



MEMORANDUM

TO: Larchmont Hills Shareholders and Residents

FROM: Stillman Management Realty Corp.

DATE: December 19, 2024

RE: 2025 Revised House Rules

The enclosed 2025 House Rules have been revised and updated. Please take a moment to review these changes carefully.

After reviewing, should you have any questions please do not hesitate to contact the Property Manager, Lisa Iaccarino at Lisa@StillmanManagement.com or (914) 813-1936.

LARCHMONT HILLS OWNERS CORP.
(the "Corporation ")

17 North Chatsworth Avenue Larchmont, New York I 0538
(the "Building" or the "Property")

House Rules

IMPLEMENTATION & APPLICABILITY OF HOUSE RULES:

Please be advised that the Board of Directors of the Corporation has reviewed and revised the current House Rules, as reflected herein to provide an updated version, to be effective January 1, 2025. Please note that these House Rules are applicable to all Shareholders, including members of their respective families, residents, occupants, caregivers, invitees and guests, collectively either Residents or Shareholders, who must act in compliance with same. Accordingly, the Shareholder is responsible for the acts, omissions, fault or negligence of the Residents and any violation of these House Rules constitutes a material default and substantial breach of the Proprietary Lease (the "Proprietary Lease") and/or may subject the Shareholder and/or Resident to any and all rights and remedies of the Board of Directors including but not limited to the imposition of an Administrative Fees or levy of any fines or monetary penalty, as determined by the Board of Directors in its sole reasonable discretion, as well as removal from the Property.

I. Safety, Security & Quiet Enjoyment

1. Common areas, including but not limited to hallways, stairwells, storage areas, laundry facility and basement must be kept free and clear of personal objects, such as bicycles, skates, strollers, umbrellas, boots, etc. Any Shareholder not present in the apartment for two (2) days or more should suspend newspaper delivery services.
2. Access to the roof or exterior of the Building is strictly prohibited and no one is permitted unless directed by the fire/police department or the Staff due to an emergency.
3. Loitering or soliciting is not allowed anywhere in or adjacent to the Building. Door-to-door or under-the-door solicitation is neither permitted nor allowed under any circumstances, including but is not limited to, those who may be involved in political campaigns, fund-raising or the sale of products or services.
4. Air Conditioners must be properly installed pursuant to manufacturer installation to ensure safety requirements and must have an exterior or interior bracket to hold and secure the air conditioner in place. Accordingly, other than air conditioners, nothing may be placed in any window or other part of the Building or attached to, or hung from, the exterior of the Building, including, but is not limited to, signs, notices, advertisements, illuminations, external antennas or satellite dishes, etc.
5. Nothing may be shaken, hung or thrown from the windows, terraces, balconies or doors. (Be sure your cleaning help abides by this rule). Objects projecting from windows are not permitted. Plants may not be placed on the outside windowsills or hung from terrace/balcony ceilings or walls, nor may any unsecured planters be installed to protrude above or outside the railings. Moreover, all planters must not exceed 50lbs and ensure proper drainage. See appropriate references at Article 10 Terrace Balcony & Outdoor space House Rule.

6. Floor covering/carpets must provide a minimum of eighty (80%) percent coverage of each apartment's floor area, except the kitchen, bathrooms and closets, such floor covering carpet must be a thickness of ½", along with substantial under-padding, of a minimum of ½" thickness to reduce noise to the apartment below and/or appropriate noise mitigation material containing quiet rock/wood.

7. Shareholders are specifically prohibited from causing and/or creating excessive noises or unreasonable disturbances inclusive of computer, TV, music and/or engaging in a public nuisance, including causing or creating noxious odors emanating from any apartment or migrating into common areas or adjoining apartments, such as second hand smoke, [See Smoking Policy].

8. Shareholders are not permitted to interfere with the health, safety or welfare of other Residents and/or materially impact the rights, comfort or convenience of other Shareholders and must act in a civil manner toward their neighbors including the permitted noise decibel level from radios, TVs, computers, parties, pets or musical instruments at a non-disturbing level at all times, but especially between the hours of 10:00 P.M. and 9:00 A.M.

9. Playing is not permitted in the public common areas within the Building or outside on building property, inclusive of bicycling, skating, rollerblading or use of hover boards or drones are all strictly prohibited

10. Smoke alarms and carbon monoxide detectors MUST be installed and in working order. The Board reserve the right to require the installation of natural gas detectors.

