

3901 INDEPENDENCE OWNERS INC.

**RESIDENT'S MANUAL
& House Rules**

Updated: October 24, 2024

Combined Resident Manual & House Rules -Outline

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FINANCIALS AND MANAGEMENT

1. MAINTENANCE PAYMENTS AND LATE CHARGES

The prompt payment of monthly maintenance charges is important. It is necessary so that the Corporation has an adequate cash flow to pay its operating expenses in a timely manner. In order to insure prompt payment, the following rules have been established:

- a. All payments are due on the 1st of the month **whether or not you receive a bill**; payments must be made by check payable to **3901 Independence Owners Inc.**
- b. Payments received by the Managing Agent after the 10th day of the month will be subject to a late fee of \$25 Dollars. Thereafter, anyone in arrears for 60 days or more will be charged an additional \$250 late fee.
- c. All sundry charges that appear on a maintenance bill are considered to be a part of maintenance. These charges must be paid in full and on time to avoid an administrative charge or delinquency fee or penalty charge.
- d. A list of fees, approved by the Corporation, can be obtained from the Managing Agent.

2. REPAIRS AND SERVICE REQUESTS

- a. In order to request maintenance services in your apartment and/or public areas, you are required to see the Superintendent of the building and complete a maintenance request form located on the Door of the Shop located in the Basement of the building. Please keep one copy of the work order for your records. If you require further assistance, please contact the Management Office.
- b. As outlined in the Proprietary Lease, maintenance of the common areas (including public halls and stairways) shall be the responsibility of the Corporation. The Corporation is also responsible for window repair and replacement (but not when damage to the windows is the result of actions of the shareholder or his/her employee, agent or guest)
- c. Shareholder shall maintain the interior of the apartment, including interior walls, floors and ceilings, in good repair, shall do all of the painting and decorating required for his/her apartment, including the interior of window frames, sashes and sills, and shall be solely responsible for the maintenance, repair and replacement of plumbing, gas, and heating fixtures and equipment, or refrigerators, dishwashers, air conditioners, ranges and other appliances, as may be in the apartment. Plumbing, gas and heating equipment referred to herein shall include exposed gas, steam and water pipes attached to fixtures, appliances and equipment to which they are attached, and any special pipes or equipment which the Shareholder may install within the wall or ceiling or under the floor. Also the Shareholder shall be solely responsible for the maintenance

repair and replacement of all lighting and electrical wiring and conduits from the junction box at the riser into and through the Shareholder's apartment. Any ventilator or air conditioning device which shall be visible from the outside of the building shall at all times be painted by the Shareholder in a standard color which the Corporation may select for the building.

- d. The Corporation shall be responsible for all windows, window panes, exterior window frames, sashes and sills, entrance doors, frames and saddles. The Corporation shall also be responsible for gas, steam, water or other common riser pipes or conduits within the walls, ceilings or floors or heating equipment, which is part of the standard building equipment.
- e. All plumbing repairs undertaken by the Shareholder require prior approval of the Managing Agent. The Corporation will not be financially responsible for any work done, or any work needing to be redone if this approval is not in hand before said work begins.

3. ALTERATION OR RENOVATION OF APARTMENTS

- a. Alterations may only be undertaken upon the written approval of the Managing Agent. Shareholders wishing approval should contact the Managing Agent about completing the appropriate forms and submitting the detailed alteration plans for approval, including copies of all contracts for the proposed work.
- b. The contracts should include a description of the work to be done, the price, the approximate starting date, and evidence that the contractor or person performing the work has adequate insurance. Such insurance must name **3901 Independence Owners Inc.** and the current Managing Agent (**Stillman Management**) as additional insured parties.
- c. The performance of any work by or on behalf of a Shareholder in the apartment must be in accordance with all applicable codes, rules, regulations and/or permits. Shareholders must sign a form of Alteration Agreement in favor of the Corporation prior to the commencement of any work. Further, Shareholders will not install any appliance, which will overload the existing wires or equipment in the building.
- d. **If proper approval is not received, workmen and supplies will be prohibited from entering the building.**
- e. For certain work, a security deposit may be required which will be applied to reimburse the Corporation for any damage or expense it may incur in connection with the work being performed or the complete removal of debris from the premises.
- f. For certain work, contractors may be asked to provide a complete list of materials to be used along with assurance that said materials meet all requirements of the Environmental Protection Agency.

