

Westbrook Tenants Corp.

House Rules

7/14/00

Section A - Public Areas - 1-11

Section B - Windows and Fire Escapes - 12-14

Section C - Noise – 15-16

Section D - Damage and Repairs – 17-20

Section E - Disposal of Garbage and Debris. -21-23

Section F – Animals 24-26

Section G - Bicycles and Motor Vehicles. - 27 -30

Section H - Agents of the Lessor - 31-32

Section I - Amendment of the House Rules - 33-34

A. Public Areas

1. 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. The fire escapes shall not be obstructed in any way. No plants, flower pots or other items may be placed on the fire escapes.
2. No bicycles, mopeds, scooters or similar vehicles or baby carriages shall be allowed to stand in the halls or other public areas of the Building or courtyard or other exterior property of the cooperative.
3. No article shall be placed in the public areas of the Building. No public area of the Building *shall be* decorated or furnished by any *Lessee* in any manner without the prior written consent of the Board of Directors.
4. Notices may be posted only on designated bulletin boards. Otherwise, no *sign*, notice, advertisement or illumination shall be posted, inscribed or exposed on or at any interior or exterior part of the Building without the prior written consent of the Board of Directors.
5. No aerial, antenna or satellite dish shall be placed on the roof or attached to or hung from the exterior of the Building without the prior written approval of the Managing Agent.
6. No patient of any doctor who has offices in the Building shall be permitted to wait in the lobby.
7. No one shall be permitted to play in the public areas, courts, stairways, hallways or elevators or other common areas of the property. No one shall be permitted on the roof or fire escapes, except in case of fire or other emergency pursuant to notice by the managing agent.
8. Residents shall use the laundry facilities only during the hours that are designated by the Managing Agent. These times shall be posted in the laundry rooms. The laundry facilities are only for the use of Westbrook residents. The laundry facilities are provided as a convenience to and at the sole risk of residents, and under no circumstances is the Lessor liable for damage or loss resulting from the use of said facilities.
9. Trunks, heavy baggage and furniture shall be taken in or out of the Building through the service entrance.

10. The rules governing the moving of households into and out of the Building shall be determined by the Board of Directors, and are expressly incorporated herein. A violation of the moving procedures may result in the forfeiture of an amount equal to the move-in and move-out security deposits as liquidated damages, the exact amount and nature of resulting damages being difficult or impossible to determine. (The list of rules is appended.)
11. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage purposes.

B. Windows and Fire Escapes

12. Nothing may be hung or shaken from the windows or placed upon the window sills or fire escapes of the Building.
13. No sign, notice, advertisement or illumination shall be posted, inscribed or exposed on or at any window except such as shall have been approved in writing by the Board of Directors.
14. Window air conditioners or ventilators may not project beyond the outer wall of the Building if the window opens onto a fire escape and must be installed in such an approved way as to be fully supported and not result in a violation of any state or local fire or other codes. No *boxes* for planting or any other purpose may be installed outside any window.

C. Noise

15. No Lessee shall make or permit any disturbing noises in the Building or do or permit anything to be done therein which will interfere with the reasonable rights, comfort or convenience of the other Lessees. No musical instrument or loudspeaker device can be operated in the Building between the hours of 10 p.m. and the following 9 p.m. if the same shall disturb or annoy other occupants of the Building.
16. In each apartment, at least 80% of the floor area of each room shall be covered with rugs or carpeting over suitable padding or other sound abating material excepting only kitchens, pantries, bathrooms and closets. Such covering shall be required to be installed within 30 days after taking possession of the apartment.

D. Construction and Repairs

17. No major construction or repair work or installation shall be done in any apartment without prior written approval by the Managing Agent. Plans, permits and insurance documents must be submitted for the Managing Agent's review.
18. No construction or repair work or installation involving noise shall be conducted on Sundays or legal holidays. *Such* repairs may be done only between the hours of 8:30 a.m. and 5:00 p.m.
19. Toilets 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 rubbish, rags or other articles be thrown into the toilets. The cost of repairing any damage resulting from the misuse of any toilet or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
20. Requests for repairs or complaints regarding the service of the Building shall be made by phone or in writing to the Managing Agent of the Lessor.

E. Disposal of Garbage and Debris

21. Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the Board may direct. The superintendent should be consulted about the disposal of large objects. Large objects should not be left in the compactor rooms or elsewhere on the property without the express consent of the Managing Agent.
22. The following rules shall be observed with respect to compactor equipment:
 - a. All garbage and debris is to be securely wrapped or bagged in small, drip-free packages so as to fit easily into the hopperpanel. It should be carried to the compactor room in a careful manner; then placed in the chute for disposal.
 - b. Bottles and cans shall be clean and dry and placed in the recycle *bins*. Newspapers and magazines should be placed on the shelves. These objects should not be dropped down the compactor chute. Current recycling rules as are posted shall be observed by all residents.
 - c. Small boxes, cartons and other solid objects should be left in a neat manner on the shelf or floor of the compactor closet.
 - d. Under no circumstances should inflammable, combustible, or explosive materials such as naphthalene, camphor balls or flakes, sawdust, oil-soaked rags, empty paint cans, or aerosol cans be thrown into the compactor chute. No lighted cigarettes or other objects should be placed in the compactor room or in the chute.
 - e. Animal litter boxes or vacuum cleaner bags shall not be emptied into the chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed in the chute for disposal.
23. The Superintendent shall be notified of any drippings or moist refuse appearing in the corridors or on the compactor room floors.

