

HOUSE RULES AND REGULATIONS

BROADLAWN APARTMENTS INC.

Located at

20 N. North Broadway
White Plains, New York 10601

Revised November 2023

Public Areas

1. The public halls and stairways of each building shall not be obstructed or used for any purpose other than for ingress to and egress from those apartments in each building. Fire escapes shall not be obstructed in any way.
2. For aesthetic and safety reasons, access to the roof and planter areas is restricted to employees and contractors maintaining and improving those areas. Playing in or about the common areas is permitted only when shareholders supervise the activities. Damage caused to common areas because of recreational activities shall be assessed to the shareholders who are responsible for the activities and the actions of their guests.
3. No public hall or stairwell of any building shall be decorated or furnished by any Resident in any manner.
4. No Resident shall make or permit any disturbing noises within the building or outside in public areas or permit anything to be done therein, which will interfere with the rights, comfort, or quiet enjoyment of convenience of other Residents.
5. No Resident shall play any musical instrument or operate a musical equipment, radio, television, or loudspeaker in said Resident's apartment between the hours of 10:00 pm and 8:00 am on weekdays, and 12:00 pm and 9:00 am on weekends if this shall disturb or annoy other occupants of the building.
6. No article shall be placed, left or stored in the halls, staircases, landings, fire escapes, building roofs or open portions of the basement.
7. No article shall be hung or shaken from the doors, windows, terraces, or balconies or placed upon the exterior windowsills of the building.
8. Bicycles, baby carriages or similar articles/vehicles shall not be allowed to stand in the public halls, passageways, or courtyards of the buildings except in designated areas. Bike racks are provided in the basements. Bikes should be tagged with the owner's name and apartment number.
9. Terraces and patios are considered public areas, albeit within the care and responsibility of the respective Resident. Terraces and patios shall not be treated as storage areas. Terraces, balconies, and patios shall not contain any items except for outdoor furniture made of wood, iron, or painted aluminum; log rings made of iron or steel; or live plants. Planters and flowerpots shall be at all times maintained by the Resident. All dead plant material, empty flowerpots, planters and artificial plants/flowers of any kind shall be promptly removed from the terrace, balcony or patio by the Resident. Log rings shall not exceed 36 inches in diameter.
10. No resident shall install planters or window boxes on terrace balcony railings or suspend them from awnings or the sides of the buildings.
11. Only air conditioners appropriate for our casement windows shall be installed at The Broadlawn. Nothing other than air conditioners shall be projected out of any window of the complex. No air conditioning unit shall be installed in such a way that will result in removing the window or leaving it in an open position -- all AC units must be professionally installed with a metal bracket securing them underneath.

12. No signs, notices, advertisements or illumination shall be inscribed or exposed on or at any window or other part of the building with the exception of safety or security signage such as 'tot finders'. Holiday decorations are permitted during the months of December and January.
13. No pets or live animals shall be kept or harbored in any unit unless they have been registered with and approved by the Board and appropriate fees paid in full (see pet fee structure on The Broadlawn web site). The board has the right to revoke permission if the pet/animal is in breach of any of the house rules such as continued and unaddressed barking. No animal is permitted in any public portion of the property unless carried or on a leash. No pet shall be allowed to urinate or defecate in any portion of the common property. If an accident occurs the shareholder must clean it up immediately. No dog pad training/toileting can be done in any common areas such as fire escapes, landings or terraces, it should be confined to the shareholder's residence. Pet hair in common areas such as vestibule rugs, welcome mats, hallways and laundry rooms etc. must be cleaned up by the pet owner. Please refer to the pet policy on The Broadlawn website for the number of pets and/or weight restrictions currently in place.
14. No pigeons or other birds or wild animals shall be fed from the windowsills, terraces, balconies, courtyards, patios, or other public portions of the buildings, or on the sidewalks or street adjacent to the building.
15. No radio or television aerials, telephone lines, or satellite dishes, shall be mounted on, attached to or hung from the exterior of the building.
16. Residents shall keep the windows of the apartment clean. If a Resident fails to observe this rule, then the Managing Agent shall have them cleaned and shall assess the Resident for the cost of such work.
17. The use of barbecues is limited to the area surrounding the pergola in the back courtyard and at no time should they be left unattended. No additional grills shall be left in the courtyard except those approved by the Board of Directors.
18. The Broadlawn is a non-smoking complex and the burning, ignition, smoking or other use of tobacco and cannabis-based products, including but not limited to cigarettes, cigars, pipes or other forms of rolled or unrolled tobacco and cannabis products, is prohibited in all apartments and common areas by shareholder, residents or guests.
19. Recycling: In each garbage area there is a bin for paper and one for co-mingled recycling. Recycling the following items is mandatory in Westchester County: clean plastics labeled #1-7, glass, metal (tin, aluminum foil, metal food containers and empty aerosol cans) and waxy cardboard must go in the appropriate bins. Plastic bags are not recyclable and should not be in these bins. All cardboard boxes should be flattened by the resident and left by the bin. Cardboard boxes must be stacked and neatly placed in the garbage area in a way that does not interfere with entrance to or egress from the building doors located near the garbage area. No containers with food residue should be left outside the bins. Anything with food residue should be placed in the appropriate bins. Residents are responsible for removing any large appliance (stove/oven, refrigerator, dishwasher etc.) from the property. Disposed mattresses should be bagged with a plastic cover and left out by the garbage area. No construction debris can be left in the garbage area. The City of White Plains recycles food scraps, electronics and textiles at Gedney Way – see the White Plains web site for more details.

