
- No resident shall make or permit any disturbing noises inside or outside the building or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other residents between the hours of 10 p.m. and 8 a.m. the following day. This includes the playing of musical instruments, or loud music coming from stereo equipment and televisions or noise from exercise machines. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays Monday-Friday (this does not legal holidays) and only between the hours of 9 a.m. and 5 p.m.
- No sign, notice, advertisement, or illumination shall be inscribed or exposed on any apartment window or other part of the building.
- No tricycles, bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public halls, stairwells, passageways, courtyards, fire escapes or other public areas of the building.
- Nothing shall be attached to or hung from the exterior of the building.
- No awnings shall be used in or about the building nor shall anything be projected out of any window of the building, except for air conditioners.
- Washing machines and dryers in all units of the building are not permitted. The laundry facilities in the building should only be used during the designated hours that are posted in the laundry room (6 a.m. to 10 p.m.).
- No resident should use chemical drain cleaners as these are corrosive and may damage the building's plumbing system. If you have a blocked drain, please contact the super.
- We expect all apartments to be kept clean. The agents of the VAOC, and any contractor or workman authorized by the VAOC, 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.
- Any suspicion of bedbugs shall be reported to the management company immediately.

Extermination shall be done by the cooperative and by an approved and certified exterminator. No self-treatment is permitted. If bedbugs are found in another unit and the cause is traced back to the original apartment, that shareholder will be responsible for the cost of the extermination in the other unit.

- Extermination services are available to every tenant in the building. The cost is covered by the VAOC. The exterminator comes to the building twice a month. If you wish to be put on the list, please contact Chris Ricci at Nardo & Associates.
- Repairs that are believed to be under the responsibility of the VAOC (such as damage to walls and ceilings from leaks in other neighboring apartments) shall be reported to the management company. The super will then be contacted and asked to look at the problem. The building's contracting vendor may also be called in if that is necessary. A subtenant shall contact his or her landlord about the problem. If reimbursement is being requested by a shareholder for certain repairs, this request shall be put in writing to the management company. It will then be reviewed by the Board of Directors for approval.
- Each new shareholder will obtain a set or more of apartment keys and keys to the front and side doors of the building from the previous owner. Nobody other than the apartment resident and family members of that resident should have keys to the apartment. If you are locked out of your unit, please notify the super who will call a locksmith. If damage is done to an apartment door that needs to be forcibly opened, the shareholder is responsible for reimbursing the building for the costs involved. Residents can, if they wish, provide an extra set of keys to the super in advance of such situations.

COMMON AREAS

- Children shall not play in the lobby, public halls, courtyard, stairways, fire escapes, garages, parking lot, laundry room, storage rooms or building elevators, and no one is permitted on the roof except in the case of a fire.
- The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire escapes shall not be obstructed in any way.
- No public hall above the ground floor of the building shall be decorated or furnished by any resident in any manner.
- No vandalism to the common areas of the building will be tolerated. The cost of any damage incurred by a resident, or someone connected to that resident, such as a guest, will be charged to that person.
- The use of illegal drugs in the common areas of the building is strictly prohibited.
- Smoking is prohibited in common areas of the building. This includes the garage, lobby, elevators, hallways, stairwells, laundry room, and all entrances in accordance with state law.

DELIVERIES

- Delivery personnel shall use such means of ingress and egress as shall be designated by the VAOC, and all large deliveries (TV, furniture, appliances) shall be made through the building's service entrance doors.
- Large deliveries must be scheduled in advance with the building superintendent so that padding can be provided inside the elevators. This must be done during normal business hours (9 a.m. to 5 p.m.) and can only be done at the accessible side entrance on Georgia Avenue. No deliveries are allowed on weekends or holidays.
- Any type of furniture deliveries or other large items that are being delivered must include a Certificate of Insurance from the furniture company or moving company that is transporting the item(s). We require this to protect the VAOC from any damage that may be done to its property during the moving process.
- Deliveries of small packages can be left on either side of the lobby. The corporation and its building staff are not responsible for these packages.