11. Washers and/or dryers are NOT permitted under any circumstances, except for existing equipment for a limited time period which must be removed upon sale of the apartment and NOT replaced if causing a water leakage condition or causing excessive noises and/or otherwise needs replacement. The installation of such equipment is solely within the sole discretion of the Board of Directors. Moreover, the installation of jacuzzi type tubs or equipment are strictly prohibited and must be removed.

II. Maintenance Payments and Keys

1. Maintenance payments are due on the first day of the month. Payments received after the tenth (10th) of the month will incur an administrative late fee of \$100.00.

2. Shareholders are responsible for the keys to their apartments and mailboxes.

3. A current set of apartment keys is required to be kept with the Building superintendent (the "Super") to facilitate access in the event of an emergency or urgent situation. In the event that emergency access is required and/or the municipality or first responders need access and there are no keys available, the Shareholder will be responsible and liable for any and all costs, expenses, fees and damages allocated for the repairs and/or replacement of same.

4. Shareholders may make maintenance payments via mail or online to the managing agent hired by the Corporation (the "Managing Agent") or as may be directed by the Managing Agent.

III. Deliveries and Mail

1. All furniture and/or oversized deliveries must be made through the outside service entrance and must be received between the hours of 9:00 A.M. and 5:00 P.M. on weekdays, except holidays. Prior arrangements must be made with the Super at least 48 hours in advance to avoid conflicts with other deliveries.

2. Contractors, movers and delivery companies must use the service entrance and elevators from the basement and must have proper insurance coverage as required by the Corporation and approved by the Managing Agent.

3. Mail is delivered by the US Post Office to boxes located off each lobby whereas packages, etc. are delivered at the foot of the mail boxes or to the Shareholder 's front door. All such deliveries should be picked up promptly, especially during the holiday season.
4. Any personal property including but not limited to deliveries left in the entrance vestibule may be moved by staff into the lobby at their discretion to ensure safe ingress and egress.
5. The Corporation and/or its employees are not responsible for any loss or damage of mail, packages or other objects left in the vestibule or lobby.
6. No deliveries of any hazardous items or any items intended for commercial use will be permitted.

IV. Maintenance and Repairs

1. A work order must be completed and submitted to the Managing Agent in order to have repairs made in an apartment by any contractor including the building staff.
Work orders may be obtained in the basement in a folder on the door of the Super's office.
Any work performed must be by duly licensed and insured contractors.
2. Shareholders are not charged for repairs that are the sole responsibility of the Corporation as described in the Proprietary Lease. If the repair is the responsibility of the Shareholder, the cost of parts and labor for repairs performed by staff members or outside contractors hired by the Corporation will be billed back accordingly on the Shareholder's monthly maintenance bill.
3. Unless it is an emergency, a written estimate must be submitted to ensure a complete understanding between the Shareholder and the Managing Agent as to the responsibility, cost and scope of work.
4. All built-ins are considered personal property and the responsibility of the Shareholder. If repairs are to be performed on air conditioning units or inside walls blocked by built-ins, the Shareholder is responsible for the cost of the removal and replacement of built-ins.
5. Shareholders whose apartments have balconies, terraces or gardens are responsible for the maintenance and upkeep of those areas and to keep the areas clean and any drains clear of obstructions and snow removal.
6. The Managing Agent and any contractor or workers authorized by the Managing Agent or any other agent approved by the Corporation may enter any apartment: (a) at any time in the case of an emergency; (b) upon reasonable notice, at any reasonable hour of the day, for the purpose of inspection of such apartment to ascertain whether the apartment is being kept in accordance with House Rules and the Proprietary Lease; (c) ascertain the source or causation for water leakage condition; and/or (d) determine whether necessary arrangements or measures are necessary to control or exterminate any vermin, insects or other pest or other such condition.
7. The Corporation is neither responsible for the performance nor obligated for the quality of the work or any damage that might be caused by staff members when hired privately by a Shareholder during their off-hours.

V. Alterations and Renovations

1. The Corporation has an Alteration Policy and prior written approval from the Managing Agent is required before an alteration may be performed including, but not limited to: painting, carpet removal/installation, wallpapering, removal or installation of interior walls, pipes, wires, cabinets, doors, appliances, plumbing or electrical fixtures. Anyone planning renovations should contact the Managing Agent to request the list of requirements and appropriate agreement, which details the obligations of the Shareholder (collectively, the "Alteration Agreement"). The appropriate fees and security deposits must be paid and permits obtained before approval is granted for the commencement of work.

