

House Rules
Overlook Towers Corporation
100 Overlook Terrace
New York, NY 10040

The House Rules that govern our living together are part of the Cooperative Offering Plan page C46-50. These rules are pretty much unchanged, but have been added to from time to time. This document

1. Brings together all new house rules (with dates of approval by the Board of Directors), and
2. Provides guidance, clarification and emphasis regarding existing rules
3. Provides a reminder that as per D-9 of the Corporations By-Laws, these house rules apply to all tenants and occupants of the apartment building as well as all shareholders.

NEW HOUSE RULES

Businesses (8/22/01)

The Following rule shall govern and be observed with respect to conducting "At Home" on "In Residence" businesses.

At Home or In Residence businesses may only be conducted with the approval or consent of the Board of Directors.

1. Any cooperator desiring to conduct an At Home business must submit a written request to the Board of Directors. Only those shareholders obtaining written approval may conduct business. Permission granted by the Board is revocable at the Board's discretion.
2. The Board may require the cooperator to attend an interview, which the cooperator must attend. The Board at its option may provide written consent or denial without an interview within 30 days of receipt of the written request.
3. The Board of the cooperative reserves the right to request insurance having the co-op named as an additional insured. Proof of insurance must be forwarded to management within 30 days after consent is given. Failure to provide proof of insurance will void previously given consent.
4. Each shareholder who has been given consent must conduct business in a manner so as not to damage, disrupt or inconvenience the other residents in the building complex. Upon two complaints by any shareholder, consent will be withdrawn after 10 days written notice whereby the shareholder conducting business must cease and desist for the activity consented to.

Moving In and Out

1. Acceptable times for moving in or out are Monday to Friday 9am-5pm. (9/18/08)
2. Arrangements should be made with the superintendent and insurance information for your moving company must be submitted in writing to the manager five business days prior to moving. (09/29/09)

3. The guard on duty will open the security door at the south end of the first floor or the service door next to the second floor lobby, whichever entrance is nearest your apartment.
4. Please be careful of the carpeting and walls when moving your possessions in or out. You will be required to pay for any damage you cause. A move-in / move-out deposit in the amount of \$500.00 in the form of a check made out to Overlook Towers Corp. is required five -days before the move and will be returned upon visual inspection by the Superintendent. (6/16/01)
5. All adults intending to reside at 100 Overlook Terrace must be interviewed by the Screening Committee. (12/31/08)

Subletting

1. After one year as an owner, a Shareholder may sublet his or her apartment with the annual approval of the board. (15)
 - a. Shareholders will pay a 20% maintenance surcharge for subletting. (5/18/1988). The sublet surcharge increases by 5% of the maintenance with each renewal. (05/15/09)
 - b. Shareholders who sublet without prior consent will pay the Coop \$1,000 additional rent. (9/14/1992)
2. A Shareholder who has a garage space may sublet the space for a limited time. A letter must be written to the Board, stating the time period of the sublet and accepting full responsibility for the payment of the garage fee. A garage space may be sublet for one period not to exceed 90 days during the term of the garage lease, subject to the following conditions: the tenant will pay \$100 per month or part month to the corporation in addition to the garage fee; the sublet must be to another shareholder living in the building, and the sublet cannot be made to a shareholder with an existing garage lease. Violation of the policy will result in the tenant's garage lease being revoked. (06/01/2009)

Miscellaneous

1. Washer and dryers may not be installed in apartments and existing units cannot be replaced. (1/25/1993)
2. Approval by the Board or the Managing Agent is required:
 - a. To put signs, notices or advertisements on any window, door or other part of the building (8)
 - b. To attach radio or TV aerials to the exterior of the building
3. Making an opening in any exterior wall for vents, exhaust fans and the like is not permitted as it endangers the structural integrity of the building and is in violation of NYC regulations.
4. Requests to be put on the parking garage, storage or bike rack wait list must be in writing to the manager. Oral requests will not be acknowledged. (07/01/09)
5. The Corporation is not responsible for residents or shareholders' packages or deliveries. Residents and shareholders who permit security guards to accept packages for them do so at their own risk. Packages cannot be stored

in lobby. Delivery times are between 9am and 5pm. The delivery sign-up sheet has been discontinued. (02/01/09)

GUIDANCE, CLARIFICATION AND EMPHASIS

(Relevant House Rule numbers are given in parentheses.)

