

MONTCLAIR GARDENS, INC.
35-35 75th. Street
Jackson Heights, NY 11372

House Rules

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.
2. No one shall be permitted to loiter in front or inside of the building. Children shall not be permitted to play in the public halls, stairways or elevators. No one shall be permitted to roller blade, skate or ride bicycles in the public halls and stairways.
3. No one shall be permitted on the roof without the approval of the managing agent or superintendent.
4. No public halls shall be decorated or furnished by any shareholder or tenant in any manner without the prior consent of the Board of Directors.
5. No shareholder or tenant shall make or permit any disturbing noises or odors in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other shareholders or tenants.
6. No shareholder or tenant shall play upon or suffer to be played upon any musical instrument or permit to operate any music, radio, or television loudspeaker in such shareholder's or tenant's apartment between the hours of eleven o'clock p.m. to eight o'clock a.m. on the weekend and ten o'clock p.m. to eight o'clock a.m. during the week if the same shall disturb or annoy other occupants of the building.
7. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal Holidays) and on Saturdays and only between the hours of 8:30 a.m. and 5:00 p.m.
8. No construction, repair work or installation that will change the structure of the building or apartment, plumbing lines or electrical lines which includes renovations of any kind shall be conducted without a completed alteration agreement and prior consent of the Board of Directors. A violation of this rule will result in a fine.
9. All contractors brought in to do construction work must be licensed; and all debris must be removed from the building by the contractor. It is the responsibility of the shareholder to provide the managing agent with a copy of the

license and fill out an alteration agreement that must be approved by the Board of Directors. It is the responsibility of the shareholder to inform the contactor of the House Rules. If any individual owner is doing their own renovations they must sign a waiver form and be responsible to remove the debris and not to bring it downstairs to the basement or leave outside. You must bring it to a dump site or make arrangements with the sanitation department on your own. A violation of this rule will result in a fine.

10. All electrical and plumbing work will only be performed by licensed and insured contractors approved by the managing agent or the Board of Directors.

11. No articles shall be placed in the halls, compactor rooms, fire escapes or on the staircase landing, nor shall anything be hung or shaken from the doors, windows, or placed up on the window sills of the building. No mats shall be placed in front of the apartment doors. A violation of this rule will result in a fine.

12. No window air conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the managing agent or Board of Directors, nor shall anything be projected out of any window of the building without similar approval. After installing your air conditioner it must be inspected by the superintendent. Any damages caused from the improper installation of the air conditioner will be the responsibility of the shareholder/tenant. Please be informed that New York City Local Law 11 and the cooperative's insurance company require that all air conditioners be properly secured and installed by a professional. A violation of this will result in a fine.

13. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors or managing agent.

14. No bicycles, skates, roller blades, mopeds, scooters or similar vehicles, or strollers shall be allowed to stand in the public halls, passageways, area or courts of the building.

15. Messengers and trades people shall use such means of ingress and egress as shall be designated by the Board of Directors.

16. Kitchen supplies, market goods and packages of every kind are to be delivered only through the basement and through the elevator to the apartments when such elevator is in operation.

17. Trunks, heavy baggage, appliances of any kind or furniture shall be taken in and out of the building through the elevator and through the basement. No resident shall move large items such as furniture through the elevator without prior notice to superintendent so pads can cover the elevator walls. Any damage to the building shall be paid for by the owner and a fine may be imposed.

17a. You must inform the superintendent of trunks, heavy baggage, appliances of any kind, all furniture, and mattresses that need to be disposed of before the items are brought down to the basement. A violation of this will result in a fine.

18. Garbage from the apartment shall be disposed of at such times and in such manner as the superintendent or managing agent of the building may direct. All wet/raw garbage shall be securely tied and placed down the compactor chute. Wet/raw garbage may not be placed in the basement or left in compactor rooms. All other debris/garbage shall be completely drip-free or in a drip-proof container when it is brought to the compactor rooms. No cans, bottles, newspapers, paper goods or any recyclable items should be put down the compactors chutes. Recyclable items must be deposited into the appropriate recycling bins. A violation of any of the above will result in a fine.

19. Water closets and any other water apparatus or electrical receptacles or outlets in the building shall not be used for any purposes other than those for which they were constructed or intended, nor shall any sweepings, rubbish, rags, or any other article be thrown in the water closets. The cost of repairing any damage resulting from misuse of any water closets and water apparatus or electrical receptacles or outlets shall be paid for by the tenant or shareholder who caused the damage.

20. No shareholder or tenant shall send any employee of the Corporation out of the building on any private business of the shareholder or tenant.

21. In no event shall dogs be permitted in elevators or in any of the public portions of the building unless carried or on a leash.

22. No radio, satellite dish, or television aerial shall be attached to or hung from the exterior of the building without prior written approval of the managing agent. A violation of this rule will result in a fine and apparatus removed without notification.

23. The shareholders and tenants shall use the available laundry facilities only upon such days and during such hours as may be designated by the managing agent.

