

WOODBROOK GARDENS CORP.

Co-operative Apartments

***H O U S E R U L E S**

*Revised and Approved by the Board of Directors February 3, 2022

WOODBROOK GARDENS CORP.

HOUSE RULES

These HOUSE RULES may be added to, amended, or repealed at any time by resolution of the Board of Directors of the Lessor. These rules and regulations have one objective: to achieve a smooth-running and efficient operation, thus enhancing the value of the property and providing the ultimate possible in living for both shareholders and tenants. Therefore, it must be emphasized that the HOUSE RULES WILL BE STRICTLY ENFORCED FOR THE BENEFIT OF ALL.

IF violation of a HOUSE RULE or RULES continues after Lessee has been requested in writing to cooperate and abide by the rule(s) being violated, an administrative fee will be charged. This fee will be added to the monthly maintenance statement. In addition, the Apartment Corporation shall have the right to terminate the shareholder's proprietary lease. In such event, the Shareholder will also be charged reasonable attorney's fees.

- (1) The front entrance, walks, steps, public halls, and stairways of the building shall not be obstructed or used for any purpose other than the ingress to and egress from the apartments in the building.
- (2) No bicycles, tricycles, scooters, mopeds, or similar vehicles, nor baby carriages shall be allowed to stand in the public halls, sidewalks, passageways, or lawns. The use of skateboards on the property of the Corporation is strictly prohibited.
- (3) Nor is riding any of the above (see item 2) permitted on landscaped or grassy areas.
- (4) No one shall play in the public halls, courts, stairways, **lawn areas** and no one shall be permitted on the roof. Any Lessee will be held financially responsible for any destruction to Corporation property caused by them, or by their guests and/or visitors, or their children or by those under their guardianship.
- (5) No swimming pools of the type used for children, such as wading pools, or other inflatable type devices are permitted.
- (6) No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors.
- (7) No Lessee shall make or permit any disturbing noises in the building, or do, or permit anything to be done therein which will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loudspeaker in such Lessee's apartment between the hours of 11 p.m. and the following 8 a.m., if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except between the hours of 9 a.m. and 7 p.m. Neither loud, boisterous nor vulgar language shall be used at any time in public areas on the premises.

8) No Lessee shall take or permit any actions on the property that would reasonably be disturbing to other lessees, employees, or guests. Further, no Lessee shall take or permit any actions that impede employees or management from conducting regular business on the property.

(9) No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors, windows, terraces, or placed upon the fire escapes or windowsills of the building.

(10) No awnings or exhaust fans other than window units shall be used in or about the buildings except such as shall have been expressly approved by the Board of Directors, nor shall anything be projected out of any window of the building without similar approval.

(11) Any structural changes or outside alterations of the grounds requires written permission of the Board of Directors. In addition to all other remedies contained in the Proprietary Lease, structural changes or outside alterations of the grounds made without the Corporation's consent will cause the Lessee to be liable for monetary damages, including reasonable attorney's fees.

(12) No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors.

(13) The Board of Directors shall specify days, use, and location of receptacles for garbage disposal for each respective apartment and Lessees shall abide by such directions. **GARBAGE AND REFUSE MUST BE PLACED IN A PLASTIC BAG AND TIED SECURELY!!!!!!**

Garbage may not be left in the hallways, or the common areas at any time.

Nor may garbage be put out for collection before 6:00 a.m.

Each resident will comply with all Corporation and municipal requirements regarding disposal of garbage and refuse, including all recyclables. All garbage shall be placed in the proper receptacles, e.g. paper, glass, and cans, ordinary trash. All cardboard boxes must be collapsed and cut down so that they fit in the designated receptacle. No garbage of any kind, including but not limited to cardboard boxes, bottles, cans, and trash shall be left outside of the designated receptacles. Any municipal fine levied against the Corporation by reason of the acts, or failure to act, of a Shareholder, or guest of a Shareholder resident, or occupant shall be reimbursed by said Shareholder.

(14) Toilets, sinks, tubs, and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse to any or all of the above apparatus shall be charged to and paid for by the Lessee in whose apartment such misuse arose.

(15) Washing machines and dryers are not permitted in Lessee's units.

