

# **THE WELLINGTON OWNERS CORP. HOUSE RULES**

## **Public Areas**

1. The public hallways and stairways of the building may not be obstructed or used for any purpose other than entering and leaving apartments.
2. No tricycles, bicycles, scooters, baby carriages, strollers, carting units or similar items may be parked or stored in public hallways. Store and secure bicycles in the basement Bike Room.
3. No one is permitted to play in the public halls, stairways, garage or elevators.
4. No one is allowed on the roof, except in an emergency.
5. No public hall may be decorated or furnished in any manner without the prior consent of the Board of Directors.
6. No article may be placed in the halls or on the staircase landings or fire stairs, nor may anything be hung or shaken from the doors, windows, terraces or balconies or placed on the external windowsills of the building.
7. No awnings or antennas may be used in or about the building without the express written approval of the board or the managing agent, nor may anything, except an air conditioner, project out a window without similar approval.
8. Shareholders may use the laundry facilities at any time, day or night. No washing machines or dryers are allowed in individual apartments.
9. The Board has the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
10. In the lobby, strollers must be carried up the stairs to protect the marble.

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### **Garbage Disposal**

Each floor has a compactor closet for disposal of ordinary trash. Please keep it in order.

1. Garbage must be completely wrapped and drip-free before being carried to the compactor closet.
2. Garbage must be placed in small bags that will fit easily into the chute. Do not under any circumstances force large bags into the chute.
3. Cleaned bottles, glassware, cans and other recyclable materials must be placed in the receptacle provided on the compactor closet floor. Do not throw them down the chute. Newspapers, magazines, books, and other paper materials should be neatly stacked on the shelf above the chute.
4. Empty cartons and boxes must be flattened and stacked neatly against the wall of the compactor closet after all paper and packing material has been removed. Paper bags should be folded, not crumpled, and placed neatly on the shelf or against the wall. Bulky items must be taken to the basement compactor room.
5. Vacuum cleaner bags or dirt must never be emptied into the chute. Such dust, dirt, etc. must be securely wrapped in a bag before it goes into the chute.
6. Please notify the superintendent or porter of any drippings, or moist refuse, on compactor closet floor or in hallways.
7. No sweepings, rubbish, rags, or other articles may be thrown into toilets. The cost of repairing any resulting damage will be paid by the responsible shareholder.
8. Under no circumstances may any furniture, carpeting, appliance (e.g. TV, microwave), household or flammable item be left anywhere in or outside the building for disposal. Shareholders or their contractors must arrange for private carting of these items and any renovation or construction-related refuse.

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### **Construction and Renovation**

1. Prior to any construction or renovation in your apartment, the managing agent must be notified and provided with proof of your contractor's and/or vendor's license and insurance.
2. No work can commence until all permits required by the City of Yonkers (e.g. plumbing, electrical) are obtained. For any renovation involving removing walls, submit architectural and/or engineering plans, in advance, to the managing agent for approval.
3. To protect our terrazzo marble floors, when equipment, material, or debris is carried in or out, contractors must place secure protective construction paper in hallways from elevators to your doorway each morning and remove it each afternoon by 4:00 pm.
4. Renovation projects must be completed within 90 days.
5. Any construction or repair work involving noise must be conducted on weekdays, (not including legal holidays, December 24th, and December 31st), and only between the hours of 8:00am and 4:00pm.
6. Prior to transporting any equipment or large deliveries in the elevators, please notify the superintendent or porter so that protective padding can be installed.
7. For shareholder security, all contractors need to obtain and wear a daily vendor guest pass obtained from the doorman / superintendent.

### **Noise**

1. Shareholders are not permitted to play any musical instrument, nor operate a stereo, radio, television, or other sound-producing device, after 10:00 pm loudly enough to disturb other residents.
2. Televisions, or any audio equipment, may not be mounted on walls shared with another apartment.
3. With the exception of kitchens, pantries, bathrooms and closets, 80% of the floors of your apartment must be covered with rugs or carpeting and appropriate padding. To ensure that carpeting and padding is installed within thirty days of moving in, a refundable deposit of \$1500 will be required at time of closing. This deposit will be returned to shareholders after an inspection confirms compliance.

