

THE ELBERSTON CONDOMINIUM

HOUSE RULES

GARBAGE DISPOSAL / INCINERATORS

1. Garbage or trash should not be left in hallways or outside disposal areas provided for such purposes. Under no circumstances are bags of garbage to be left in the compactor rooms. Material that cannot easily fit into the hopper shall be brought down to the basement. Newspapers should be piled in the box in the compactor room.
2. Combustible material, any glass items or pressure type cans should *not* be thrown into the compactor hopper but placed in trash bags and taken to the basement.
3. Cans and recyclable metal should be thoroughly washed out and placed in the recycle container in the compactor room.

WIRING / UTILITIES

1. No owner, lessee or licensee shall install wiring for any electrical or telephone installation, or any television antenna, machine, air conditioning unit or the like on the exterior of the building, or which protrudes through the walls or the roof of the building, except as pre-authorized by the Board of Managers.
2. Water shall not be kept running for any unreasonable or unnecessary length of time.
3. Common area utilities are not permitted for personal use.
4. Water leaks should be repaired in a timely manner at owner's expense to avoid wasting of water.

FIRE SAFETY

1. Owners shall not permit anything to be done or kept in their units that would increase the rate of fire or liability insurance on the condominium as a whole.
2. Christmas trees or any other very highly combustible objects must be taken directly to the proper disposal area on the street.

LOBBY, HALLWAYS, ELEVATORS

1. Smoking is prohibited in all of the building's public areas and in the elevator.
2. No loitering in the lobby and entrances to buildings, nor are children permitted to play in any of these areas. The lobby, halls, stairways, elevator and other condominium areas and facilities of a similar nature must remain unobstructed and not used for storage or placement of any furniture, packages or other items. They shall be used only for normal transit.
3. All apartment doors shall be closed at all times.

4. Any and all notices are to be posted only on the authorized bulletin board upon approval by the Board of Managers.
5. Welcome mats, shoes, etc. should be placed inside units rather than in the hallways in order to facilitate cleaning of hallway.
6. The procedure for moving in and out and large item delivery is as follows:

Moving furniture or other heavy items is permitted from 8 a.m. to 6 p.m. Mondays through Saturdays *only*. No moving is permitted on Sunday. All moving of such items is through the basement. No moving is allowed through the lobby area without express permission of the superintendent. Ignoring this rule will forfeit your deposit. (see below).

The superintendent (Apt 1G) must be notified at least 3 days in advance of a move in or out or large item delivery. There is a refundable \$300 *cash* deposit to be given to the superintendent at this time in order to protect the building and elevator against damage. The deposit will be returned upon inspection of the elevator and building after completion of the move or large delivery.

7. The Procedure for Unit Renovation

1. No renovations or structural changes of any unit shall be undertaken without the approval of the Board of Managers.

A. Approval for renovation requires the following information:

a. The contract specifying all work that is going to be done.

b. Copies of all of the contractor's Certificates of Insurance and

Workman's Compensation. **Copies of the contractor's Certificates of Insurance and Workman's Compensation which must include Certificate Holder is Listed as Additional Insured on a primary and non contributory basis, Liability Policy Includes Full Contractual Liability and No Third Party Action Over Exclusion.**

B. After approval, and before any work begins, there is a refundable \$1,000 deposit check required to be made out to *The Elbertson Condominium*.

C. The building superintendent is to be notified whenever materials are being moved in the elevator so that the elevator protection may be installed. There is a \$300 penalty for failure to comply.

D. The unit owner and contractor are responsible for removing all debris from the premises and building cleanliness. There will be a \$100 per hour per worker plus materials charge for any cleaning that the Condo needs to do for failure to comply.

2. Unit owners shall remove all debris from premises at his/her expense immediately.

A. There will be an initial \$500 penalty assessed and a \$100 per day penalty for all rubbish that was not removed.

3. All construction work may only be performed between the hours of 9 AM and 5 PM weekdays (Mondays through Fridays). No construction work is permitted on weekends (Saturdays and Sundays).