- g. For certain extensive work, an escrow account may be required.
- h. For certain work the Corporation's architect or engineer may have to approve the contractor's plans at the Resident's expense before the Managing Agent can recommend approval to the Board of Directors.
- i. All work will be performed according to the Alteration Agreement.
- j. Upon approval to renovate an apartment, the following rules apply (as noted in the "Alteration Agreement"):
- k. Work will only be performed between 9:00 a.m. and 5:00 p.m., Monday through Friday. This includes construction, plumbing, electrical work (or similar activities); work that involves transportation of supplies; or any work that would otherwise disturb other residents. Evening and early morning work, work over long weekends, holiday vacations, etc. will not be permitted. Work involving noxious odors such as floors and painting may only be performed first thing in the morning at the beginning of the week so the odors may dissipate.

In certain cases, and only with the **Coop Board of Directors** and the current **Managing Agent**, work may be done by any individual or company, and workmen may be allowed to enter the premises a short time before 9:00 a.m. to prepare for work – again, no actual construction or other disturbing work may begin until 9:00 a.m.

- l. Arrangements must be made with the **Superintendent** at least 36 hours in advance for use of the elevator to transport materials used for the alteration or renovation (as well as the removal of any materials left over from construction).
- m. The Shareholder will be responsible for the safe and clean daily removal from the building and its surrounding areas (including sidewalks) of all debris and work materials from the proposed alteration or renovation. Building staff cannot be used for this purpose, and Shareholders will be charged for any costs made by the Corporation in connection with the work. It is recommended that a written agreement with the contractor be made whereby he/she is responsible for carting away all the debris and any other materials not used for the renovation or alteration. An alternative would be to arrange for a private carting service, which is suggested, be written into the contract.
- n. **At no time should there be evidence of debris from renovation work in the public areas of the building, including the trash rooms on each floor, or on its sidewalks.**
- o. Access to the work area will be provided to the Managing Agent and/or his/her representative for inspection of the work being done - both on a periodic basis and upon completion of the work. The Shareholder will be given advance notice (at least 24 hours) before any inspection of the premises.

- p. Shareholders will be held responsible for any and all damage done to the building's public areas (entrance, elevators, etc.) or to other apartments and any and all cleaning required in connection with the renovation work.
- q. Shareholders will be assessed for any damages, costs or other expenses incurred by the Corporation in connection with alterations or repair work initiated by them or on their behalf.

4. SALE OF APARTMENTS

- a. Shareholders wishing to sell their apartment should contact the Managing Agent for the procedures, documents and necessary information required by the Board of Directors. All forms and required information are to be completed fully and accurately by the prospective Purchaser and submitted to the Managing Agent before any consideration of the sale can be made.
- b. Upon receipt of all completed forms and documents, the appropriate credit reviews will be conducted and an interview will be scheduled. (No action will be initiated until all required information is received). In addition, the Board of Directors or duly appointed committee which interviews the prospective purchasers, reserves the right to request any additional documents or information as deemed necessary or appropriate at any time during the review and interview process.
- c. An interview date will be scheduled with prospective Purchasers (and all prospective occupants of the apartment). All interview dates are coordinated by the Managing Agent. Individual Board members should not be contacted by Shareholders. Please leave plenty of time in your negotiating for the setting of an interview date. The Board of Directors reserves full discretion to change interview times or the frequency thereof.
- d. Upon approval of the sale, a closing can be scheduled with the Managing Agent. All closings are held at the offices of the Managing Agent.
- e. All amounts due to the Corporation at closing (e.g. maintenance and all other costs to the date of closing) must be paid by certified or bank check. The seller is responsible for the processing and closing fees charged the Managing Agent in connection with the transfer.
- f. All Shareholders are strongly urged to consult with the Managing Agent as to the timing of the above procedures **before** agreeing to a scheduled closing date in the sales contract. It is recommended that all sales be made with the advice of legal counsel.
- g. No closing can take place until all procedures are fully carried out and all documentation is properly completed and promptly received by the Managing Agent.