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### **Deliveries**

1. Restaurant delivery people must be met in the lobby by the shareholder requesting the delivery. Deliveries of large items and packages are to be made through the basement after the delivery person has obtained a visitor/vendor badge from the door person.
2. Large trunks and heavy baggage must be moved in and out of the building through the basement.
3. The cooperative has shopping carts for assistance with transporting your personal items from the basement to your apartment. Return carts to designated area immediately after use.
4. Shareholders must meet bulk food deliveries (e.g. Fresh Direct, Peapod, and supermarket) at the side entrance of the building with the building shopping cart. No hand trucks are permitted on the elevators without padding protection.

### **Staff**

1. Shareholders may not request any building employee to perform any private errand or work during the employee's scheduled work hours.

### **Security**

1. Do not share your building key with anyone. If you need an additional building key, contact the managing agent.
2. Working smoke detectors and carbon monoxide detectors are required in every apartment. Annual battery replacement is recommended for smoke detectors, while carbon monoxide detectors should be replaced according to manufacturer's recommendations. Inspections can be conducted randomly.

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### **Garage**

1. Shareholders must abide by all arrangements and rules pertaining to the garage and driveways.
2. No vehicle may be parked so as to impede or prevent ready access to any entrance, exit, or garage parking space.
3. Speed limit is 5 mph.
4. The corporation owns all parking spaces, which it leases to qualified shareholders on a month-to-month basis. The corporation reserves the right to postpone / revoke parking privileges for lease or rule violations, such as late payment of maintenance charges.
5. Shareholder must have both permanent residency and car registered to 949 Palmer Road to obtain and maintain a parking assignment.
6. Parking spaces are assigned based upon the shareholder's closing date. At time of closing, the new Shareholder's name is placed at the bottom of the current waiting list. In addition to the current waiting list, there is an auxiliary list of shareholders having waived parking assignment. When the Shareholder's name reaches the top of the current waiting list and complies with items #4 and #5 above, he/she is offered the next available space. Shareholders on the auxiliary list are not eligible until he/she has informed the Managing Agent of their interest to return to the current waiting list.

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### **Miscellany**

1. All Shareholders must purchase and maintain adequate co-op homeowner's insurance coverage for personal property loss and liability. They must provide annual proof of compliance to the managing agent.
2. All shareholders must provide the superintendent with both emergency contact information and keys to access your apartment.
3. Shareholders may not conduct or authorize any open house, group tour or exhibit of an apartment or its contents, nor hold or authorize an auction in any apartment without the consent of the managing agent.
4. Shareholders must keep all apartment windows clean and unobstructed. In the event that a shareholder fails to do so after receiving written notice of the violation, the corporation may authorize a window cleaner to perform the work at the shareholder's expense.
5. Shareholders must not post a sign, notice, or advertisement on any window or other part of the building without written approval of the board or managing agent.
6. No pet is allowed in the building. Shareholders may not feed pigeons, other birds or animals from the window sills, terraces or any other public area of the building or property.
7. The agents of the corporation, and any contractor or workman authorized by the corporation, may enter any apartment at any reasonable hour of the day to ascertain whether measures must be taken to control or exterminate any vermin, insects or other pests. If the corporation must undertake such extermination, shareholder will be billed for the cost.
8. No apartment, nor portion of an apartment, can be rented for any duration without the consent of the board.
9. The Wellington Owner's Corporation Proprietary Lease was amended on April 7th 2022 and is now designated "smoke free", effective April 7th, 2022. Smoking any form of tobacco or marijuana within the apartment or anywhere at the Property is expressly prohibited.
10. Complaints regarding building service shall be made in writing to the managing agent with a copy provided to the president of the board.
11. These House Rules may be added to, amended, or repealed at any time by resolution of the Board of the Directors of the Corporation. Any consent or approval given under these House Rules by the Board shall be revocable at any time.