

Fleetwood Chateau Owners Corp.
651 North Terrace Avenue
Fleetwood, NY 10552

HOUSE RULES

(Effective January 2013)

1. Quiet Enjoyment

- a) As stipulated in the Proprietary Lease, no resident may make or permit any disturbing noises in the building or do or permit anything that will interfere with the rights, comfort or convenience of other residents. (See page 12 for specific rules about renovations and repair work.)
- b) No resident may play or permit the playing of a musical instrument, radio, television, stereo, DVD or CD player, gym equipment, or other electronic device during the period between 10:00 p.m. and 8:00 a.m., or at any other time of the day or evening, if the resulting sounds disturb or annoy other occupants of the building.
- c) Exercise machines specifically, and other machinery may require special noise insulating material and are subject to the same time restrictions as stated above. The riding of bicycles, scooters, skates, skateboards and the like, within the units, or in the common areas, is not permitted.
- d) Gas-operated vehicles such as mopeds, dirt bikes, gas scooters, ATV's etc. are not permitted inside the building either temporarily or for storage.
- e) 80% of the floor area of each room (except kitchens, bathrooms, and closets) must be covered with rugs or carpeting or equally effective noise-reducing material.
- f) Except when routinely entering or exiting, apartment doors must be kept closed.
- g) Disputes between residents should be worked out between the parties involved. If such efforts fail, then a written request for intervention may be addressed to Gramatan Management, Inc., which will be under no obligation to intervene except as required by the Proprietary Lease.

2. Health & Safety

- a) Smoking or carrying a lighted cigarette or cigar in any common area of the building is forbidden. Disposal of cigarette or cigar butts in any interior or exterior common area is prohibited. Residents who smoke inside their apartments are responsible for ensuring that secondhand smoke does not enter any common area of the building.
- b) All residents are required to furnish to Gramatan Management, Inc. the names and telephone numbers (work, home, cell) of all adult residents living in their apartments.
- c) When leaving or entering the building, residents must make sure that the vestibule doors and service entrance doors in the basement are firmly and completely shut.
- d) No one is permitted to tamper with or disarm any apartment or public smoke and carbon dioxide detectors. All residents are required to obtain and maintain such smoke and carbon dioxide detectors in their apartment as required by law.
- e) Hallways, staircase landings, doorways, fire escapes, windowsills, and other public areas of the building must remain free and clear of items at all times. This includes shoes, boots, umbrellas, strollers, bicycles, skates, skateboards, scooters, and shopping carts.
- f) With prior notice, the Co-op Board, the managing agent, and any contractor or workman authorized by these parties may enter any apartment at any reasonable hour of the day to inspect the apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests, and for the purpose of taking necessary measures to control or exterminate any such vermin, insects, or other pests.
- g) In the case of an emergency, representatives of the Co-op Board may enter any apartment at any time without prior notice. As stipulated in the Proprietary Lease, all residents are required to provide a key for any lock on their unit door to the Superintendent for the purposes of entering apartments during emergencies. Otherwise, in cases of emergency, if locks and/or door frames must be broken to obtain entry, repairs will be made at the resident's expense.
- h) No one is permitted on the fire escapes for any reason other than to evacuate the building during an emergency. No cooking equipment, barbeques, planters, or other items may be placed on any fire escape or windowsill. Windows with access to fire escapes must not be blocked from the inside by air conditioners, gates that are not fire department approved, or any other item.
- i) Residents will notify the superintendent of wet hazards including rainwater and drippings from trash in the hallways and elevators.

- j) Feeding pigeons or other birds or animals from the windowsills, fire escapes, courtyards, or other public portions of the building, or on the sidewalk or street adjacent to the building is not permitted.
- k) No aerials may be attached to or hung from the exterior of the building without the prior written approval of the Co-op Board or the managing agent.
- l) The use of an oven or kerosene or other non-electrical heater to heat an apartment is strictly prohibited.
- m) Nothing may be hung or shaken from doors, windows, or fire escapes.
- n) The superintendent must be advised prior to the installation of window air-conditioning units and allowed to inspect installation to ensure that the units are properly secured. Residents are responsible for checking that the electrical wiring in the apartment is sufficient to support the unit.
- o) Clothes washers, dryers, and portable dishwashers are not permitted. (Any in-unit laundry equipment must be removed immediately. Improper or unauthorized work or modifications will be corrected at the resident's expense.)
- p) The Co-op Board strongly encourages all residents to purchase and maintain adequate renters' or homeowners' insurance coverage. The policy should include personal property loss and liability coverage.