(16) No Lessee shall request or require any employee of the Lessor to perform any private work of a Lessee during normal work hours of the employee.

(17) No animals shall be kept or harbored in the buildings, or any common area of the building or its environs, without express written consent of the Lessor, which consent may be revoked by the Lessor, in its sole discretion, should it determine that the animal is

not being harbored and maintained in compliance with all provisions of the Proprietary Lease, and such Rules and Regulations, including these House Rules, as from time to time promulgated and or amended by the Lessor. No dogs shall be permitted to be kept or harbored in the building, or any common area of the building or its environs. The granting of consent to harbor an animal shall be conditioned on such conditions, restrictions and limitations as the Lessor set forth in such application for approval. No pigeons or other birds, or animals shall be fed from the windowsills, terraces or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building.

(18) No radio, television aerial or satellite-receiving dish shall be attached to, or hung from the exterior of the building, unless such attachment, use, and/or continued use, has been established, and approved by the Board of Directors.

(19) Each licensed driver living in a unit may apply for a parking permit that allows that vehicle to park in areas designated by the Board of Directors, but no unit may have more than two parking permits total, whether they be 2 garages, 2 parking spots or one of each. Such permits shall be displayed on the vehicle as directed by the Board of Directors.

The Board of Directors may lease garage spaces to shareholders. Any waiting list for garage spaces shall be maintained by the Board of Directors. Residents leasing a garage space may not park in the general parking areas of the property.

However, if a car has a permit for a garage space, it cannot also have a permit to park on the property. In all, no unit may have more than two parking permits and garage spaces total, regardless of how many licensed drivers live in the unit. That is no one unit can have more than two garage and/or parking permits in total.

Between the hours of 6 p.m. and 6 a.m., only vehicles with parking permits may occupy the legal spaces designated by the Board of Directors. Visitors without parking permits may park in visitor parking spaces as so designated by the Board of Directors. Any vehicle without a permit that is parked on the property outside of a visitor's parkin area between 6 p.m. and 6 a.m. shall be towed at the owner's expense. Visitor parking areas shall be limited to parking for temporary guests of residents. No car shall remain in visitor parking for more than 24 hours without permission from management, with such permission letter displayed so that it id visible through the front windshield.

(20) Any shareholder with a Garage *lease* and/ or license who does not use the Garage for parking a vehicle, which is registered with Woodbrook Gardens, on a regular basis is subject to having the Garage *license* revoked.

(21) Parking areas shall not be used for any auto repair work of any kind.

(22) Washing cars, trucks, motorcycles, and any other type of vehicle by use of hoses is not permitted on Cooperative property.

(23) The Lessee shall use the available laundry facilities only on such days and during such hours as may be designated by the Board of Directors.

(24) The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to storage, laundry, or parking purposes.

The Board of Directors in its discretion certain areas for storage. Several units will share storage rooms, and, as such, valuables should not be stored in the storage areas, and the corporation is not responsible for the loss, or theft of any item in the storage

areas. Residents store items in the storage areas at their own risk. Residents may request from management for access to space in one storage room, and such request may be granted if there is available space. Management may maintain a waiting list for storage space.

- Residents must place any stored items in appropriate stackable containers.
- Loose items are not permitted.
- All items stored must be clearly labeled with the name and apartment of the items' owner. The storage of all items should be done in a neat and orderly manner. Space is limited in the rooms.
- Residents may not store paint, oil, cleaning supplies, or any potentially flammable or toxic materials.
- All stored items must comply with current New York State Law.

Bicycles must be stored in the bicycle room (located near the "K" building laundry room). Contact the management office for a key and to obtain the required bicycle registration sticker(s) for your bicycles. Keys to this room are available from the management office.

(25) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment, including closets and foyer, must be covered with rugs or carpeting or equally noise-reducing material to the extent of at least 80% of the floor area of each room excepting only kitchens, and bathrooms.

(26) The superintendent and his staff report to the managing agent. All suggestions, rule violations, complaints, and questions concerning general matters are to be directed in writing, by email or by U.S. Mail to the managing agent.

REPAIR REQUESTS: For apartment repairs that are the Co-ops' responsibility, or to public areas, call the maintenance office (591-9393). And, when contacted, provide a written request.