2. All contractors and workers must be duly licensed and insured, as well as receive prior written permission from the Managing Agent to enter the Building to perform work. All contractors and their workers must carry adequate insurance policies as delineated in the Alteration Agreement, including General Liability Insurance naming the Corporation and the Managing Agent as an Additional Insured.
3. Construction, installation, repair work and painting are allowed during weekdays between 9:00 A.M. and 5:00 P.M., except holidays not on weekends. A list of Building holidays is available from the office of the Managing Agent.
4. Prior to the commencement of any work, the Shareholder must submit to the Managing Agent (a) a minimum amount of \$750.00 refundable security deposit payable to the Corporation; which may be increased based upon the scope of work; and (b) a \$350 non-refundable processing fee payable to the Managing Agent.
5. Upon completion of all work, the Shareholder is responsible for closing all permits and submitting to the Managing Agent a Certificate of Compliance from the appropriate Municipal Building Department. Security deposit checks will not be returned until all paperwork is completed and submitted.

VI. Garbage, Recycling and Laundry

1. Garbage and recycling bins are located in the basement near the rear entrance.
2. Recyclable materials must be separated by the Shareholder and placed in the proper receptacle in accordance with all State, County and Town procedures. Please note that such procedures are subject to change. A large garbage receptacle is supplied for oversized items (e.g., pizza boxes).
3. Lighted matches, cigarettes, [including e-cigarettes/vaping]cigars must never be used or disposed of in this room. Additionally, paint, oil and cleaning fluid-soaked rags, flammable, explosive, hazardous or highly combustible substances or materials should never be disposed of in the garbage room but must be discarded outside of Building premises.
4. Housekeeping help should be instructed of the proper garbage and recycling procedures.
5. Bulk items, furniture, electronics or extraordinary quantities of trash should not be left in the garbage room without the Managing Agent's knowledge and approval. It is the responsibility of the Shareholder to make disposal arrangements. Information regarding the proper disposal of such items can be found on the Town of Mamaroneck website.
6. Corrugated cardboard boxes must be broken down and flattened by the Shareholder and placed neatly in the recycling bins. Large or oversized corrugated cardboard boxes must be broken down and flattened deposited neatly in the garbage room.

VII. Transfers, Sublets and Refinancing

1. Only first-degree adult relatives of a Shareholder (i.e., spouse, parent, grandparent, child, grandchild or sibling) may occupy the apartment in the absence of the Shareholder, subject to prior written approval of the Board of Directors. In all other cases, the Shareholder must be present.
2. Resale and transfer information with respect to a Shareholder's transfer of shares can be obtained from the Managing Agent.
3. Any Shareholder who intends to sell the shares applicable to their apartment must file a completed Purchase Application form obtained from the Managing Agent. In addition to the completed form, the Shareholder must include two checks payable to the Corporation each in the amount of \$750.00, one from the Shareholder and one from the purchaser, as security moving deposits. Upon completion of the sale, vacating of the apartment and a satisfactory inspection by the Managing Agent, the deposit shall be returned to the selling Shareholder. A similar procedure will be followed after the new owner moves into the unit and, upon a satisfactory inspection, the deposit shall be returned to the new Shareholder.

4. No more than 80% of the appraised value of any apartment may be financed or refinanced and only recognized institutional lenders will be accepted by the Corporation. This percentage is subject to change based upon market conditions.

VIII. Moving

1. Arrangements for moving in and out must be coordinated with the Super and Managing Agent at least three (3) days in advance. Moving companies must be properly insured and provide evidence of properly endorsed policies naming the Corporation and the Managing Agent as additional insureds with primary coverage. A security deposit, as stated in Section VII, and all move-in/move-out fees must be paid in advance of scheduling. During the move, floors and hallways must be protected by masonite or similar protection provided by the moving company and elevators with protective wall covering pads.

2. All moves in or out of the Building must be made between 9:00 A.M. and 5:00 P.M.

3. No moves are permitted on weekends or holidays. All refuse generated as a result of a move must be disposed of properly by movers and Shareholders. Packing cases and cartons are not to be left in the garbage room. Arrangements for bulk disposal, including furniture and mattresses, must be made in advance with the Managing Agent. It is advisable to check with the Managing Agent prior to any move-in or out of oversized pieces (e.g., a sofa) to determine if it will fit in the elevator.