- h. **No Open Houses permitted.**
- i. 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 written consent of the Board or its Managing Agent. Rules for these events must be obtained from the Managing Agent. Residents are responsible for strict adherence to said rules.
- j. **Short Term Apartment Ownership:** The Manor House strongly encourages long-term, stable communities and does not approve newly purchased short-term apartment ownership for the express purpose of "flipping" a unit for profit alone. If an apartment is attained by any means for said purpose, than the discretion for approval of the subsequent application will remain solely with the Board of Directors and may be considered a disqualifying factor when reviewing Board Applications.

5. MOVING IN AND OUT

- a. All residents moving in or out of 3901 Independence Avenue must notify the Managing Agent at least seven (7) days in advance of the scheduled move. In addition, the Superintendent must be contacted at least 48 hours before the move. Failure to do so may result in the elevator not being made available to the Shareholder, Resident or Moving Company. At the time of the move, the Shareholder, Resident or Moving Company will be given instructions on the proper operation of the elevator. All moving in and out must be made through the service entrance.
- b. *Moving in or out will not be permitted to start until 9:00 a.m. and must be completed by 5:00 p.m., Monday through Friday.
- c. When moving, the Shareholder or Resident will be held responsible for any damage done to the building, including, but not limited to, the elevator, common areas, and his or her apartment. An inspection of all areas involved will be made by a building representative both before and after the move. It is to the advantage of the Shareholder or Resident to inspect the public spaces of egress involved in the move, both immediately preceding and following the "move", with a building representative (Resident Superintendent or Managing Agent).
- d. Any Shareholder or Resident moving in or out will be required to make a refundable **\$3,000.00 deposit** to the Corporation at least seven days prior to the move. This should be in the form of an official bank check or certified check and should be payable to the Corporation. The total amount will be refundable at the completion of the move, provided that there has been no damage to the building or extra expense incurred. In the event of any damages or additional expenses arising from the move, the deposit will be applied against these expenses and the Shareholder will be billed for any amount in excess of the deposit. If the cost of repairing any damage is less than the move in or out

deposit, the balance will be refunded to the Shareholder after the completion of repairs. The Corporation reserves the right to seek damages and reimbursement for additional costs relating to the move from the Shareholders, regardless of whether the cost resulted from the action of the Shareholders or his/her "employees".

- e. THE MOVING COMPANY MUST BE LICENSED AND INSURED AND MUST PROVIDE ACCEPTABLE PROOF OF SUCH TO THE MANAGEMENT PRIOR TO THE MOVE.
- f. **In addition, the shareholder must allow the apartment to be inspected for compliance with the House Rule on carpeting before deposit will be refunded.**

6. SUBLETTING OF APARTMENTS

- a. Since we desire to have a stable tenancy and tenants with a vested interest in building operation as well as a safe and secure building, subletting is currently limited to 1 year with prior written Board Approval. Please contact the Managing Agent current sublet policy, procedures, and fees.

APT RULES

1. NOISE, DISTURBANCES

- a. No Resident will make or permit any disturbing noises to be made in the building or do or permit anything to be done therein, which will interfere with the rights, comfort, convenience or quiet enjoyment of other Residents.
- b. No Lessee shall make or permit anything to be done therein, which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play any musical instrument or permit to be operated a stereo or radio or television loud speaker in such Lessee's apartment between the hours of 11:00 o'clock p.m. and the following 8:00 o'clock a.m. if the same shall disturb or annoy other occupants of the building.
- c. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays – such work will not be permitted on legal holidays, holiday vacations when tenants are expected to be home on vacation and only between the hours of 9:00 o'clock a.m. and 5:00 o'clock p.m.

2. FLOOR COVERING REQUIREMENT

- a. The floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material, to the extent of at least 80 percent of the common walking areas of each room except kitchens, pantries, bathrooms and closets. Decorative carpeting under the bed or dining table is not considered coverage of common walking areas. This must be performed within (30) thirty days of moving in. The move in deposit will not be refunded until compliance is confirmed. In the event a complaint is made regarding the noise emanating from your apartment, the representative of the building must be provided access to inspect for adequate floor coverings.
- b. If requested, access must be provided to the building representative to inspect for compliance.

3. WINDOWS

- a. Residents shall keep the windows of their apartments clean and covered by blinds or shades as deemed acceptable by the Board of Directors. In case of refusal or neglect of a resident during 10 days after a notice in writing from the Managing Agent or the Board of Directors to clean windows, such cleaning may be done by the Managing Agent and/or the Board of Directors, which shall have the rights, by its officers or authorized agents, to enter the apartment for the

purpose of cleaning the windows and to charge the cost of such cleaning to the Resident/Shareholder.