F. Animals

24. No animal shall be kept or harbored in the Building unless the same in each instance be expressly permitted in writing by the Lessor. In no event shall dogs be permitted in any of the public portions of the Building unless carried or on a leash.
25. Dogs, when walked, should be curbed and their owners shall clean up after the animal in accordance with City ordinances. At no time should a dog be allowed to evacuate itself on Building property or on the bushes and plantings of the Cooperative.
26. No food or substance may be spread or left upon the grounds or common areas *or* window sills of the building for the feeding of any bird or animal.

G. Bicycles' and Motor Vehicles

- 27. LITHIUM-ION BATTERY POWERED DEVICES (see attached). No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance of the Building by another vehicle, No vehicle shall be parked in such a manner as to impede another vehicle on the property from moving.**
28. No vehicle shall be parked on Westbrook property unless properly parked in a space that is rented to resident and the owner of the vehicle has permission from *said* resident to use the space. No vehicle shall be parked elsewhere on Westbrook property without permission from the Managing Agent. Illegally parked vehicles are subject to removal or booting without notice. All resulting charges are the sole responsibility of the vehicle owner.
29. The rules governing the assignment of parking spaces shall be determined by the Board of Directors and are expressly incorporated herein. (The list of rules is appended.)
30. Bicycles stored in the garage must be secured to the designated racks. Each bicycle should be labeled with the name and apartment number of the owner. Bicycles not labeled or properly stored in designated areas are subject to removal.

H. Agents of the Lessor

31. Agents of the Lessor, No Lessee shall send any employee of the Lessor out of the Building on any private business of a Lessee, nor engage the services of any such employee for private business turning such employee's regular work day.
32. The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment on reasonable notice to the occupant and shareholder 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 or to inspect or investigate possible leaks or other dangerous conditions, except and unless the condition is an emergency, in which case no notice is necessary.

I. Amendments to the House Rules

33. Any consent or approval given under these House Rules shall be revocable at any time *by* the Lessor, excepting only the assignment of parking spaces, which assignment is governed by the parking rules appended hereto.
34. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor, and shall be effective upon three days' notice by mailing to residents and shareholder.



October 23, 2023

To all Shareholders,

Due to concerns with fire safety issues which impact the safety and well-being of all shareholders and residents, the Board has adopted a new House Rule banning certain lithium-ion devices, effective immediately. We have done so because of the growing evidence of the dangers these devices pose.

There has been a recent increase in apartment fires causing property damage and, sadly, death to tenants in multi-family dwellings in New York City caused by electric bikes and scooters with lithium-ion batteries. In response to this, Fordham University, Pace University, New York University, and Columbia University have all banned e-bikes on their campuses. In addition, Westbrook Tenants Corp., has announced that it has amended the house rules to prohibit keeping or charging e-bikes in its buildings.

The House Rule banning these devices is below:

Section G: 27 LITHIUM-ION BATTERY POWERED DEVICES

No lithium-ion powered scooters (e-scooters), bicycles (e-bikes), hover boards or other similar lithium-ion battery powered personal transportation or mobility devices or their batteries may be kept, stored or charged in any of the buildings, garages, grounds or units at Westbrook Tenants Corp.

For those who wish to have additional information on this issue, you can access the following articles (on next page):

- *Pelham Examiner* article, “Westchester County warns of fire threat from lithium-ion batteries,” <https://pelhamexaminer.com/51588/announcing/westchester-county-warns-of-fire-threat-from-lithium-ion-batteries/>. October 14, 2022.
- NPR.org, “Fires from exploding e-bike batteries multiply in NYC – sometimes fatally,” <https://www.npr.org/2022/10/30/1130239008/fires-from-exploding-e-bike-batteries-multiply-in-nyc-sometimes-fatally>. October 30, 2022.



- Fox5NY, “Landlords must warn tenants about e-bike safety,” <https://www.fox5ny.com/news/fdny-li-ion-battery-safety-residential-warning>. November 29, 2022.
- Local Today, “Fordham University bans e-bikes from its campus over fears of fires,” <https://localtoday.news/ny/fordham-university-bans-e-bikes-from-its-campus-over-fears-of-fires-85285.html>. December 10, 2022.

Thank you in advance for adhering to this Amended House Rule for the safety of all residents.