Alterations (09/29/09)

1. Improvements in your apartment may require an Alteration Agreement, a legal agreement between the shareholder and the corporation that regulates how alterations to an apartment may be made.
2. For cosmetic changes (hanging pictures or curtains, painting or carpeting, changing a light fixture, putting up bookcases), no review or alteration agreement is needed. Work responsibly, employ professionals as necessary, minimize disturbance (noise, dust, etc.) and repair any damage to others that may result.
3. For anything greater than cosmetic changes, before starting work, send a note or email to the Managing Agent describing briefly what you have in mind. (Examples: replace kitchen cabinets or counter, put in new bathtub or sink, or something more substantial.) The Managing Agent will respond within five business days. You may need to schedule your work (so the Super is on duty in case of emergency), request that water be turned off, provide more information, or request an Alteration Agreement. The Managing Agent will let you know.
4. If in doubt, send a note to the Managing Agent. Unauthorized work presents hazards to you, your neighbors, and the corporation, and can subject you to penalties.
5. For major alterations (demolishing/building walls, cutting through floors) you must get a blank Alteration Agreement from the Managing Agent and return it as part of a submission package for review by the Board. No work can start before the Alteration Agreement is complete and approved by the Board.
 - a. Shareholders must contact the manager regarding their plans for alterations. The manager should respond within five business days in writing as to whether or not an alteration agreement must be completed.
 - b. Shareholders who perform major alterations without permission will pay a penalty of up to \$2,000 plus expenses.
 - c. Major alterations performed without permission may require inspection by the corporation's contractor, architect or engineer including the opening of floors, walls and ceilings at shareholder's expense. Unapproved alterations may have to be redone or removed at shareholder's expense.
6. Penetration of exterior walls or the roof is not showed.

7. Shareholders cannot hire corporation employees to perform their alterations (32)

Public areas

1. Public areas include halls, stairways, elevators and lobbies.
2. Please do not litter in the public areas.
3. Use the public hallways and stairways for coming and going to your apartment, and do not obstruct the passage for others. (1)
4. Children are not permitted to play in any of the public areas unless there is an approved Co-op function such as the holiday party each December. (2)
5. Smoking is not allowed in the public areas of the building. This is a New York City Law.
6. Rollerblading, bicycle riding and ball playing: are not permitted in public areas. (7/2001) Skateboarding or scootering are not permitted in public areas (12/01/08)
7. Do not leave objects in the halls or on staircase landings. Do not hang things from the windows, terraces or balconies. (6, 9)
8. Door mats are a fire hazard and are not permitted in the hallway.(09/01/09)
9. Fire doors in hallways must be kept closed as per New York City fire code. (09/01/09)

Health and Safety

1. All garbage and refuse must be disposed of as directed. Follow instructions posted in the chute closets on each floor. (13)
2. Recycling is the law. Please use appropriate recycling bins at the north and south ends of the first floor (or the recycle bin in the chute closet) for:
 - a. Magazines and newspapers (neatly stacked); all other paper (as per current New York City Recycling law) may be placed in appropriate recycling bin. (09/01/09)
 - b. Bottles and cans (should be empty and rinsed). Overlook Towers Corporation House Rules
 - c. Current New York City Recycling law (see recycling packet for more information) requires that beverage cartons, paper, cardboard, household metal and aluminum foil be recycled as well. Note: glass and plastic items placed in recycling must be bottles and jugs only (neck is smaller than the body of the item). Empty, dried metal paint cans may be placed in the appropriate recycling bin. (09/01/09)
 - d. Do not place plastic bags in the recycling bins. (09/01/09)
3. Please observe the following rules regarding garbage: (28)
 - a. Securely wrap any wet debris in a drip-proof container before you leave your apartment.
 - b. Food garbage and packaging that cannot be recycled should be tied securely in bags small enough to be dropped down the compactor chutes.