4. ANTENNA / DISH

- a. No radio, television aerial or satellite dish will be attached to or hung from the exterior of the building. A cable system for TV reception currently exists in the building.

5. PETS

- a. Dogs are permitted to be kept or harbored in the building **only with prior written Board approval.**
- b. All dogs that are approved must be small enough that it can easily be carried across the lobby, and **weigh no more than 40 lbs.** at maturity.
- c. No bird or animal shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Board of Directors or the Managing Agent; such permission shall be revocable by the Board of Directors or Managing Agent in their sole discretion, at any time. In no event shall any animal be permitted in any of the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windows, in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.
- d. All pets must be leashed at all times.

BUILDING AND COMMUNAL SPACE

1. PUBLIC HALLS, STAIRWAYS AND WINDOW SILLS

- a. The public halls and stairways of the building must not be obstructed or used for any purpose other than ingress to or egress from the apartments in the building. No article shall be placed in halls, stairways, or on or in front of doors. Further, no public hall of the building will be decorated or furnished by any occupant in any manner.
- b. The public halls, stairways and lobby of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building. Use of the lobby shall be limited to ingress and egress. It shall not be used for social purposes, unless approved by the Board of Directors.
- c. Children shall not play in the lobby, public halls, courts, driveway, parking lot, stairways and elevators, or on the roof of the building. Children may be in the grass areas surrounding the building as long as they are supervised by an adult, and will be at a volume that will not disturb the residents of apartments nearby.
- d. No article, such as doormats, umbrellas, shoes or rubber boots, shall be placed in the halls or on the staircase landings or elevators, nor shall anything be hung or shaken from the doors, windows or roofs or placed upon the windowsills or ledges in the building. No bicycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to stand in public halls, passageways, areas of courts of the building. Anything left outside an apartment is subject to removal by building personnel.
- e. No decoration of public space or placing of any objects in hallways is permitted.
- f. No **patient** of any doctor who has offices in the building shall be permitted to wait in the lobby.

2. SIGNS AND NOTICES

- a. No sign, notice, advertisement or illumination will be allowed on or at any window or other part of the building.
- b. 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 or the Managing Agent.
- c. Under no circumstances are "outsiders" (political organizations, retail stores, guests) allowed to post bulletins or notices on walls or to distribute flyers under doors. The only exception to this policy is notices from the Managing Agent, The Apartment Corporation or the Board of Directors.

3. PUBLIC SALES AND EXHIBITIONS

- a. No group tour or exhibition of any apartment or its contents will be conducted, nor will any auction sale, tag sale, or other public access sale be held in any apartment without the expressed consent of the Board of Directors.

6. REFUSE (GARBAGE) REMOVAL

- a. All Residents should know the recycling rules that are posted prominently in the recycling area of the building located in the Basement. All plastic, glass and metal containers should be rinsed and put in the blue plastic recycling bin. Newspapers, magazines, periodicals and flattened boxes should be placed neatly in the clearly marked area. All wet garbage should be bagged and thrown down the chute.
- b. Any large articles or pieces of furniture must be brought to the outside recycling center.
- c. IT IS IMPORTANT THAT THESE PROCEDURES BE FOLLOWED SCRUPULOUSLY BY EVERYBODY IN ORDER TO CONTROL ROACHES, PREVENT FIRES, AND AVOID POTENTIAL HEALTH HAZARDS.

7. LAUNDRY

The following is information about the laundry facilities:

- a. The use of clothes washing machines and dryers within individual apartments are prohibited.
- b. The Laundry Room is for exclusive use of residents, and their workers.
- c. The washers and dryers are commercial machines, but they should not be overloaded.
- d. Residents are responsible for instructing domestic help as to the proper use of the equipment.
- e. If a machine or your laundry card should fail to operate:
 - i. Notify the Superintendent
 - ii. Telephone the service company for reimbursement of lost funds and repair. Be sure to note with whom you talked and when.
- f. The company currently contracted to operate the laundry equipment is **Hercules**, Telephone number: **(800) 526-5760**.
- g. The Laundry Room may be used only during designated hours.
- h. Try to use no more than three machines at a time.
- i. Ensure that machines are left clean when you are finished. Please remove all Lint, and Spilled Detergent.
- j. Be on time. Empty the machines promptly when the cycle has ended. If someone has left laundry in a machine that is finished after 10 minutes, you may remove their items, and neatly place them in an empty cart.
- k. Belligerent behavior of any kind will not be tolerated in the laundry room.

