

**LAUREL HILL MANOR, INC.**  
**HOUSE RULES**

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress or egress from the apartments in the building, and the fire escapes shall not be obstructed in any way (plants, mops, boxes etc).
2. Children shall not play in the public halls, courts, hall or front stairways, fire escapes and shall not be permitted on the roof. No adults are allowed on the roof for any reason other than emergency evacuation if instructed to do so.
3. No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to whose apartments such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.
4. No lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein that will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play upon any musical instrument or permit to be operated a stereo, radio, television, computer, TV video games, video games or loud speaker in such Lessee's apartment between the hours of 10:00 pm and the following 8:00 am if the same shall disturb or annoy other occupants of the building.
5. No renovations or structural changes of any unit shall be undertaken without the approval of the Management Company and/or the Board of Directors:
  - a. Approval for renovation requires the following information:
    - i. The contract specifying the scope of work that is going to be done and all contractor licenses and permits are required,
    - ii. Copies of all 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. An indemnification letter may also be required.
  - b. After approval for renovation work, and having submitted all paper work and before any work begins, there is a refundable \$750 deposit check required payable to Laurel Hill Manor, Inc.
  - c. The Lessee and contractor are responsible for removing all debris from the premises and maintaining building cleanliness. There will be a \$100 per hour per work plus materials charged for any cleaning that the Cooperative needs to do for failure to comply.
  - d. Lessees shall remove all debris and/or materials from the public building areas immediately. There will be an initial \$500 penalty assessed and a \$100 per day penalty for all rubbish and/or building materials that is not removed from any public area
  - e. All construction work may only be performed between the hours of 8:30AM and 5:00 PM weekdays (Mondays through Fridays). No construction work is permitted on weekends or on legal holidays.

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6. No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.
7. No awnings, satellite dishes, or ventilators shall be used in or about the building except such as shall have been approved by the Lessor, Managing Agent or the Cooperative, nor shall anything be projected out of any window of the building without similar approval. Air conditioners must have proper brackets. No radio or television aerial or disk/dish or telephone line shall be attached to or suspended from the exterior of the building or installed anywhere on the roof or hallways without the prior written approval of the Lessor, Managing Agent or the Cooperative.
8. 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 Lessor, Managing Agent or the Cooperative.
9. No tricycles, bicycles, scooters, skates, skate boards, roller blades, baby carriages, shopping carts or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.
10. If you chose to store any of these items, or any other item in the basement storage room, you do so at your own risk. The Cooperative, the Board of Directors, the Management Company or any of their employees are not responsible for lost or stolen items.
11. Messengers and trades people shall use such means of ingress and egress as shall be designated by the Lessor.
12. The following is the procedure for delivery of large items and moving in and out of the building:
  - a. Moving of furniture or other heavy items is permitted from 8:30 AM to 5 PM Monday thru Saturday only. There is no Sunday moving permitted.
  - b. The Superintendent (45-14 Apt 1B), 347-581-6164, must be notified at least three (3) days in advance of a move in/out or large furniture delivery. There is a refundable \$300.00 cash deposit to be given to the Superintendent at this time, in order to protect the building against damage. The deposit will be returned upon inspection of the building after completion of the move.
  - c. Failure to comply with these rules will incur a \$500.00 fine to the offending Lessee.
13. 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 grease, sweepings, rubbish, rags or any other article be thrown into the toilets. The cost of repairing any damage resulting from misuse of any toilets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.

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14. No bird or animal shall be kept or harbored in the building. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to the building.
15. Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyers. Lessees who sublet are required to install wall to wall carpeting. Management has the right to inspect an apartment for carpeting compliance.
16. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its Managing Agent.
17. The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during ten (10) days after notice in writing from the Lessor or the Managing Agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for that purpose and to charge the cost of such cleaning to the Lessee.
18. Complaints regarding the service of the building shall be made in writing to the Managing Agent of the Lessor.
19. The following rules shall be observed with respect to refuse disposal:
  - a. All recyclable garbage, large objects, cardboard boxes etc., are to be placed in the proper recycling can located in the outside courtyard by the superintendent's office.
  - b. Newspapers and cans/bottles should not be put into their receptacle with paper or plastic bags. Remove from bag and then placed into the receptacle.
  - c. The superintendent shall be notified of any drippings or moist refuse appearing on the floor in the hallways.
  - d. Do not discard cigarette/cigar stubs or any garbage on the grounds or in the landscaping.
  - e. All furniture, beddings, appliances, debris, recyclables and other household items must be properly prepared for disposal and disposed according to sanitation, building and any other NYC agency rule and regulation.
  - f. Any resident that is found not obeying the above rules and/or the NYC Rules on garbage disposal and recycling will be charged \$100.00 per incident for not following garbage disposal rules in addition to any and all fines received from NYC.
20. The agents of the Lessor, and any contractor or workman authorized by the Lessor, 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

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pests. If the Lessor takes measures to control or exterminate the apartment, the cost thereof shall be payable by the Lessee, as additional rent.

21. For safety and security reasons, no Lessee, guest, contractor, or delivery person shall leave any of the entrance doors to the building, or the garage door open. No Lessee or guest should allow any person into the building for any reason if his or her identity is unknown. No person should be permitted access into the building via the intercom system if his or her identity is unknown. Lessee and/or Sublet Tenant will keep apartment doors closed at all times.
22. No Lessee should leave any debris or discarded mail in the lobby.
23. Lessees are not to have their own washing machine within the apartment. The Lessee will be responsible for all repairs needed to the apartment or building plumbing, walls, or floors as a result of violating this House Rule. In addition, a fine of \$500.00 will be imposed at the time of discovery of such equipment with an additional \$250.00 per month added until the equipment is removed.
24. The following rules shall be observed with respect to subletting:
  - a. Subletting of Lessees apartments is allowed pending approval of the Board of Directors. Lessees are required to reside in their apartments for two years before subletting.
  - b. A \$250.00 application fee is required. In addition, the term of the sublet cannot be for longer than a two-year period unless approved by the Board. If approved, the Sublet Tenant is subject to be re-evaluated by the Board on a yearly basis.
  - c. There is a \$500.00 fine for subletting an apartment without prior approval by the Board of Directors which increases by \$500.00 for each subsequent violation. On the third violation, the Board reserves the right to cancel the Lessee's proprietary lease and shares will be forfeited to the Lessor.
  - d. Lessees who sublet are required to install wall to wall carpeting.
  - e. The Sublet Tenant is to abide by all House Rules set forth by the Cooperative.. If the Sublet Tenant poses a problem of any kind to the building, its residents, the superintendent, Management or the Board of Directors, the Board reserves the right to cancel the sublease at any time.
25. There is no smoking allowed in any public area of the building such as hallways, lobby, or stairwells. There is no smoking within 50 feet of any building entrance. There will be a \$100 fine and a civil complaint to FDNY may be made.
26. Apartment doors should be kept closed at all times.
27. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
28. These House Rules may be amended at any time by resolution of the Board of Directors or the Lessor.

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**ACKNOWLEDGEMENT OF HOUSE RULES**

The House Rules of Laurel Hill Manor, Inc. may be amended or repealed at anytime by resolution of the Board of Directors.

The undersigned has read and agrees to fully abide by these House Rules, and shall be responsible for the actions of his/her family guests and employees.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**