GENERAL

1. Residents shall exercise extreme care about making noise(s) or playing music which may disturb other residents. No resident shall play or allow to be played any musical instrument, radio, television, phonograph or the like between the hours of 11:00 p.m. and the following a.m. if the same will disturb or annoy any other resident(s).
- 2. Units shall be occupied and used by their respective owners only as private dwellings for such owners and their families, tenants, and social guests, and for no other purpose whatsoever. Leasing and subleasing are subject to approval of the Board of Managers. Owners see separate guidelines.**
3. Owners shall pay for full cost of repairs, replacements or reimbursements for any and all damages to the building by their agents, servants, family or guests.
4. Within his/her own unit, each unit owner shall promptly perform all maintenance and repair work that, if omitted would affect any common elements, any portion of the property belonging to other owners, or the condominium as a whole. Each unit owner shall be responsible for all damages and liabilities that any failure to maintain or repair may engender.
5. No draperies, shades, awnings or the like shall be used on the exterior of the building. No sheets, blankets, aluminum foil, advertising materials or the like are allowed to be used as window coverings or displayed in the windows, and no signs of any kind shall be placed in or on windows, doors, or exterior surfaces of the building without prior approval of the Board of Managers.
6. Hanging, cleaning, or beating garments, rugs or the like from or on the windows or facades of the building, or in a lobby, hallways, stairways or other condominium areas of a similar nature is prohibited.
- 7. No offensive or unlawful use shall be made on condominium property or any part thereof, and each unit owner shall, at his own expense, comply with all city, state and federal laws, statutes, ordinances, regulations, orders, or requirements affecting his/her unit.**

8. After reasonable notice, the agent of Management, and any contractor or workmen authorized by Management, may enter any unit at a reasonable hour for the purpose of inspection, to ascertain whether measures are necessary to control or exterminate any vermin, insects or other pests, and take proper measures for control. Costs incurred to force entry will be borne by Owner.
9. No soliciting by tradesmen allowed.
10. Only the Board of Managers has the authority to modify these rules or to give any consent or approval that is required there under.
11. Unless expressly authorized by the Condominium Board of Managers, in each instance, not less than eighty percent (80%) of the floor area of each unit (except kitchens, pantries, bathrooms, closets and foyers) must be covered with rugs, carpeting or equally effective noise-reducing material.
12. All pets shall be kept on their leash when they are in the public areas of the building.
13. There is no smoking within the public areas of the building and within 50 feet of the building's entrance.

Official Smoking Policy

The following rules shall be observed with respect to smoking. Mandated by NYC Local Law 147, they apply to any person on the property, including guests:

(a) Smoking is not allowed in the following locations:

- i. Indoor common areas, including but not limited to, lobbies, hallways, stairwells, mailrooms, storage areas, and laundry rooms;**
- ii. Outdoor common areas, rooftops, courtyards; and,**
- iii. Outdoors within 20 feet of entrances, exits, windows, and air intake units on property grounds.**

(b) For purposes of these rules, "smoking" is defined as inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe or hookah, herbal cigarette, non-tobacco smoking product (e.g., marijuana or non-tobacco shisha), or any similar form of lighted object or device designed for people to use to inhale smoke.

(c) Vapors produced by electronic cigarettes (e-cigarettes) are included in these prohibitions. An "electronic cigarette" is defined as a battery-operated device that heats a liquid, gel, herb or other substance and produces vapor for people to inhale.

(d) Under the Smoke-Free Air Act, New York City law prohibits smoking and using e-cigarettes of any kind in indoor common areas, including but not limited to, lobbies, hallways, stairwells, mailrooms, fitness areas, storage areas, garages and laundry rooms in any building with three or more residential units (NYC Admin. Code, § 17-505).

(e) Complaints about smoke drifting into a residential unit or common area should be made promptly to the Property Manager. Complaints should be made in writing and should be as specific as possible, including the date, approximate time, location where the smoke was observed, building address, description of incident and apparent source of smoke.

(f) Violations of the policy on smoking may be addressed according to the building's governing rules.