LAUNDRY ROOM

- Use of the laundry room is for residents of the building only.
- Laundry room machine hours are posted in the laundry room. Information on the proper use of the laundry machines is also posted there.
- Be sure to attend to your laundry promptly so that other residents are not waiting for machines. If laundry is left in a machine for more than 15 minutes, it may be removed by another resident waiting to use a machine. The VAOC is not responsible for lost clothing from the laundry room.
- If you spill something on the laundry room floor, please be sure to clean it up immediately to prevent any slippage.
- Service problems should be reported by residents by calling the number that is posted in the laundry room. The super will also make a service call to make sure that machines are fixed in a timely manner.

MOVING IN AND OUT OF THE BUILDING

- Move-ins/move-outs may only be accomplished between the hours of 8 a.m. and 5 p.m., Monday through Friday, except holidays. Moving companies must be made aware of these times.
- All moves shall be scheduled a minimum of one (1) week in advance, so that the building staff is prepared and has the necessary padding on the elevators. Residents should provide the management company with the date of the move, the expected hours of the move, and the name of the moving company. All moves are only permitted through the accessible access entrance on the east side of the building on

Georgia Avenue.

- Drivers of moving trucks who park at this entrance shall either always leave someone in the truck or leave a contact number on the truck's dashboard, in case any shareholder who rents a private garage on that side of the building is impeded from moving in or out of his or her garage space.
- Only one move will be permitted daily and will be scheduled on a first come, first serve basis. A refundable move-in/move-out deposit is imposed by the VAOC to ensure compliance with these rules and to ensure there is no damage to the premises during the move.
- Any resident of Vincent Arms engaging the services of a mover shall require from that mover a copy of the company's certificate of liability insurance and proof of workmen's compensation.

PARKING RULES & GUIDELINES

- 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 available access to any entrance of the building.
- Parking illegally anywhere on the property is prohibited.
- No resident shall, with their own vehicle, block in any manner another person's assigned parking space on the property. See more guidelines in the parking agreement that all shareholders should have received under separate cover.
- The speed limit in the outdoor lot and in the indoor parking lot is 5 mph. Please take care when driving in both.
- To maintain a parking space in the building, monthly maintenance fees must be up to date.

PET POLICY

- The VAOC allows the following pets in the building: domestic house cats (2 allowed per apartment), hamsters, gerbils, rabbits, goldfish, small birds, and small reptiles. Pets are the responsibility of each resident of the building and in some cases, must be kept in appropriate cages.
- In no event shall visiting dogs or dogs in a resident's apartment be permitted.
- No pigeons or other birds or animals shall be fed from the windowsills, fire escapes or other public portions of the building.

SAFETY & FIRE PRECAUTIONS

- Residents of the building should not open the main entrance door or allow anyone into the building via intercom without first knowing who they are.
- Storing hazardous or flammable material, such as gasoline, propane, or kerosene in apartments in any of the building's two storage rooms, in the main garage parking area

or the building's private garages is strictly prohibited by law.

- The storage of e-bikes, e-scooters and space heaters is strictly forbidden in all indoor areas of the building, including apartments, the lobby area, the laundry room, halls, and the building's large indoor garage and private garage spaces.
- The kitchen stove may not be used to heat an apartment.
- Never leave an open flame on your stove unattended and do not open the front door of your apartment if smoke has been created due to cooking. No matter the situation, if the first-floor fire alarms on each side of the building detect smoke, the fire department will respond. If there is a fire in your apartment, please call the Yonkers Fire Department immediately at 914-377-7500 or 911.
- Every apartment shall be equipped with a smoke/fire alarm and carbon monoxide detector. A New York State law passed in 2019 requires that all smoke detectors sold within the state shall have 10-year lithium batteries or be electrically connected. Smoke detectors should be installed on the ceiling or wall within 10 feet of the rooms that are being used for sleeping. Shareholders who sublet shall ensure that these rules are followed for the safety of their tenants in the building.
- Each apartment should have a working fire extinguisher.
- All residents of the building should handle matches and candles with care. Never throw newly extinguished matches into a garbage pail. Candles should be extinguished completely.
- In the event of a fire, do not panic. Open doors slowly (check beforehand to make sure handles are cool), stay close to the floor and breathe through a damp cloth, taking short, shallow breaths if a lot of smoke is present. Follow Fire Department directions explicitly and close the door behind you.

