

**Carolyn Court Owners, Inc.
314 Livingston Avenue
Mamaroneck, NY 10543**

House Rules - Revised October, 2002

DEFINITIONS - For the purpose of these house rules, the following definitions apply:

Carolyn Court: Carolyn Court Owners, Inc., the Board of Directors, or its agents.

Common areas: The front and side walkways and steps, the lawns, the deck, the hallways and stairways, the laundry room, the basement, the storage rooms, the lobby.

Owner/Lessee: Shareholder who owns the shares to any unit

Lessor: Carolyn Court Owners, Inc.

Tenant: Shareholder, renter, occupant, or visitor.

HOUSE RULES:

1. ACCESS

- A The Superintendent, Board of Directors, or any of the Lessor's agents, must be granted access to individual units as needed for health and safety reasons and building repair and maintenance.

2. CONTACT

- A All questions and inquiries should be directed to the Managing Agent. In emergency situations requiring immediate on-site attention, contact the Superintendent.
- B Concerns regarding the service of the building shall be made in writing to the Managing Agent and Board of Directors.
- C To obtain permission in writing from the Board of Directors, contact the Managing Agent, so that the issue can be addressed at the next scheduled Board meeting.

3. COMMON AREAS

- A Common areas shall not be obstructed.
- B No one is allowed on the roof for any purpose other than an emergency.
- C No Common Area shall be decorated or furnished by any Tenant in any manner without the prior consent of Board of Directors.

- D No personal property shall be left in any Common Area.
- E No article shall be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.
- F No tour, exhibition, or real estate showing of any apartment or its contents shall be conducted, nor shall any auction or sale be held on Carolyn Court property without prior consent of the Board of Directors.
- G Access to the building for purposes of deliveries and for tenant-initiated household repairs must be coordinated in advance with the Superintendent.
- H Large objects shall be taken in or out of the building through the side entrances. The Tenant shall coordinate in advance a time mutually agreeable to Tenant and Superintendent to allow access through the side entrances.

No Tenant shall place any plants on any terrace, balcony or roof. The Board of Directors reserves the right to remove them without notification.
- J There will be no smoking in any of the interior common areas of the building.

4. EXTERIOR/WINDOWS

- A No awnings, window air-conditioning units or ventilators shall be used in or about the building unless approved by the Board of Directors. Nothing shall be projected out of any window of the building without similar approval.
- B Air conditioner installation and safety are the Tenant's responsibility. Carolyn Court reserves the right to inspect air conditioners periodically. Repairs for any damage caused by air conditioners are the expense of the Tenant.
- C No sign, notice, advertisement, or illumination shall be inscribed or exposed on any window or other part of the building, unless approved in writing by the Board of Directors.
- D The Tenant shall keep the windows of the apartment clean. If the Tenant does not comply within ten days of written notice to clean the windows, Carolyn Court has the right to enter the apartment to clean the windows and to charge the cost of such cleaning to the Tenant.
- E No antenna shall be attached to or hung from the exterior of the building.
- F Nothing is to be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.

5. EXTERMINATION

- A The Tenant shall keep the unit free of vermin, insects, and other pests. If the Tenant does not comply within ten days of written notice to address a potential pest problem, Carolyn Court has the right to enter and inspect the unit and determine what measures are necessary, and to take such measures, and to charge the cost of such measures to the Tenant

6. GARBAGE AND TRASH

- A Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the Superintendent or the Managing Agent of the building may direct. It is to be separated according to labeled bins in East and West side of basement.
- B Disposal of anything other than ordinary household trash must be coordinated with the Superintendent.

7. MOVING IN, MOVING OUT

- A You must request a date and time in writing and provide a damage deposit, in advance of any moves taking place into or out of the building. The Superintendent and Board of Directors will approve your request or negotiate with you an acceptable date and time. After the move has taken place and the premises have passed inspection, the deposit will be returned, less any damage expenses incurred.
- B The Board of Directors or Superintendent has the right to stop any move that has not received prior approval.
- C Moving will not take place on a weekend or holiday.
- D Large objects shall be taken in or out of the building through the side entrances. The Tenant shall coordinate in advance a time mutually agreeable to Tenant and Superintendent to allow access through the side entrances.

8. NOISE

- A No Tenant shall make or permit any disturbing noises in or around the building that will interfere with the right, comfort, or convenience of other Tenants.
- B All apartments must have 80% of the floors carpeted with padding inside each unit.

9. PARKING

- A No vehicle shall be parked in such manner as to impede or prevent ready access to any entrance of the building.
- B No commercially licensed vehicles may be parked on Carolyn Court property.

10. PETS, ANIMALS

- A No animals shall be kept or harbored in the building unless the Board of Directors expressly permits the same, in each instance, in writing. Such permission shall be revocable at any time by the Board of Directors.
- B In no event shall animals be permitted in any of the public portions of the building unless carried or on a leash.
- C 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 sidewalk of the street adjacent to the building.

11. REPAIRS, RENOVATION

- A No construction or repair work or other installation shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 5:00 p.m., unless prior approval has been given in writing by the Board of Directors.
- B Prior approval in writing from the Board of Directors is required before any Tenant does repair or renovation. You must request a renovation package from the Managing Agent, complete any paperwork and comply with instructions, and return it to the Managing Agent at least sixty (60) days prior to the start of any work.

12. STORAGE

- A The Board of Directors and Managing Agent shall have the right to curtail or relocate any space devoted to storage.

13. GENERAL CONSIDERATIONS

- A Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
- B These House Rules may be added to, amended or repealed at any time by a resolution of the Board of Directors of Carolyn Court Owners Inc