At least one IO lb. capacity ABC type fire extinguisher must be available in your apartment at all times which is to be maintained at the shareholder's expense.

(27) In case of EMERGENCY, the Lessee should phone the superintendent at 591-9393. All emergency requests should be followed up in writing to the managing agent with a copy to the Board of Directors.

(28) The agents of the Lessor, and any contractor or workman authorized by the Board of Directors may enter any apartment at any reasonable hour of the day upon notice or at any time and without notice in case of emergency, 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. The Lessor will provide the exterminator service at no cost to the Lessee.

You must provide a set of keys to your apartment to the maintenance department for emergency access. The keys are held in a secure location for use in emergencies or if access is authorized by the apartment resident to perform required repairs. Failure to provide keys will cause you to be held liable for damage to any part of the property that is caused as a result of the delay in access and any damage caused in obtaining access to your apartment. There is a minimum service charge of \$125.00 (One Hundred Twenty Dollars) and additional administrative fees if access is needed and keys are not immediately available.

If you are locked out of your apartment when the maintenance office is closed, there will be

a minimum charge of \$125.00 for a staff member to respond with your keys.

If a snowfall is expected which requires plowing, notices will be posted in the lobby area of each building, early in the morning, advising residents if the snow emergency plan is being implemented. You must make arrangements to move your car according to the posted schedule. Usually, removal times are from 10:00AM until 1:00 PM, depending on where your vehicle is parked. If you plan to be away for any length of time, move your car to the top of the hill, then make arrangements to leave your keys with someone who can move your vehicle so that the space can be properly plowed. Vehicles not moved by the time snow removal starts will be towed from their spot at the owner's expense.

- (29) Payment of monthly maintenance is due on the first of each month. An administrative charge of \$25 per month will be added to all payments not received by the managing agent by the 10th of the month.
- (30) All current and future occupants must notify management at least 24 hours in advance of the moving, or delivery of household goods and/or furniture, of the date and time the occupant intends to vacate or occupy the premises. The moving of household goods and/or furniture shall occur only on Monday through Friday between the hours of 9 a.m. and 5 p.m.

There will be a \$250.00 administrative charge for any violation of the moving policy. Money on deposit may be used for the purpose of reimbursement of damages, or violation of the move-in/move-out rules. Insufficient money on deposit does not limit the Board's right to sue for additional damages, and to charge reasonable attorney's fees to collect same.

(31) Any consent or approval given under these HOUSE RULES by the Board of Directors shall be revocable at any time.

PROCEDURES AND RULES

1. **SAFETY AND SECURITY:** Make sure that all smoke alarms are functioning properly at all times and change their batteries at least once a year. At least one 10 lb. capacity ABC type fire extinguisher should be available in your apartment at all times. **Know how to use the extinguisher.** There are also fire extinguishers in the public hallway areas of each building. **Know and practice regularly, the proper emergency escape procedures and routes from your apartment.** Close the apartment door if forced to leave because of fire or smoke. Obtain and use "tot-finder" type window decals when appropriate.
- Know the location and verify the proper function all of the water shut-off valves in your apartment.
 - Use only high security, pick proof locks and lock cylinders on your apartment doors.
 - Install a new through the door viewer (peephole device) **only** with management's' approval.

You **must** provide a set of keys to your apartment to the maintenance department for emergency access. The keys are held in a secure location for use in emergencies or if access is authorized by the apartment resident to perform required repairs. Failure to provide keys will cause you to be

held liable for damage to any part of the property that is done as a result of the delay in access and any damage caused in obtaining access to your apartment.

- There is a **minimum** service charge of **\$125.00** (One Hundred Twenty Dollars) and additional administrative fees, if access is needed and keys are not immediately available

2. **GARBAGE REMOVAL:** All items should be securely wrapped in **plastic** and disposed of according to the following schedule:

- Between 7:30AM and 9:AM on days designated by the Board of Directors. Place items outside your building entrance.
- There will be no pickup on holidays or on heavy snow days. Do not put your refuse out on these days.
- On no pick-up days, bring to trash area and place in containers according to the type. Recycling containers are clearly marked.