IX. Pets

1. No pets are allowed except for service animals or emotional support animals protected pursuant to State and Federal laws ("Animals"). The Board is sensitive to the needs of the disabled Residents regarding the harboring of Animals, which shall be approval by the Board of Directors on a case-by-case basis upon appropriate documentation.

2. Any Animal must be kept on a leash at all times within the Building's common areas and must be secured by the owner while on Building property and must not be aggressive, assertive, threatening, menacing, jumping, growling or biting, as well as cause excessive noise or unreasonable disturbances and/or a public nuisance

3. Owners must not allow their Animal to relieve themselves in the Building, on trees, planters or walls. Strict adherence to municipal "pet clean-up laws" is required.

4. If an Owner fails to adhere to the above guidelines regarding Animals, the Board reserves all of its rights and remedies to obtain compliance and may require that the Animal obtain proper training, use a protective device such as a muzzle and/or be removed from the Building and replaced with a different Animal.

5. Shareholders are not to feed pigeons, birds or other animals from windowsills, balconies, terraces, the courtyard garden, roofs, sidewalks or street adjacent to the Building.

X. Terrace, Balcony and Outdoor Space

1. No grills are permitted on any balcony or terrace measuring less than two hundred (200) square feet. Only gas or electric grills shall be permitted on any balcony or terrace.

2. Any use of a terrace or balcony is done at the Shareholder's own risk.

3. Terrace or balcony plantings shall be maintained at the Shareholders' own cost and expense, in sturdy planters containing weep holes to allow drainage, shall be constructed of light-weight, non-flammable material, must be of sufficient weight to not blow over, and comply with all Municipal code requirements.

4. Any planter shall not weigh in excess of 50lbs, be more than 18" wide by 36" long, shall not extend above any wall or railing, and shall be light enough to be moved by two people. At no time shall any planters or flower boxes be hung over the exterior of the terrace or balcony walls or railings or situated on a terrace or balcony wall or railing.

5. It is the responsibility of the Shareholder to maintain all planters in good condition and be immediately repaired or replaced should they be damaged.
6. Planters shall be raised off the surface of the terrace or balcony to allow proper drainage through the weep holes and arranged to allow the free flow of water to the drains.
7. No plant or shrub shall be allowed to grow past the maximum height as may be established by the Board and pruned as necessary to remain at the allowable height.
8. No climbing plants shall be allowed to adhere to any surface of the Building.
9. No automatic sprinkler system designed for the purpose of or watering plantings, other than a drip-type system, shall be permitted without prior written consent of the Board.
10. It is the responsibility of the Shareholder to keep their terrace and/or balcony clean and free from debris, leaves, snow/ice and any obstruction that could cause damage to the roof or block any drains.
11. No surface may be painted or covered by any tile or similar material without prior written consent of the Board.
12. No permanent structures may be erected without prior written consent of the Board.
13. Nothing shall be placed on a terrace or balcony that blocks any means of ingress or egress.
14. Terraces or balconies may not be used for storage. The Shareholder is responsible to ensure the safety and security of any furnishing or furniture, such as umbrellas
15. No laundry may be hung from a terrace or balcony.
16. No fencing or sheds are allowed on any terrace or balcony and any umbrellas may only be used when Shareholders are present and must be lowered immediately when not in use.
17. All electrical fixtures and/or wiring must be installed by a licensed insured electrician in compliance with Building Codes.
18. Any damage to the Building or roof caused by the actions, omissions, fault or negligence of a Shareholder shall be repaired at that Shareholder's sole cost and expense.
19. Any plantings or other structures placed on a terrace or balcony may be removed for the purpose of repair or maintenance of the Building at the sole cost and expense of the Shareholder.
20. All terraces or balconies may be inspected by Building staff from time-to-time as determined by the Board, in its sole discretion.