- I. Violations of these rules and policies may result in the loss of Laundry Room use privileges.

SAFETY & REGULATIONS

1. INSURANCE INFORMATION

- a. Each Shareholder must carry the standard insurance policy commonly used for cooperatives. An insurance broker should be consulted so as to tailor the policies to individual needs and so as to obtain broad coverage for possible personal or property damage claims made against individual Tenants/Shareholders. Numerous Insurance companies provide a co-op policy (a three-in-one policy) that includes fire, theft, and liability insurance.
- b. It should also be noted that the Corporation's insurance premiums for the building and grounds are affected dramatically by the claims, settled or unsettled, being leveled against the co-op. Frivolous lawsuits affect us all financially and should be avoided. Conversely, the co-op may benefit from a lack of claims against it.

2. WINDOW GUARDS

- a. Under Section 131.15 of the New York City Health Code, window guards are required to be installed in apartments where children under the age of eleven (11) reside.
- b. All Shareholders and residents who have children under the age of eleven (11) residing in their apartments must notify the Managing Agent.

3. KEYS

- a. Shareholders are very strongly advised to leave a key with the Superintendent for emergency use. Keys will be coded and placed in a safe box for safekeeping.
- b. Should entry to a Shareholder's apartment become necessary in an emergency, which affects the safety and well being of the building and other Shareholders, and no key is in the safe box, forced entry will be executed at the expense of the aforesaid Shareholder

4. RESIDENT MANAGER & BUILDING WORKERS

- a. The Superintendent (Resident Manager)'s office is located in the Basement Level. After business hours, Residents are requested to contact the Managing Agent at (914) 813-1900 if there should be an emergency.
- b. Please keep in mind, however, that requests for routine repairs should be made to the Superintendent during normal business hours.
- c. No resident shall hire or utilize the services of any building employee for private business during that employee's workday.

- d. Complaints and questions regarding the service of the building shall be made in writing to the Managing Agent.

5. INSPECTION ENTRY

- a. The Managing Agent, and any contractor or workman authorized by said 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 repair plumbing, electrical, or any other building equipment or to control or exterminate any vermin, insects or other pests and for the purpose of taking any measures deemed necessary.

6. FIRE SAFETY PLAN

- a. In accordance with the New York City Fire Department regulations, a fire safety plan must be posted on the inside of each dwelling unit door. Please notify the Managing Agent if you are missing the fire safety plan.

SECURITY OF THE BUILDING

1. DOORS

- a. All doors (front and side) must be locked at all times.
- b. If you are coming into or going out of the building, do not hold the door for or admit anyone you do not know.
- c. Messengers and trades people shall use such means of entrance and exit as shall be designated by the Board of Directors or the Managing Agent.
- d. Except for U.P.S. or other small parcels, supermarket and food deliveries, all other items of every kind must be delivered only at the service entrance to the building.

2. BUILDING FIRE SAFETY

- a. Smoke and Carbon Monoxide alarms have been installed in apartments and should be kept fully operable by installing fresh batteries as per the manufacturer's specifications. Batteries are the responsibility of the Resident.
- b. All hallways, stairwells and exits must be kept clear at **all** times. Residents are not allowed to place any items in these areas. It is a violation of the **law** to have these areas obstructed for even a short period of time.

3. FIRE EMERGENCY PROCEDURES

The following information has been provided by the New York City Fire Department in its publication on "Hi- Rise Fire Safety."

DO'S:

CALL the Fire Department if you smell smoke or see a fire.

CLOSE all doors behind you.

FEEL the door; if it's hot, **DON'T OPEN IT.**

STAY LOW in heavy smoke or heat conditions - if possible near an open window.

WALK quickly, **DON'T RUN**, to your nearest smoke-free stairway or fire escape and travel downward.

DON'TS:

DON'T use elevators as exits.

DON'T stand in hallways.

DON'T use dead-end corridors.

DON'T panic - be aware of potential crowd panic.

DON'T fight a fire alone.

