



PO BOX 720247
JACKSON HEIGHTS NY 11372

P: 718 507 6853

F: 718 429 0553

norcormanagement.com

NOTICE OF BUILDING **PROCEDURES** **Clermont LLC**

Residents of 35-15 75th Street, Jackson Heights, NY 11372

Garbage Disposal

The staff of the building is trying to keep the building clean, safe and secure. It is very difficult to keep a building clean and pest free when they do not receive the cooperation of its residents to properly dispose of their garbage.

Building residents are leaving papers, boxes, and refuse on the floor. It is not the responsibility of the building staff to throw garbage down the chute or carry it down to the basement.

Nothing is to be left on the compactor room floor.

- 1) All non-recyclable garbage is to be thrown down the compactor chute. Leaving rubbish in the compactor room area attracts pests, creates odors, dirties and stains the floor.
- 2) All recyclable garbage is to be placed in the proper recycling can inside the compactor room. Any large objects, cardboard boxes etc., are to be brought to the basement for disposal.

Your cooperation will help us keep the building clean and pest free.



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Moving and Delivery

Following is the procedure for delivery of large items and moving in and out of the building:

Moving furniture or other heavy items is permitted from 8AM to 6PM Monday thru Saturday only. There is no Sunday moving permitted. All moving is through the basement service doors of the building --not through the main lobby entry.

The superintendent (Apt BSMT), 347 697-0909, must be notified at least 3 days in advance of a move in/out or large furniture delivery, in order to protect the building and elevator against damage.

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. There will be \$100 fine and a civil complaint to the FDNY may be made.

- (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.



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(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.

Dog Responsibilities

Please curb your dogs and please clean up after them as it is a \$150 NYC fine if you fail to do so. If your dog has an accident in the building it is your responsibility to clean up the area -- there is a \$100 building fine for failure to clean up after your animal.

Vandalism

It is unfortunate that as we have tried to improve the quality of life in the building there are those who believe they have a right to graffiti and scratch the elevators mahogany walls.

Please be aware that anyone caught will be arrested and we will seek to evict them from the building as well as seek civil court compensation for any and all damages.

If you have any questions please contact the Management company at 718-507-6853.

Management Company

June 29, 2019