XI. Parking

1. Any fees to be charged for use of a parking space at the Property (a "Parking Space") shall be determined by the Board, from time-to-time, in its sole discretion.
2. Any Shareholder who has been assigned a Parking Space may not sublease or assign their Parking Space to any other Shareholder or individual, nor allow anyone else to use same.
3. Upon sale or transfer of any apartment that has an assigned Parking Space, or, should any Parking Space be surrendered, said Parking Space shall revert back to the Corporation for reassignment in accordance with the Waiting List maintained by the Managing Agent.
4. No Shareholder shall be permitted to rent a second Parking Space if there are Shareholders on the Waiting List.
5. In the event that a Shareholder fails to pay the fee charged for a Parking Space for two consecutive months or regularly is late in payment, their use of the Parking Space may be terminated by the Board and, in such event, said Parking Space shall be reassigned in accordance with the Waiting List.

XII. E-Mobility Device Prohibition (E-BIKE & E-SCOOTER)

1. The use, transport, operation, storage, repair and/or charging of any electric bicycles, electric scooters, hoverboards or similar e-mobility devices or parts thereof, (an "E-Mobility Device") using lithium-ion batteries in any apartment or any other places at the Property is prohibited.

2. No Shareholder, including but not limited to family members, occupants and residents, as well as their guests, employees, agents, visitors, tenants, sublessees or licensees) (collectively, "Residents") shall permit or allow any E-Mobility Device (whether belonging to, operated or used, leased and/or owned by the Shareholder or Resident to be brought into, transported, kept, used, operated, stored, repaired or charged in the Property. In the event a violation of the foregoing House Rule and/or if such E-Mobility Device results in a fire or property damage at the Property, the Shareholder, together with the Resident who brought in or permitted the E-Mobility Device into the Property, shall be jointly and severally responsible and liable for a violation and/or property damages or personal injuries arising and/or resulting from the fire, including but not limited to any and all costs, expenses and fees of the Corporation, as well as its professional and reasonable legal fees, as well as any administrative fees or fines imposed by the Board.

3. If a Resident is observed in possession of such devices in manner as aforementioned, the Shareholder shall be assessed a minimum administrative fee or fine of \$250.00 per observance, commencing with the first observance and without additional notification. Notwithstanding the foregoing, this House Rule shall be deemed to be inapplicable for the Shareholder and Resident, that utilize lithium batteries in wheelchairs or mobility devices specifically designed for and/or utilized by persons that are physically handicapped or disabled and require same as part of an approved medical treatment plan by their treating healthcare worker. The Resident will be held responsible for any and all damages or personal injuries caused by the device

XIII. High Intensity and Grow Light Prohibition

The use, placement and/or operation of any type of high intensity light fixtures commonly utilized for grow lights of plants are specifically prohibited at the Property due to the potential fire hazard and negative impact on insurance premiums. Accordingly, all Shareholders or Residents are required to cease and desist, effective immediately, and such light fixtures must be removed from the Property.

XIV. Drone Prohibition

The use and/or operation of any flying device or aerial equipment at the Building complex, including but not limited to a drone device flown at, on, or over any portion of the Property, is specifically prohibited, effective immediately.

XV. Doorbell Camera & Exterior Surveillance Devices Prohibition

The use, placement and/or operation of a doorbell camera and/or exterior surveillance devices is specifically prohibited since it is considered a potential invasion of privacy. Accordingly, all Shareholders and Residents are required to remove any such devices or equipment by no later than January 1, 2025; and during that time period all cameras are to be angled away from other doors to prevent recording and material shall not be permitted to be stored. Thereafter, the use of any such cameras or devices are strictly prohibited from being utilized to view or record the activity in any hallway or common area of the Building.

XVI. Privacy House Rule Surveillance Video Camera Photographic Prohibition

The installation, use and/or operation of any type of surveillance, camera video and/or photographic device or equipment by any Resident anywhere on the Property that records either photographic, visual or audio recording of Residents is prohibited since it improperly impacts and/or interferes with the use, occupancy and quiet enjoyment and is considered to be an inappropriate intrusion or improper invasion of privacy. Accordingly, the installation, use and/or operation of such device or equipment must cease and desist by no later than January 1, 2025. The failure and/or refusal to act in compliance with this House Rule shall be deemed a violation and constitute a material default and/or substantial breach of the Proprietary Lease. In furtherance hereof, the Board reserves all rights and remedies to enforce this House Rule including but not

limited to the imposition of administrative fees and levying of fines, as well as the commencement of litigation seeking an injunction for the removal of said devise or equipment inclusive of self-help measures to prevent any further violations and/or obtain compliance.

XVII. Amendment

These House Rules may be added to, amended or repealed at any time by resolution of the Board.