24. The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to storage purposes. Residents renting lockers in the basement are responsible for their own property. The co-op is not liable for any damage or theft of said property.

25. Unless otherwise authorized by the Board of Directors, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty percent (80%) of the floor area of each room except kitchens, bathrooms, and closets. A 6-pound padding must be professional installed along with the carpeting.

26. No group tour or exhibition of any apartment or its contents shall be advertised or conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors.

27. Complaints regarding the service of the building shall be made in writing to the managing agent of the Corporation.

28. The managing agent, and any contractor or workman authorized by the managing agent, may enter any apartment 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 and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the managing agent takes measures to control or exterminate pests, the cost therefore shall be payable by the shareholder or tenant.

29. Access to apartment must be given to superintendent, managing agent, or Board of Directors for any reason bound by the Board of Directors, superintendent, or managing agent.

30. There is NO smoking in any public areas of the building. It is against the law.

31. Shareholders must have co-op insurance to be renewed each year. At time of renewal a copy of the policy must be sent to the managing agent/board member. A violation of this will result in a fine. The initial fine is \$250.00 and an additional \$150.00 per month until the insurance is purchased.

32. Residents wishing to use the party room must request permission from the Board of Directors and fill out a party room usage form attainable from the superintendent.

33. No amount of cooking oil, grease, or fat may be poured down any pipes located in the resident's apartment or in the public areas of building. NO corrosive drain cleaners may be used (example Drano).

34. Residents are responsible for maintaining working smoke detectors and carbon monoxide detectors. A violation of this will result in a fine.

35. Dish washers and washing machines are not permitted in the apartment.

36. Each shareholder must have a current emergency contact information form on file with the co-op. This form must be updated as needed by the shareholder. A violation of not returning this form will result in a fine. If any incident causes damage to the building that is caused by the building staff not having access into the shareholders apartment, the cost of the damage will be the responsibility of the that shareholder.

37. Each shareholder must have a current occupancy affidavit on file with the co-op. This form must be updated as needed by the shareholder. A violation for not returning the form will result in a fine.

38. All occupants of studio apartments may harbor only one (1) small dog whose breed at maturity will be no more than 20 pounds. A violation of this rule will result in a fine, for each month dog(s) remain in apartment.

39. Resales or transfers of stock must comply with current procedures set forth by the Board of Directors.

40. All sub-tenants must first be approved as per the current procedures set forth by The Board of Directors before occupying unit.

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

Reoccurring violations may result in multiple monthly charges.

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House Rules
Penalty Schedule

Below is a list of fines you will be charged if a House Rule is violated:
These fines are in addition to any fines levied by the city as a result of these violations.

<u>House Rule</u>	<u>Fine</u>
#8	\$1000.00
#9	\$500.00
#11	\$250.00
#12	\$250.00
#17	\$100.00
#17a	\$100.00
#18	\$100.00
#22	\$100.00
#31	\$250.00 (Initial fee) plus \$150.00 (per month) until Policy is received
#34	\$250.00
#36	\$250.00
#37	\$250.00
#38	\$250.00

Reoccurring violations may result in multiple monthly charges.

All fees are subject to change.

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Sub-leasing procedures

1. Contact the President of the Board of Directors for a Sublet Application Package before considering a Sub-tenant for your unit.
2. Have your sub-let applicant(s) fill out and return the completed package, along with six copies to the President of the Board along with any checks. All required fees must accompany application. Application fees are non-refundable. Any incomplete applications will be returned. All rejections are final.
3. A credit check will be conducted on all applying sub-tenant(s).
4. Application will be reviewed and a Board interview will be scheduled. All occupants to reside in the unit must be present at the interview.
5. Once approved, a monthly fee equal to ten percent (10%) of the monthly maintenance will be charged to your monthly maintenance bill.
6. A copy of the signed sub-lease between sub-lease and shareholder must be given to managing agent/board or directors.

Requirements

Each owner is allowed to sub-lease their apartment for up to, but not more than a cumulative total of four years (consecutive and non-consecutive terms). After such term, owner must take up residency in unit, or resell.

You are allowed to issue only one-year leases.

At the end of each approved 1-year lease term a fully executed sub-lease application must be received by the Board of Directors before renewal approval will be considered.

If these rules are not followed you will be charged an additional one month's maintenance fee every month until proper sublet procedures are followed and the shareholder will be in violation of the proprietary lease and appropriate action will commence against the shareholder.

Fees may be changed by the Board of Directors without notifying shareholders.

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Selling procedures

1. Contact the President of the Board of Directors for Resale Application Package.
2. Return the completed package (along with six copies) to the Board President along with all required payments made out to Montclair Gardens, Inc. (These fees are non-refundable). Any incomplete applications will be returned. All rejections are final.
3. A credit check will be conducted on the applying buyer(s).
4. Application will be reviewed. A Board interview will be scheduled. All occupants to reside in the unit must be present at the interview.
5. Once written approval by the Board has been granted the sale can proceed. All rejections are final.

Fees may be changed by the Board without notifying owners.