

CONGRESSIONAL OWNERS INC. HOUSE RULES

Revised 1 – 06 - 2020

These House Rules shall apply to shareholders and residents of the building as well as all family members, guests, invitees, and employees of Shareholders. The shareholder shall cause their cohabitants, family members, guests, invites, and employees to comply as applicable.

1) Animals

No bird or animal shall be kept or harbored in the Building without the prior written consent of the Corporation; such permission shall be revocable by the Corporation. Any pet owner is fully liable for any expense incurred to correct soils or damage to any portion of a public area caused by their pet. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalks or street adjacent to the Building.

Dogs are not allowed to be harbored in or visit the Building.

2) Bicycles, etc.

Personal property of residents including but not limited to bicycles, scooters or similar vehicles shall not be ridden or allowed to stand in the public halls, passageways, lobbies or common areas of the Building.

See “Section 19: Storage” for information regarding the Bicycle Storage room.

3) Building Employees

No Shareholder shall send any employee of the Corporation out of the Building on any private Shareholder business during employee’s normal working hours.

4) Carpeting and Rugs

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

5) Carts

The Corporation provides utility/luggage carts for shareholder convenience. These carts are only to be used for their intended purpose and should be returned to their designated place (outside of the garage door on the 2nd floor) immediately after use.

6) Professional Units Hours of Operation

Pursuant to the rights granted to the Board of Directors in Paragraph 53 of the Proprietary Lease, the hours of operation for the Professional Units shall be Monday thru Saturday from 8:00AM to 6:00PM.

7) Complaints

Complaints regarding the service of the Building shall be made in writing to the managing agent.

Felicia Chi is our Managing Agent at Hudsoncrest Properties, Inc.

(718) 796-5022 ext. 213

<mailto:felicia.c@hpcprealty.com>

8) Deliveries

All deliveries of furniture, appliances and oversized items must be scheduled with the Managing Agent and Superintendent and a Certificate of Insurance must be presented to the Managing Agent before delivery is made. ALL such deliveries must be made on Monday – Friday (excluding legal holidays) between 9:00 a.m. and 5:00 p.m. and only through the second-floor lobby.

9) Fire and Carbon Monoxide Detectors

Shareholders shall comply with all applicable laws regarding carbon monoxide and smoke/fire detectors including, without limitation, New York City Local Laws and shall pay any and all fees and charges due thereunder.

10) Garbage and Recycling

Garbage and refuse from the Apartments shall be disposed of in such manner as the Superintendent or the Managing Agent of the Building may direct. All bulk items (including but not limited to refrigerators, stoves, couches, TVs, etc.) are not to be placed in or against any part of the Building. Shareholders are solely responsible for the disposal of their bulk items and any construction debris. All Shareholders shall separate their trash into "recyclable" and "non-recyclable" materials.

There are chutes for non-recyclable garbage on each floor and containers on the first floor. The following rules shall be observed with respect to the garbage chutes on each floor:

- A) Debris should be completely drip-free and securely wrapped or bagged before it leaves the Apartment and put down the chute.
- B) Under no circumstances should flammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the garbage chute.
- C) Vacuum cleaner debris bags must be wrapped in a securely tied bag or package before being placed down the chute.
- D) The Superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

The Building has designated and labeled containers for recyclable materials on the first floor. It is the responsibility of the Shareholder to comprehend and comply with NYC recycling rules. The Corporation may also establish other regulations regarding the disposal of refuse. The Shareholder shall be charged the cost of any fees or expenses incurred by the Corporation due to the failure of Shareholder to comply with the requirements imposed by law or the regulations set forth by the Corporation including, but not limited to, fees, fines, or penalties imposed on the Corporation by any governmental agency and reasonable attorneys' fees and disbursements.

11) Guests

The Shareholder shall notify the Managing Agent of the identity of every person authorized by the Shareholder to occupy the Apartment in the absence of the Shareholder.

12) Hallways, Stairways and Lobbies

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

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way. No public area of the Building shall be decorated or furnished by any Shareholder in any manner without prior consent of the Board of Directors. Residents shall not place, store, or stand any objects outside of their Apartment. Anything left outside an Apartment is subject to removal by building personnel.

