

# **OXFORD BUILDING POLICY**

## **NOTICE**

### **The Procedure for Unit Renovation**

1. 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:

a. The contract specifying the scope of 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 \$750 refundable deposit check required to; Oxford 41-41 Owners Corp

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 \$500 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 COOP needs to do for failure to comply.

2. Unit owners shall remove all debris and/or materials from public building areas immediately.

A. 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.

3. All construction work may only be performed between the hours of 8:30 AM and 5 PM weekdays (Mondays through Fridays).

No construction work is permitted on weekends.

### **Garbage Disposal**

The building staff 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.

It is not the responsibility of the building staff to throw garbage down the chute or carry it down to the basement.

- 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 proper disposal.

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

### **Moving and Delivery**

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

All moving is through the basement service door of the building --not through the main lobby entry.

Moving furniture or other heavy items is permitted from 8AM to 6PM Monday thru Saturday only. There is no Sunday moving permitted.

The superintendent (Apt 1K), 718-812-8398, must be notified at least 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 and elevator against damage. The deposit will be returned upon inspection of the elevator and building after completion of the move.

Failure to comply with these rules will incur a \$500.00 fine to the offending unit owner.

### **Smoking**

#### **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.**

### **Dog Owner 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.

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

Management Company