- c. Wrap vacuum cleaner bags securely and put them down the compactor chutes.
 - d. Do NOT place flammable, explosive, combustible or noxious substances in chute closets or down chutes. Dispose of these items by bringing them to a Special Waste Drop-off Site in the five boroughs. (See recycling packet). Contact the superintendent if you have any questions.
 - e. Do not force large trash bags into the chute doors (09/01/09). Carry oversize trash bags to the first floor and place in bins outside the compactor room at the north or south end of the building.
 - f. Small cartons and boxes that are flattened and sticks of wood that are neatly stacked can be placed in the chute closets but not down the chute. All large items including cartons, boxes and crates should be flattened and taken to the first floor and placed next to the recycling bins.
 - g. If you do any renovations to your apartment (new carpeting, tile etc.), you are responsible for carting away the discarded materials. See Alteration Agreement. (09/01/09)
4. Notify the superintendent of any dripping or moist refuse on the chute closet floor or in the corridors.
 5. When you have large household items to dispose of (sofas, chairs, tables, refrigerators, air conditioners), please contact the Superintendent or one of the Porters for the current scheduled pick up of such items by the New York City Sanitation Department. The Shareholder should place large discarded items outside the afternoon preceding bulk pick up after 4pm. (09101/09)
 6. Barbequing, or any other open flame is not permitted on balconies, fire escapes or in common areas as per New York City fire code. (09/01/09)
 7. Alterations or construction require approval by the Board of Directors including completion of an alteration agreement before work can commence. (09/01/09).
 8. Walkways bordering the building on the north, east and west are for egress in the event of a fire or other emergency. Nothing should be stored on the walkways. (09/01/09)
 9. The roof is off limits to all residents of 100 Overlook Terrace and their guests. (09101/09)
 10. There is no smoking permitted in the common areas, the garage or the storage areas. (09/01/09)

Noise and Other Disturbances

1. Be considerate of your neighbors. Sound travels very easily through our floors, walls and ceilings. Communicate with your neighbors if you have a concern. (09/01/09)
2. Cover at least 80% of the floor space (excluding kitchen, bathrooms, and closets) in your apartment with rugs, carpet or other effective noise-reducing material. (21)
3. Please observe the following House Rules regarding noise:

- a. Do not make or permit others to make disturbing noises in the building either in common areas or in your apartment
- b. Do not interfere with the rights, comfort or convenience of others.
- c. Do not play any musical instrument, radio, sound system or TV between 11.00pm and 8.00am if it disturbs or annoys another occupant of the building. At other times of the day, keep the volume of these sounds at a reasonable level.
- d. Perform construction repair work or installation that involves noise on weekdays between 9:00am and 5.00pm. (See Alteration Agreement.) (09/01/09)

Pets

1. No pets (birds or animals) are allowed in the building unless expressly permitted in writing by the Board. The permission to keep a pet in the building is revocable. (16)
2. The board has interpreted the above rule to be enforced as no pets with the exception of cats, with the understanding that they must be spayed or neutered with documentation to support the claim. (5/15/2001).

House Rules Enforcement

1. A shareholder who has a complaint against another shareholder regarding noise, pets, or other House Rules violations should contact the security guard, who will notify the offending person. If this proves ineffective, the shareholder should contact the building manager, who will determine what steps need to be taken. (10/3/2013)
2. Management, at its sole discretion, will typically proceed as follows:
 - a. A letter is sent to the offending shareholder, who will have no more than 30 days to cure.
 - b. If this proves ineffective, a second letter is sent, with a \$100 fine added to the shareholder's monthly invoice.
 - c. The fine will increase in \$100 monthly increments until a cure is affected.
3. In addition, the co-op has the option to revoke the proprietary lease of any shareholder who refuses to comply with the House Rules.
4. Management, at its sole discretion, will also follow these procedures for any violations of House Rules that it uncovers on its own.

Damage Notification

It is the shareholder's responsibility to promptly notify the manager of any defective or dangerous conditions that exist in his/her apartment that might subject the co-op to additional costs if left unattended. Examples include leaking pipes and water penetration around air-conditioner sleeves. Failure to promptly notify the manager of such conditions may subject the shareholder to liability for costs associated with such failure.