No one is permitted on the roof.

No patient of any doctor or client of any vendor who has offices in the Building shall be permitted to wait in the lobby.

No one shall play in the public halls, courts, stairways, fire escapes or elevators. Nor shall anyone be allowed to play, ride a bicycle, roller skate, or skate board or partake in similar activities in the parking lot.

13) Inspections for Infestations and Emergencies

The agents of the Corporation, and any contractor or workman authorized by the Managing Agent 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 them.

The occupant of the Apartment is responsible for the maintenance and cleanliness of their respective apartment. If a vermin infestation originates in an Apartment due to neglect, the Shareholder of that Apartment shall be responsible for any costs incurred to eliminate the infestation.

14) Insurance

Homeowner's insurance for individual Apartments should be maintained by all Shareholders. Shareholders must submit a copy of their Homeowner's Insurance and a Copy of their Vehicle Insurance(if they own a Parking Spot) to Management Company.

15) Laundry Room

Shareholders, residents and guests shall use the laundry facilities only during such days/hours designated by the Board of Directors.

Users of the laundry facilities should make their best efforts to remove their items in a timely manner and clean out dryer filters after use.

The carts provided in the laundry room shall not be used to transfer items to or from the Apartments. They are strictly for the transference of laundry from washer to dryer to table.

Laundry machines are not allowed in Apartments. The sole exception is the combination of two Apartments and only when one kitchen has been fully converted - with NYC and Building approval – to accommodate such laundry equipment.

16) Noise and Disturbances

No one shall make or permit any disturbing noises in the Building or do or permit anything to be done that will interfere with the rights, comfort, or convenience of other shareholders/residents. Music or other noises between the hours of 11:00 p.m. and the following 8 a.m. is not allowed if it disturbs other occupants of the Building.

No construction, repair work or other installation involving noise shall be conducted in any Apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.

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All contractors must have proper insurance and a copy of same must be furnished to the Managing Agent prior to commencement of work and as part of the approval process. All contractors must conform to the rules and regulations of the local building codes.

All work must be made available for inspection by representatives of the Managing Agent and the appropriate local building department authorities.

No one shall make any changes to the electrical, heating or plumbing systems nor make any non-cosmetic changes to an apartment or the Building without submitting such written plans to the Managing Agent for the Board's approval.

17) Parking

No vehicle belonging to a Shareholder or to a member of the family or guest, subtenant or employee of a Shareholder shall be parked in such manner as to impede or prevent ready access to any entrance of the Building – or another parking space - by another vehicle.

Parking spaces are not to be used for storage of personal items or automotive/ mechanical parts. No auto repairs such as oil/transmission fluid changes shall be performed in parking spaces.

Double parking behind any vehicle is not allowed in the Property.

18) Pool

Official Pool Rules are distributed before each summer pool season.

19) Showings

No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sale or tag sale be held in any Apartment without the consent of the Corporation and/or its managing agent.

20) Smoking

Smoking is not permitted in any public area of the Building, including without limitation, the lobby, elevator, public halls, stairways, pool, garden/barbecue area, balconies, rear and front of the building.

21) Storage

Storage units and bicycle slots, when available, may be rented by Shareholders. These units are obtained by request from the Managing Agent on a first come basis and a monthly fee is charged. Property is stored at the sole risk of the Shareholder. No perishable property or flammable items may be stored in the units. Any such facility shall be kept clean and hazard free by the Shareholder. No items are to be stored outside of their unit.

22) Violations & Fines

Violations of the House Rules and Proprietary Lease shall be punishable by the imposition of fines by the Board of Directors, the amount of which shall be payable in full by the shareholder within ten (10) days after notice thereof.

The imposition of fines shall become effective upon the notice of such being furnished to each shareholder. The offense count shall be reset or reduced after one (1) year (365 days) from last offense, unless otherwise determined by the Board. At least one (1) appeal to any above fine shall be granted upon written request by the shareholder. Subsequent appeals may be denied upon the discretion of the Board. Any requests for temporary exceptions/waivers or special considerations to the House Rules must be submitted in writing at least ten (10) business days before the event date. The Board reserves the right to

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deny any applications. The list of violation and their attendant fines shall be distributed in a separate addendum to these House Rules.