Procedures for recycling: All metal and glass and plastic items must be put in a separate bag. Tie up newspapers, cardboard and magazines into bundles. Please notify the maintenance office in advance if you plan on discarding large items or boxes

- Only put items into empty or partially filled dumpsters. Make sure that you close the container top so that animals can't gain access to its' contents.
- Contractors must dispose of commercial garbage such as debris associated with apartment renovations. Shareholders will be charged for the proper disposal of this type of *refuse*:

3. **STORAGE ROOMS:** Storage rooms are provided in most building basements. They are opened seasonally for air-conditioner storage. You will be notified of these dates. Room access is only available on **weekdays**. It is suggested that you make your access request at least **one working day before** you need access by contacting the maintenance office. The rooms are intended to be used to store items such as: air-conditioners, luggage, trunks, and containers designed for storage.

- Residents must place any stored items in appropriate **stackable** containers.
- Loose items are not permitted.
- All items stored must be clearly labeled with the name and apartment of the items' owner. Flammable or combustible items including but not limited to: Paper, wood or wood products, furniture, cardboard boxes, mattresses and paint products **must not be stored**.
- Since storage space is limited, all items should be stored in a neat and orderly manner. Appliances including but not limited to: Dishwashers, stoves and refrigerators **must not be stored**.

Bicycles must be stored in the bicycle room (located near the "K" building laundry room). Contact the management office for a key and to obtain the required bicycle registration sticker(s) for your bicycles. There is \$25.00 charge for lost bicycle room keys.

The co-op is not responsible for damage to or theft of stored items.

Residents found to be in violation of storage room rules will be subject to substantial administrative fees.

4. **LAUNDRY ROOMS:** There are three laundry room locations. Hours: 8:00 AM until 10PM daily (Buildings J and K) 8:00 AM until 9:30PM for Building F.
 - Please be aware of the need for removing laundry promptly at the end of the wash or dry cycle.
 - Do not overload the machines as this will not allow for proper cleaning or drying and will cause breakdowns.
 - Promptly report any broken or malfunctioning equipment to the maintenance office. Keys to the laundry rooms may be obtained from the management office.
 - **For security reasons, make sure that the laundry room door is closed at all times.**

5. **PARKING:** The garage waiting list is maintained at the management office. Written requests must be made to be placed on the list. All resident vehicles parked on the property must have a parking permit. These are issued by the management office. Parking rules state that residents having assigned garages may only park in outside spaces in order to load or unload their vehicles for short periods of time (up to 15 minutes). They **must** use their garage space at all other times.
 - Garages may not be used for storage purposes.

All residents' vehicles must be properly registered and inspected and have license plates that match the vehicle registration. Vehicles must be in running condition. The storage of or the making of repairs of any kind to vehicles on the property is not permitted.

Residents found to be in violation of parking or garage rules will be subject to substantial administrative fees and in the case of garage parking, the loss of use of their garage.

Residents and their guests are required to follow posted signs relating to no parking or fire zones. These no parking areas are created to allow emergency vehicles to use the roadway areas at the complex, If vehicles are parked in these zones, responding emergency vehicles will not be able to pass. **Any delay in the response may cause Loss of life.** Vehicles found to be in violation will be ticketed by the Police and towed.

- **Vehicles in violation of parking rules and procedures are subject to being booted.**

SNOW REMOVAL: If a heavy snow fall is expected, notices will be posted in the lobby area of each building, early in the morning, advising residents if the snow emergency plan is being implemented. You must make arrangements to move your car for the final cleanup according to the posted schedule. Usually, removal times are from 10:00AM until 1:00 PM, depending on where your vehicle is parked. If you plan to be away for any length of time, move your car to the top of the hill, then make arrangements to leave your keys with someone who can move your vehicle so that the space can be properly plowed. **Vehicles not moved by the time snow removal starts will be towed from their spot at the owner's expense.**

APARTMENT RENOVATIONS: If you are intending to make any changes to the interior of your apartment, other than decorating, (decorating is painting or similar activity) you must contact the management office for further instructions. No structural changes, rewiring or behind-the-wall plumbing may be done without the permission of the Coop.

- **Renovation work is permitted on weekdays from 8:00 AM until 4:00 PM**

All work performed must be done by contractors who are both licensed and insured in

amounts acceptable to the Coop. Proof of insurance naming the Coop Corporation and the managing agent, as additional insured on the contractors' policy must be provided prior to the start of any work.