3. Trash Disposal

- a) All wet trash must be securely wrapped or bagged and drip-free before it leaves the apartment and is carried to the garbage room.
- b) Place garbage in the trash pails in the back of the garbage room first, and do not fill any pail so that it overflows.
- c) Residents and occupants must comply with all aspects of the recycling laws of the County of Westchester, the city of Mount Vernon, or any regulations enacted by the Co-op Board. Recyclables must be rinsed and brought to the basement recycling room and disposed of as directed.
- d) Residents must properly dispose of hazardous and highly combustible items.
- e) Corrugated cardboard cartons must be flattened and put neatly in the recycling room.
- f) Broken glass does not get recycled. Dispose of broken glass in a separate bag clearly labeled "Broken Glass" and place in the garbage room.

- g) Large items such as upholstered sofas and chairs, mattresses, and rugs pose a serious fire hazard and may not be disposed of in any part of the building. These items should be brought out to the curb on Thursday evenings only and will be picked up by the trash service on Friday mornings. Should the Co-op be asked to pay for the disposal of any oversized item, the cost will then be billed and collected from the resident from whose apartment the item originated.
- h) Toilets, bathtubs, and sinks may not be used for any purposes other than those for which they were intended, nor should sweepings, trash, or any other article be thrown into them. Repairing any damage resulting from misuse of any apparatus will be done at the resident's expense.

4. Laundry Room

- a) Residents should use the washers and dryers responsibly and clean up any spills.
- b) Residents must remove their laundry from the washers and dryers as soon as the cycles are completed. Do not leave any items in the machines. Should it be necessary to remove a neighbor's laundry from a machine, residents are expected to do so with care.
- c) Before using the dryers, residents should make sure that the lint trays are free of debris.
- d) Laundry carts may not be taken from the laundry room at any time, for any purpose.
- e) When a resident notices that a washer or dryer is broken, he or she should place an "Out of Order" sign on the affected machine. Reusable signs are available in the laundry room. The resident should then advise the Superintendent who will in turn report the need for repair to the building's laundry service.
- f) Residents should turn off the light when leaving the laundry room vacant.
- g) Residents should dispose of empty plastic detergent bottles and similar items in the recycling room, as appropriate.

5. Pets (For the complete Pet Policy, refer to Appendix A on page 8.)

- a) Residents may apply for consent to harbor a dog, cat, bird, or other small pet in their unit for which consent will not be unreasonably withheld. This consent is always conditioned upon the maintenance of responsible care and control of such pets and may be revoked in the absence of responsible care and control.
- b) Dogs are not permitted in the elevators, hallways, or other public portions of the building or its exterior grounds unless carried or on a leash.

- c) Pets are not allowed in the laundry room at any time.
- d) Before a resident enters an elevator with a dog, he or she must ask permission to enter with the animal if another resident is already in the elevator.
- e) Residents are responsible for ensuring that their pets do not make noises or cause odors that will interfere with the rights, comfort, or convenience of other residents.
- f) All dogs must be walked off the property. Residents may not walk their dogs in the courtyard, driveway, doorways, on the back or front lawns, or adjacent sidewalk or street of the building.
- g) Residents are responsible for cleaning up after their animal(s) at all times or they will be reported to the local authorities and/or fined.

6. Common Areas

- a) No one may loiter or play in the public halls, stairways, elevators, or courtyard.
- b) The public halls and stairways of the building must not be obstructed or used for any purpose other than to enter and exit the apartments in the building.
- c) There must be no interference with the elevators by residents, members of their families, or their guests, employees or tenants.
- d) No sign, notice, or advertisement may be displayed in the elevator or on any window or other part of the building, unless approved by the Co-op Board or the managing agent.
- e) Bicycles, skateboards, scooters or similar vehicles are not allowed in the public halls, passageways, courtyards, or any other public area of the building.
- f) Residents may not decorate or furnish any public hall of the building.
- g) Cigarette butts, cans, bottles, and other refuse must not be left in the stairways, hallways, courtyard, driveway, backyard, front lawn, or any other common area.
- h) No one is permitted on the roof unless directed to do so by emergency or safety officials.