DON'T turn back for personal belongings - you may not get a second chance to leave.

If trapped on a Floor:

Stay low near an open window. Close all doors between you and the fire. Keep smoke out by using wet sheets and towels around doors. Signal for help by using the telephone to communicate your situation and location. Use judgment in opening windows. Close them if smoke enters.

TO NOTIFY THE FIRE DEPARTMENT, USE THE TELEPHONE "911" OR "665-2200."

POLICIES ABOUT RULES

1. HOUSE RULE CHANGES

- a.** These Rules may be added to, amended or repealed at any time by resolution of the Board of Directors. Any consent or approval given under these House Rules by said Board of Directors or its Managing Agent shall be revocable at any time.

2. VIOLATIONS OF RULES

- a.** *The Resident's Manual and the House Rules apply to all Shareholders and Tenants. If administrative or legal fees are incurred in the enforcement of any rule, the Shareholder and/or Resident will be charged accordingly.*

NAME

APT #

DATE

MANOR HOUSE

Building Cleanliness House Rules

The spirit of co-op living requires all to be considerate of each other, including doing our due diligence to showing respect and appreciation to the building superintendent and porters. As a friendly reminder these are basic rules we should be following:

A. Cardboard boxes:

All cardboard boxes **MUST be collapsed** and placed in neat order in the recycle area. If a resident is unable to break down empty boxes and requires assistance, please contact a building Porter.

B. The Laundry Room:

There are **limited washers/dryers** and laundry carts. Please be considerate of other people who use the laundry room.

- Residents should **not leave clothes** in the washing machines or dryers after the cycles are finished.
- Please refrain from **using all machines at once**.
- **Clothing** left unattended in the machines may **be removed** without consent.
- **Return all Carts** to the laundry room ASAP so others may use them.
- **"Do Not" leave the cart** in front of the elevator or hallway.
- Please **clean out the lint** trap upon using the dryer.
- It is also recommended that you **use liquid detergent**.
(If using **powdered bleach** detergent please clean the residue left from pouring it into the machine. This prevents the clothing of other residents from discoloring or damage.)

C. Shopping Carts:

There are a limited number of shopping carts located in the laundry room. Please be considerate of other people who use them.

- When borrowing, **please return** the cart back to the laundry room promptly.
- **"Do Not"** leave the cart in front of **your door**, elevator, or hallway.

D. Residents are Responsible for their Guests' Behavior,

- Residents must **Inform** all informing guests of the House Rules
Residents/shareholders are required to explain the building rules to their cleaning people, home aides, nannies, family, or any other guest.
- This is especially important with regard to rules concerning **garbage/waste disposal**.

E. Waste Disposal/Recycling/Compost:

*The chute in each hallway leads to a garbage compactor in the basement.
When recycling and disposing of garbage:*

- All items must be placed in **sealed bags**.
- No waste should be **left in the hallway chute area**. If such waste is not properly contained, it creates a mess and is more work for the porters. Moreover, it soils the chute, in a way that **attracts vermin** as well as bad **odors**.

- **Large items** should be taken **outside** to the “garbage area” (*near the parking entryway*).
- If you utilize the **Compost bins**, you must remember to **lock the bins**, (*not just close them*), and put in the appropriate items only.
- When placing compost in the bins, please remember to only place the scraps, **not the plastic bags**.

3901 Independence Owners Inc.
Storage Rules Agreement

1. Storage lockers remain the property of 3901 Independence ,Inc at all times. Available storage space is assigned on a first come, first serve basis. Storage lockers once vacated revert to the respective waiting list.
2. The Storage areas are for the use of the building residents only. Friends, relatives and visitors are not permitted to use these amenities.
3. Each resident is responsible for controlling and monitoring access to the Storage Areas, ensuring any access codes or keys are used by their household only, and prohibiting its household members, including household staff, from lending their access codes or keys to non-residents.
4. All persons using the Storage Areas agree to do so at their own risk. Individual storage lockers should be locked at all times. Locks will not be provided. 3901 Independence Owners Inc., its Directors and Officers, employees, or agents are not responsible for any lost, stolen or damaged items left in the Storage Areas, regardless of the cause.
5. All stored belongings must be contained in the individual storage lockers. Items may not be stored on the floor, on top of the units or elsewhere in the Storage Areas. Do not block the entrance to the Storage Areas or position items in a manner that will impede others from entering or exiting the area.
6. Use of the Storage Areas as a play area is strictly prohibited.
7. Storage of any items that pose a hazard or risk to the property is strictly prohibited Including but not limited to:
 - Food Products (especially those that are perishable)
 - Combustible items
 - Flame-producing paraphernalia
 - Hazardous materials
 - Illegal substances
8. Storage is a privilege and not a right. The Corporation reserves the right to revoke storage privileges for those residents found to be abusing those privileges.
9. Report any suspicious activity, vandalism or damage to building management immediately.