Apartment Restrictions

20. No sink-mounted garbage disposal units, washing machines or clothes dryers are permitted in individual apartments. Shareholders shall be responsible for the removal of, and for all damage caused by the installation of such appliances.
21. Garbage: No garbage or bagged garbage or compost can be left outside a unit's front door or on the fire escape. Pests and vermin will be attracted quickly.
22. Toilets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed. Nor shall any sweepings, rubbish, rags, sanitary napkins, diapers, dental floss, or any other articles be disposed of or thrown into toilets or other apparatus. Any damage/repairs shall be paid for by the Shareholder in whose apartment the damage has been caused.
23. 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% of the living space of each apartment, as defined by the Board. If a noise complaint is received the unit will be inspected for compliance. All floors will be measured for compliance excluding bathrooms, kitchens, pantries, or closets.
24. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors or its Managing Agent.
25. To the extent permitted by law, no additional occupants are permitted to reside in an apartment other than those on the application unless approved by the Board of Directors.
26. All shareholders shall acquire and have in effect a policy of homeowner's insurance to protect the shareholder's personal property and fixtures in and around the apartment. Such insurance will protect against fire, water and other damage in and to the apartment, and the shareholder's personal property and fixtures therein. Such insurance shall be renewed or replaced from time to time so that the apartment, personal property and fixtures are at all times insured. All shareholders shall provide the Managing Agent a certificate or other proof that such insurance is or remains in effect yearly. In addition to the foregoing, shareholders shall, within ten (10) days after any request from the Board of Directors or Managing Agent, provide evidence that such insurance remains in full force and effect or has been renewed or replaced. For all new shareholders proof of such insurance shall be provided at closing.
27. Open flames such as tabletop stoves, are not permitted in apartments or common areas. This applies to ethanol and gel fueled ones as well.

Laundry Facilities

28. The use of the available laundry facilities is restricted to Shareholders and only between the hours of 7:00 am and 11:00 pm.
29. The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to laundry purposes.

Parking, Garages, and Driveways

30. Residents will abide by all arrangements made by the Board of Directors regarding the garages and the driveways thereto. Parking of vehicles shall be permitted in assigned spaces only. Unlawfully parked cars will be towed at the owner's expense. The parking rules as they appear on The Broadlawn website are incorporated by reference into these House Rules.
31. It is the responsibility of those Residents renting garage space to provide to the superintendent a key to their respective garage. In the case of an automatic door opener, there must be a manual override installed and the key must also be given to the superintendent. All repairs to the automatic openers are the responsibility of the Resident. Garage keys must be turned in when a garage is either no longer used by the resident or their unit is being sold. There will be a deposit on the garage keys which will be kept by The Broadlawn if the key is not returned to the Superintendent or at closing.

Plantings and Landscaping

32. Planting and landscaping of the common areas are the responsibility of the Cooperative, under the direction of the Board of Directors. Residents are prohibited from making alterations or additions to the landscape of the common areas.
33. Any resident wishing to add to landscaping adjacent to their apartment should submit plans and obtain permission from the Board of Directors.