6. Deliveries & Moves

- a) Deliveries of oversize items such as furniture must be made through the service entrance (basement door by the driveway). Deliveries are allowed Monday to Saturday, between 8 a.m. and 6 p.m. only. If deliveries of such items occur on a Sunday or during other times, fines will be imposed.
- b) Driveway parking to unload or pack a vehicle is permitted for up to 10 minutes but must not interfere with other residents' entry or exit of the building. If a vehicle stays in the driveway for longer than 10 minutes, an authorized driver must remain with the vehicle and be ready to move it if necessary.
- c) No vehicle belonging to a resident or to a member of the family or guest, or employee of a resident may be parked in such manner as to interfere with access to the building.
- d) Trunks and heavy baggage must be taken in or out of the building through the service entrance.
- e) Both the superintendent and the managing agent of the Co-op must be notified at least 48 hours in advance of a move into or out of the building. A \$500 refundable move-in/move-out deposit made payable to Fleetwood Chateau Owners Corp must be sent to and received by Gramatan Management, Inc. in advance of the move. (Any infractions or damages will be deducted from the deposit.)

Move-In/Move-Out Days and Times:

Monday-Friday: 9:30 a.m. to 5 p.m.

Saturday: Special arrangements may be made for a Saturday move; a non-refundable fee of \$250 must be paid ahead of time.

Weekends/Holidays: No moving allowed

- f) During a move into or out of the building, the service entrance must be used exclusively.
- g) The driveway is available only during the move-in/move-out times.

Violations of House Rules may incur a fine of \$50 for minor infractions, with amounts to be determined by the Co-op Board for major infractions for each occurrence. For infractions that continue, charges will accrue and be added to the monthly maintenance. Legal fees and other costs incurred by the Co-op resulting from violations of the Proprietary Lease or House Rules will be charged to the shareholder creating such violations.

The Co-op Board may revoke any consent or approval given in these House Rules or may amend these House Rules at any time.

Contact Information

Questions, complaints, and reports of problems regarding the service of the building must be made in writing to the following parties:

Superintendent

Pal Tinaj, the building superintendent, is available Monday - Friday during the hours of 8:30 a.m. - 5:30 p.m. In an emergency, he is available by cell phone: 914-804-4127. Any complaints or requests for repairs must be made in writing and placed in the superintendent's office mailbox in the basement.

Contacts for Shareholders:

Glenn Capobianco
Gramatan Management, Inc.
2 Hamilton Avenue - Suite 217
New Rochelle, New York 10801
Ph: (914) 654-1414 ext. 13
Fax: (914) 654-1444
Email: gcapobianco@gramatanmanagement.com

Fleetwood Chateau Board of Directors

fleetwoodchateau@yahoo.com

(The Board will only respond to e-mails that include your name and apartment number.)

Contact for Renters:

Stephanie Nevarez
LiveRight Realty Management, Corp.
10 Cuttermill Road - Suite 202
Great Neck, NY 11021
Ph: (516) 829-9898
Fax: (516) 829-3018

Appendix A: Pet Policy

Fleetwood Chateau Owners Corp requires all residents who have pets or wish to acquire pets to abide by the rules outlined in this Pet Policy. The intent of this policy is to create a harmonious community of co-existence for all.

With specific respect to dogs, residents who wish to keep an existing dog, add another dog, or acquire a dog, must apply for consent in writing to Fleetwood Chateau Owners Corp. by submitting a fully completed application (attached), and attend, with the dog, an interview with the Cooperative's Board of Directors. Consent may always be revoked at the discretion of the Board of Directors and is conditional upon the responsible care and control of such pet(s).

Pet Ownership Rules

1. Only common household pets, such as dogs, cats, and small caged mammals are allowed. There is a two pet limit per apartment for all pets, excluding fish.
2. The pet owner is responsible for ensuring that the rights of other residents, including peace and quiet enjoyment, health, and safety are not infringed upon or diminished by his or her pet's noise, odors, wastes, or related nuisances, and will immediately remedy any complaints made to the Management company or authorities. The pet owner acknowledges that infringement upon any of these rights of fellow residents will constitute a nuisance and a violation of the lease, or Proprietary Lease, as appropriate.
3. Except to enter or exit the building, pets are not permitted in the elevators, hallways, laundry room, or other public areas of the building
4. Before a pet owner enters an elevator with a dog, he or she must ask for permission to enter with the animal if another resident is already in the elevator.
5. When outside the pet owner's apartment, all dogs must be effectively and appropriately restrained on a leash at all times.
6. Except to enter or exit the building, all dogs must be walked off the property. Pet owners may not walk their dogs in the courtyard, driveway, doorways, on the back or front lawns, or adjacent sidewalk or street of the building. Pets are never allowed in the back of the building.
7. The pet owner is responsible for cleaning up after his or her pet anywhere in the building, on the building's property, and on public streets and sidewalks (as required by law).
8. Pet waste or pet litter must be placed in closed, plastic bags and disposed of in appropriate trash receptacles.
9. The pet owner must designate an emergency contact who can tend to the pet if the pet owner is unable to do so.