23) Water Closets (Toilets, sinks, etc.)

Shareholder is responsible for any damage caused as a result of a defect or leak in added equipment.

Toilets, sinks, bathtubs 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 or down their drains.

The cost of repairing any damage resulting from misuse of any toilets or other apparatus shall be paid by the Shareholder in whose apartment it was caused.

24) Windows, Balconies and Exterior Walls

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 or the managing agent. However, holiday decorations are allowed in windows, but only for thirty (30) days prior to and thirty (30) days after a holiday.

No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Corporation or the Managing Agent, nor shall anything be projected out of any window of the Building without similar approval.

There shall be no new air-conditioning units placed in windows, or replacements for any currently within windows. Air-conditioning sleeves shall be exclusively used for the placement of any new air conditioners.

No antennae, satellite dish or other electronic device shall be attached to or hung from the exterior of the Building including terrace or balcony railings without written approval of the Corporation. No cable wires are to be extended outside the window of any Apartment.

No article shall be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the Building.

The Shareholder shall keep the windows of the Apartment clean. In case of refusal or neglect of the Shareholder during ten (10) days after notice in writing from the managing agent to clean the windows, such cleaning may be done by the Superintendent, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Shareholder.

Shareholder shall be responsible to maintain, repair and replace any replacement windows installed by the Shareholder or his/her predecessor.

All apartments with children *living* in the apartment, aged ten (10) years or younger *must* have window guards. The Shareholders must inform the Managing Agent if any children under ten (10) years of age are living in the apartment. The Shareholders must allow the Superintendent access to the Apartment for inspection and installation. The Shareholder shall be responsible for the cost of installing window guards.

25) Amendment of House Rules

Any consent or approval given under these House Rules by the Building 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.

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26) Fines for Violations of House Rules & Proprietary Lease

Violations of the following provisions of the House Rules and Proprietary Lease shall be punishable by the imposition of the following fines by the Board of Directors, the amount of which shall be payable in full by the shareholder within ten (10) days after notice. The 1st Offense will be addressed by a written warning thereof:

	2nd Offense	3rd Offense	4th Offense
Alterations / contractors, Unauthorized	\$150.00	\$400.00	\$750.00
Ball Playing/Skateboarding/Bike Riding et al., in Common Areas	\$ 25.00	\$ 50.00	\$100.00
Carts, Failure to return to Storage Area/Laundry Room	\$ 25.00	\$ 50.00	\$100.00
Dogs in apartment	\$ 75.00	\$200.00	\$400.00
Floor Covering, Improper	\$150.00	\$400.00	\$750.00
Hallways, Obstructed	\$150.00	\$400.00	\$750.00
Laundry machines in apartment, Unauthorized	\$150.00	\$400.00	\$750.00
Moving and Deliveries (Furniture, appliances, etc) with Nonstandard Carrier (<u>not</u> USPS, UPS, Fed Ex, etc.)			
- Improper Time	\$150.00	\$400.00	\$750.00
- Improper Day	\$150.00	\$400.00	\$750.00
- Use of Front Entrance	\$150.00	\$400.00	\$750.00
- Lack of Notification	\$150.00	\$400.00	\$750.00
Parking spot, storage of items, Double Parking	\$ 75.00	\$200.00	\$400.00
Recycling, Improper	\$ 75.00	\$200.00	\$400.00
Smoking on Premises	\$ 75.00	\$200.00	\$400.00
Trash Disposal, Improper	\$ 75.00	\$200.00	\$400.00

The imposition of the foregoing fines shall become effective upon the notice of such being furnished to each shareholder. The offense count shall be reset or reduced after one (1) year (365 days) from last offense, unless otherwise determined by the Board of Directors.

At least one (1) appeal to any above fine shall be granted upon written request by the shareholder. Subsequent appeals may be denied upon the discretion of the Board of Directors.

27) Amendment of House Rules

Any requests for temporary exceptions/waivers or special considerations to the House Rules must be submitted in writing at least ten (10) business days before the event date. The Board of Directors reserves the right to deny any applications.