Renovations

34. Plans for renovations and a certificate of capital improvements must be filed with the Managing Agent and submitted for approval by the Board. All scheduled renovation work must be reported in advance to the Managing Agent and Superintendent. All work must be performed by licensed contractors and all required permits must be obtained.
35. Construction or repair work or other installation involving noise shall be conducted in an apartment only on weekdays (Monday to Friday) excluding public holidays, and only between the hours of 8:30 am and 5:00 pm daily. It is the Shareholder's responsibility to see that all employees and workmen retained by the Shareholder leave the common areas in an acceptable condition, remove all debris and work-related materials at the end of each day's work.
36. All contractors wishing to park a vehicle in the complex while working in an apartment shall obtain a parking permit from the Superintendent and shall display such permit in the windshield area of their vehicle. The permit shall identify the apartment where the contractor is working. There is no contractor parking on site and the Shareholder must make their parking spot available to contractors needing to be on the premises or they can use street parking. All trucks must comfortably fit in the resident's space without obstructing access to neighboring parking spots.

Moving In and Out of the Complex

37. The superintendent must be notified when moving in or out of the complex. Moving is allowed only on weekdays (Monday to Friday), excluding public holidays, and on those days, between the hours of 9:00 am and 5:00 pm.
38. Moving deposits, from both Residents moving out and Residents moving in, are to be collected by the Corporation's attorney at closing or with the proposed shareholders application whichever is earlier.

39. As with moving and renovations, Residents shall ensure that deliveries or removal of large objects or furniture to or from their apartment shall not damage the common property.
40. Shareholders shall only receive deliveries of large/bulky items and remove pre-existing large/bulky items in/out of their apartments during the following times: Monday through Friday 8 AM – 8 PM; Saturday – 11 AM – 6 PM; Sunday – not allowed. In no case should any such delivery or removal take more than an hour to complete.

Large/bulky items include but are not limited to furniture, appliances & household electronics, mattresses/box springs, construction materials, cabinetry, plumbing/electrical materials, large floor coverings, and any other item whose delivery or removal would disrupt other shareholders.

This rule is not intended to replace or conflict with the house rule on allowable times for a complete move-in or move-out of shareholder's residence as stated separately. Any movement of property in any way related to a shareholder's complete move-in/out of their residence is not covered by this house rule and is subject to the rules and times specifically stated for move-ins/outs.

Building Services and Employees

41. The agent of the Board of Directors and any contractor or workmen authorized by the Board of Directors may enter any apartment for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to do emergency work and/or to take measures to control or exterminate vermin, insects, or other pests. If the Board of Directors takes such measures, the cost thereof shall be payable by the Shareholder.
42. All Shareholders shall provide the superintendent a copy of all keys to their apartment.
43. No Resident shall send any employee of the Corporation away from the complex on any private business of a Resident. Residents shall not employ staff of the Corporation to perform work for them in a private capacity except where such work is performed outside the normal work hours of the staff member.

Procedure and Enforcement

44. Requests for building services can be made electronically through The Broadlawn web site or in writing to the Managing Agent with a copy to the Board of Directors, or by Service Request Form given to the Superintendent.
45. Complaints regarding the violation of house rules or regarding the service of the building shall be made in writing to the Managing Agent, with a copy to the Board of Directors.
46. Any consent or approval given under these house rules by the Board of Directors shall be revocable at any time.
47. Disputes related to the interpretation of these rules shall be resolved by the Board of Directors.
48. The Board of Directors may take any steps deemed necessary to enforce these rules. Violators will be dealt with as outlined in the proprietary lease, the bylaws of the Corporation, and as permitted by Law.
49. These House Rules may be added to, amended, or repealed at any time by resolution of

the Board of Directors.

50. Any unit owner that is three consecutive months in arrears in their maintenance, the Co-op will have the right to revoke their parking privileges.

Addendum

The foregoing House Rules supersede and replace all previous and existing House Rules. The application of these rules shall be prospective. If any of these rules is in conflict with the terms of the proprietary lease, the proprietary lease shall control, and if there is a conflict with the Certificate of Incorporation, the Certificate shall control. If one of these rules is found to be invalid as a matter of law, that particular rule shall be deemed invalid but shall have no further effect on the remaining rules.