10. This agreement is on a month to month basis, and the Corporation reserves the right to terminate this agreement at any time.

11. The Corporation reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.

The Storage Areas are for the convenience and enjoyment of all of the building's residents. Please assist us in maintaining this amenity's cleanliness, usefulness and security.

Please immediately report any problems to the building's management.

Agreed,name,signed: _____

Agreed, name, printed: _____

Agreed,name,signed: _____

Agreed, name, printed: _____

Apartment: _____ Date: _____

Parking Rules & Regulations

Manor House Apartments - 3901 Independence Avenue, Bronx, NY 10463

These Parking Rules & Regulations relate to the outdoor spaces located at 3901 Independence Avenue, Bronx, NY 10463. Any such variations or waivers must be authorized by the Board of Directors.

Conditions of Eligibility:

1. Parking at the “Manor House Apartments” is a privilege and not a right.
2. Parking spots are available only to shareholders whose primary residence is the Manor House, with the exception of existing renters who are grandfathered in.
3. All financial responsibilities must be kept current.
4. Each apartment is allowed only one space. Combined apartments or shareholders that own more than one apartment are only allowed “ONE” parking space.
5. Residents must contact the Managing Agent to request that their name be placed on the Parking List. All new requesters will be placed on the bottom of said lists.
6. All vehicles must be covered by current insurance, and must display current and valid registration certificates and license plate(s) at the time of assignment. Parking space assignees will be required to sign a Parking License Agreement.
7. Parking spaces are not assigned to shareholder apartments, and cannot be part of any sale agreement.

Assignment:

1. Assignment of parking spaces is administered by **Stillman Management** under the oversight of the Board of Directors.
2. All assignments are made on the basis of the waiting list order, which is publicly posted in the basement.
3. Parking spaces on the list cannot be transferred to anyone else, without board approval.
4. Residents who decline occupancy at the time of assignment will be placed at the bottom of said parking space list.
5. All new assignees will be given space #21, and the current occupant of space #21 will vacate that space, and will be given the next available space.
6. During times of snow plowing, the occupant of space #21 will be asked to temporarily move their car to a spot outside of the lot, in order to make space for storage of excess snow.
7. If the Shareholder or Tenant occupant dies, a surviving spouse or co-shareholder/tenant, who continues as a bone fide resident, and is not an initial co-signature, s/he will have the opportunity to sign said agreement, and to assume financial responsibility for said space.

Sublet:

1. A shareholder may sublet their parking space, from 1 to 8 months.
2. Sublets may only be offered to people on the parking waiting list.
3. All sublets are subject to board approval.

4. Under no circumstances are parking spaces allowed to be rented out to anyone who isn't a shareholder at Manor House.
5. If you are planning to leave for a time with your vehicle, and do not plan to sublet your space, please notify the board.

Termination of Parking Agreement:

Parking Agreement may be **terminated by Stillman Management.**, under the following circumstances:

1. Termination of transfer of proprietary stocks or lease will result in automatic termination of space assignment.
2. Non-Payment of assigned maintenance/rent/assessments or parking fees.
3. Failure to maintain current insurance, and must display current and valid registration certificates and license plate(s).
4. If a shareholder no longer wishes to have an assigned parking space or is moving, they must submit a notice in writing to Hudsoncrest, and notify the board. Two weeks prior notice is required.

Removal of Unauthorized Vehicles:

1. Shareholders that lose their parking space are required to move their vehicle within 5 business days. Failure to do so can result in the vehicle being towed at the owner's expense.
2. All unauthorized vehicles will be towed from said space after a good faith effort to identify the owner of the car.

**These Parking Rules & Regulations were adopted by the Board of Directors on 8/28/19,
and are effective immediately.**