10. Upon reasonable notice by telephone or in writing, the pet owner must allow persons authorized by the Management company or the Cooperative to inspect his or her unit as required to ensure compliance with these rules.

11. The pet owner must adhere to local ordinances, including leash and licensing requirements. All dogs and cats must wear a collar with a tag identifying the pet and its owner, with name, address, and telephone number. This tag is required in addition to license, vaccinations, and any other tags required by law.

12. The pet owner will be liable for any damage, injury, or violations of these rules caused by the pet(s). Appropriate monetary penalties will be assessed for each and every violation.

13. If a pet constitutes a nuisance as determined by the Board of Directors, a risk of damage to the property, or creates a threat to the health and safety of any person in the building, the Cooperative reserves the right to require the removal of the pet.

14. Before temporarily "pet sitting" a dog, residents must submit a fully completed pet application (attached), and the application must first be approved by the Cooperative. (A deposit is not required for pet sitting.) Harboring a dog in a resident's apartment without approval from the Board will incur a \$100 per day penalty each day the animal is in the apartment. All visiting pets are subject to the rules in this document. Any violations of these rules by the visiting animal will incur a \$100 per day penalty.

15. All complaints about pets by other residents should be referred to Gramatan Management, Inc. (914-654-1414)

16. These rules may be amended from time to time by the Board of Directors pursuant to the Cooperative's policies and in compliance with all relevant federal, state, and local laws and regulations.

**Fleetwood Chateau Owners Corp
651 North Terrace Avenue
Fleetwood, NY 10552**

Pet Application

Please provide the following information for each pet:

Type of Pet: _____ Name: _____

Age: _____ Weight: _____

Breed/Description: _____

* Attach evidence (in the form of a receipt or other written verification from the pet's veterinarian) of the following:

_____ License: Tag Number # _____ Exp. Date: _____

_____ Rabies vaccine: Tag Number # _____ Exp Date: _____

_____ Distemper vaccine Exp. Date: _____

_____ Spay/Neuter

* This information must be updated bi-annually for each pet.

The pet owner must provide the following information and promptly notify the Gramatan Management in writing of any changes. Gramatan Management reserves the right to notify the veterinarian and/or emergency pet caretaker that they have been designated as such and to verify their willingness to act as such.

Veterinarian Name: _____

Address: _____

Phone: _____

Emergency Pet Caretaker:

Name: _____

Phone:

Home: _____ Cell: _____

Work: _____

Pet Owner's Name:

_____ Apt. # _____

[print]

[sign]

Date: _____

Management/Board Signature: _____

Date: _____

For office use: Interview Date _____ Photograph _____

Appendix B: Issues Pertaining to Shareholders

1. Maintenance Payments

Maintenance payments are due at the managing agent's office on the 10th of each month.

- a) Payments not received by the 10th of the month will be subject to a \$50 late charge. This also applies to checks returned for insufficient funds or delays in mail delivery.
- b) A second late payment within six months will cause the late charge to increase to \$100. The \$100 would then be charged each month thereafter until the shareholder is current with his or her account.

2. Renovations and Repair Work

- a) Before making any plumbing, electrical, or structural changes to the apartment, residents must submit a renovation application including plans drawn up by a licensed architect, engineer, or contractor to Gramatan Management, Inc. and the Co-op Board. No work can begin until these parties approve the renovation application. If work is done without submitting a renovation application, the resident will be subject to fines and may be required to restore the premises to their prior condition. Renovation applications are available from the office of the management company.
- b) Residents are responsible for obtaining from the management company specific rules regarding contractors and renovations.
- c) All workers on the premises must be fully and properly licensed and insured. Fleetwood Chateau Owners Corp. and Gramatan Management, Inc. must be named as additional insured on the policy.
- d) No construction or repair work or other installation involving noise may be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 5:30 p.m.—except in an emergency.
- e) Construction debris is the sole responsibility of the resident who must provide for its disposal and who is responsible to keep clean public areas through which debris is transported.

3. Open Houses

No group tour or exhibition of any apartment or its contents may be conducted, nor may any auction or tag sale be held in any apartment without the consent of the managing agent.

4. Sublets

It is the policy of the cooperative to discourage subletting and to encourage owner occupancy. Prior to subleasing an apartment, shareholders must obtain the consent, in writing, from the Board of Directors to the proposed sublet for a period of one year only. The Board must review and approve all extensions annually. A yearly sublet fee will be assessed. Prospective tenants must receive a copy of the House Rules, and sign and return the enclosed acknowledgement letter as receipt.