STORAGE ROOM

- Access to the building's 2 storage rooms and the storage bins that are inside them is for those residents renting a storage locker. If you are interested in renting a storage bin, please contact the building's managing agent.

WASTE, DISPOSAL & RECYCLING

- Garbage and recyclables from each apartment shall be disposed of at the designated areas at each side of the building. Recyclables should be put into the blue bins and regular garbage should be put in the gray bins.
- Small corrugated and gray cardboard boxes should be broken down or flattened for easy disposal by the super and porter.
- Janitor closets and exterior faucets in the building shall be used by building personnel only.
- Bulk disposal (i.e. the disposal of large items such as old furniture, refrigerators, air conditioners, among other items) is the responsibility of each resident. There are several private bulk removal companies in the Yonkers area that you can contact,

including The JunkLuggers, Atlantic Junk Removal, and Junk A Haulics.

The following rules shall be observed with respect to Compactor Equipment. Each floor in the building has a compactor.

- All wet debris is to be securely wrapped or bagged in small packages to fit easily into the hopper panel.
- Debris should be completely drip-free before it leaves an apartment and carried to the compactor closet in a careful manner and in a drip proof container; then placed into the chute so it will drop into the chute for disposal.
- No bottles, cans, light bulbs, newspapers, magazines, pizza boxes, plastic or wire hangers, or other recyclable items shall be deposited into the compactor chute. All recyclable trash shall be left in a neat manner in the designated receptacles located at the side entrances to the building.
- Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper openings.
- Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil-soaked rags, sharp objects like broken glass, knives or razor blades, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the compactor chute.
- Vacuum cleaner bags and garbage bags containing cat litter shall never be emptied into the compactor chute. Such dust and dirt should be wrapped in a securely tied bag or package and then be placed through the hopper door into the chute. Ideally, cat litter should be brought down to the garbage pails at the sides of the building.
- The superintendent shall be notified of any drippings or moist refuse appearing on compactor closet floor and corridors.

ADDITIONAL RULES/REQUIREMENTS

Each resident of the building shall pay all costs, expenses, fines, penalties and damages which may be imposed on landlord or tenant by reason of tenant's failure to comply with the provisions of these House Rules, and, at tenant's sole cost and expense, tenant shall indemnify, defend and hold landlord harmless (including legal fees and expenses) from and against any and all actions, claims and suits arising from such tenant non-compliance, utilizing counsel reasonably satisfactory to landlord, if landlord so elects.

Tenant's failure to comply with these House Rules shall constitute a violation of a substantial obligation of the tenancy, local statute and landlord's rules and regulations.

Each tenant of the building shall be liable to landlord for any costs, expenses, or disbursements, including attorney's fees, incurred by landlord in the commencement and/or prosecution of any action or proceedings by landlord against tenant, predicated

upon tenant's breach of this paragraph.

Any consent or approval given under these House Rules by the VAOC shall be revocable at any time.

These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors or the VAOC.

BUILDING STAFF

Superintendent

John

Phone: 917-468-1599

Porter

Tulio



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VINCENT ARMS OWNERS CORPORATION



YOUR MANAGEMENT TEAM

We would like to help direct your call or electronic inquiry efficiently so that your requests can be resolved in a timely and professional manner.

For your convenience, a list of staff assigned to your building and phone extensions are as follows:

GARTHCHESTER MANAGEMENT TEAM @ 914-725-3600 (M-F 9:00am – 5:00pm):

Property Manager:	Susan Tularzko, ext. 1906	susan@garthchesterrealty.com
Assistant Manager:	Grace DiMaira, ext. 1943	grace@garthchesterrealty.com
Billing:	Adele Frutkin, ext. 3103	adele@garthchesterrealty.com
Account Executive:	Brian Scally, ext. 3112	brian@garthchesterrealty.com

AFTER BUSINESS HOURS & EMERGENCIES Please call 866-246-0370**

****EMERGENCIES:** For issues that cannot wait 24 hours (such as a leak anywhere, front or side doors do not close properly, elevator not working, etc.).

Very truly yours,
Garthchester Realty