6. **SALES AND SUBLETS:** For sales or sublease information, contact the management office. for the appropriate current forms and instructions.

7. **NOISE:** All residents are reminded that no disturbing noise of any kind can be made between the hours of 11:00PM and 8:00AM. Only the reasonable sounds associated with residential type activity can be allowed at all other times. Please be aware of the noise that you may be making and of how it may affect your neighbors. Be considerate of other residents.

8. **POSTING OF NOTICES:** Residents may post notices only in the laundry rooms on the bulletin board provided. All notices must be dated and can remain on the board for **up to 30 days**.

9. **MOVING:** Moving can only be scheduled between Monday and Friday from 7:30 AM to 4:00 PM. All moves must be scheduled with the management office, which should be notified as soon as possible about the intended move date. Prior to the move date, residents moving in and out must each provide a \$400.00 escrow check to the management office. This escrow will be returned shortly after the move has taken place, less deductions for damage, if any, occurs to the public areas. Damage that may occur that is not covered by the escrow will be assessed to the responsible party.

10. **DELIVERIES:** Scheduling must be done only from Monday - Friday from 7:30 until 4:00PM on weekdays only. Remind the delivery service that they must properly discard any packaging materials or boxes. Any damage caused to the public areas by the delivery will be the responsibility of the resident.

11. **COMPLAINT PROCEDURE:** If shareholders have any comments or complaints concerning any aspect of the operation or administration of Woodbrook Gardens, please bring it promptly to the attention of the management office. This should be done in writing, with instructions on how a response can be made and if the letter should be forwarded to the Board of Directors for their review or action. Sub-tenants should contact the owner of the apartment.

12. **AIR CONDITIONERS:** Windows cannot be modified to accommodate air conditioner installations. A special bracket must be used to support the Air- conditioner in the window. This is required so that damage to the window, which is Coop property, will be prevented. Any shareholder or resident that permits the installation of an air- conditioner that causes damage, will be responsible for the cost of correcting it.

- Any resident wanting to install an air-conditioner must sign a special damage waiver. Please contact the management office for more details.
- Make sure that the outlet you are using for your air- conditioner is correct for the units' electrical requirements.

13. **APARTMENT REPAIR RESPONSIBILITY:** The repair responsibilities for the Coop and for Shareholders are indicated in the Coop Proprietary Lease. If you have any questions, contact the management office.

14. **FLOOR COVERING:** All residents are reminded that the Coop requires that 80% of the

floor area of each room (except kitchens and bathrooms) be covered with carpet and a **substantial** padding material.

15. **INSURANCE:** Shareholders are urged to obtain residential apartment policies to protect from possible losses. The cost of such policies is usually minimal. The contents of your unit including in many cases all apartment fixtures are **NOT** covered by the coops' master insurance policy.

21. **USE OF GROUNDS:** The use of wheeled recreational devices, including, but not limited to: Skateboards; bicycles, roller skates and in-line skates, are not permitted on or in any part of the corporate premise. Radio controlled toys may not be operated on **any** roadway parking lot or grass area.

- The **only** type of ball playing permitted on the corporate premise, is basketball, at the hoop at the top of the hill near "J" building. This may be done only during daylight hours.
- The lawn areas were not designed for or intended to be used as play areas. **KEEP OFF OF THE LAWNS! Resident who fails to comply with this rule will be assessed administrative charges.**
- Young children must not use the playground equipment unless properly supervised.

22. **USE OF INTERIOR PUBLIC AREAS:** Personal belongings are not permitted in any of the co_ -ops' interior public areas. This includes but is not limited to: **Shoes; umbrellas; boxes, furniture, and doormats.** These objects are tripping hazards and may affect the safe and orderly emergency evacuation of the buildings.

- **The staff WITHOUT FURTHER NOTICE will remove any objects found in the public areas of the buildings. Administrative charges will be assessed for violation of this rule.**

23. **ADMINISTRATIVE FEES AND CHARGES:** Fees will be charged to shareholders for violation of the Coops' rules and/or procedures. These fees cover the expense associated with the notification and enforcement process. Additional legal fees may be incurred if violations are not cured in a timely manner. Any charges for the towing or booting of vehicles are due directly to the towing contractor and are in *addition* to any administrative fees imposed. **Shareholders who are sub-leasing their apartment are responsible to ensure that their sub-tenants comply with all coop rules and procedures. It is strongly suggested that a clause be included in the sub-lease, allowing the shareholder to pass these charges along to their tenants if the tenant violates the procedures and/or rules.**

If you have any questions, require clarification of any of the above or need assistance with any administrative matter, please contact the management office.

Thank you for your anticipated cooperation.

Woodbrook Gardens Corp.
140 No. Broadway
Irvington, NY 10533

Dear Shareholder:

If you have installed or want to install air-conditioning units in your apartment, permission to install or keep window air conditioners is required. Please fill out the information below as to the location and model of the unit and return this form to management prior to any current or intended installation. If you have any questions, call the management office at: 914 591-5566.

- **If you have air-conditioners installed and fail to return this form, you will be required to remove the unit and you will be charged an administrative fee.**
- **Units must be properly installed and mounted in a manner that will ensure safety.**
- **Only units that require 110-volt service may be installed unless a separate 220 volt service line has been installed (with co-op permission).**
- **Staff members may not install or remove units.**

	<u>Room</u>	<u>Model Air Conditioner</u>
1.		
2.		
3.		
4.		

Permission for installation is hereby granted under the following terms:

1. You and your assignees hereby agree to indemnify and hold the Apartment Corporation harmless for any damage caused to said window or individual by reason of the installation or subsequent use of said air conditioner, and you further agree to replace said window at your own cost with an approved substitute window, as decided by the Apartment Corporation, should the window in any way become damaged.
2. Your failure to do so within thirty (30) days of demand shall enable the Apartment Corp. to make such substitution, and to bill your account for the actual charge of same. You hereby agree to make payment for same within ten (10) days of demand, and any failure to do so shall be a material breach of the Proprietary Lease.

CONSENTED AND AGREED TO:

Resident/ Shareholder

Date

____ / ____
Bid. Unit

**WOODBROOK GARDENS
SHAREHOLDER / CO-OP
REPAIR AND MAINTENANCE RESPONSIBILITIES**

This document is a limited summary of repair and maintenance responsibilities at Woodbrook Gardens. For more detailed explanations relating to the items contained herein, please refer to your proprietary lease.

AIR CONDITIONERS

Installation/removalS/H

APPLIANCES

All repairs/ replacements.....S/H

CABINETS

Original or NewS/H

DOORS

Front (Lower lock) S/H
 Front (other lock(s) S/H
 Interior S/H
 Terrace (except for locks) Co-op

ELECTRICAL

Fuse box / Fuses S/H
 Service to outlets S/H
 Receptacles S/H
 Light fixtures S/H
 Switches.....S/H
 Plates/ Covers S/H

OUTSIDE BRICK FACADE

Leak/ Repair S/H

FLOORING

All floor surfaces S/H

PAINTING

Apartment Interior S/H
 Plaster repairs/ interior wall leak.....Co-op

TILE WORK

Tile repair/ replacementS/H
 Tile grouting S/H

WINDOWS

ScreensS/H
 Glass (when seal is broken)..... Co-op
 Balances..... Co-op
 Adjustments Co-op
 Locks (except for negligence).....Co-op

LOCKCKOUTS

During normal maintenance hours. Co-op
 After hours..... \$125.00
 Lost bicycle room keys\$10.00

RADIATORS

Repairs/ service/ replacementCo-op

PLUMBING / LEAKS / STOPAGES

Pipes / waste lines/ inside walls.....Co-op
 Pipes / waste lines / outside walls....S/H
 Toilet Hardware/ repairs Co-op
 Sink hardware/ repairs S/H
 Shower body.....S/H
 Shutoff valves / inside wall.Co-op
 Shutoff valves /outside wall.S/H
 Drain clog/ outside wall.....S/H
 Drain clog/ inside wall.....Co-op
 Drain clog/ negligent stoppage S/H-Cost
 Faucet washers (shower & tub) Co-op

* S/H - Shareholder

Note: Co-op will replace washers on unaltered original hardware only.