



50 West 17th Street  
New York, NY 10011  
Tel: 212 896 8600  
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RE: 232 Equities Corporation  
232 East 6<sup>th</sup> Street  
Apartment #: \_\_\_\_\_

This is to advise that I have read the house rules of 232 Equities Corporation and agree to abide by same.

\_\_\_\_\_  
Purchaser/Tenant

\_\_\_\_\_  
Purchaser/Tenant

Date: \_\_\_\_\_

**232 EQUITIES CORPORATION  
232 EAST 6<sup>TH</sup> STREET  
NEW YORK, NY 10003**

**TIM STEELE – PRESIDENT  
ROBYN VOLKER – SECRETARY  
SUSAN WOLFE**

**ANNEMARIE MINKE  
BOB COOK  
JANICE KELLER-MCDOWALL – ASSISTANT SEC'Y**

To: All Shareholders and Tenants of 232 East 6<sup>th</sup> Street

From: The Board of Directors

Date: May 22, 2002

Re: House Rules

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The attached House Rules are an important part of our community, and enumerate the policies that are intended to make living in a multiple family building more pleasant for everyone. Please note that the House Rules are part of the Proprietary Lease, and are binding on all shareholders and their guests and tenants. Similarly, with respect to sponsor-owned units, the sponsor/shareholder is responsible for ensuring that his tenants abide by the House Rules as well.

The Board has carefully reviewed the House Rules, and has reaffirmed that these regulations benefit the members of our community. Please familiarize yourself with them, particularly those regarding garbage disposal and floor coverings.

Please contact REMG or any Board member if you have any questions about implementation of these House Rules.

## 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, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Lessor and all the Lessees to whose apartments such hall serves as a means of ingress and egress.
- (5) 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 allow any musical instrument or permit to be operated a phonograph, a CD player, or a radio or television or other loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 5:00 p.m.
- (6) Residents shall conduct themselves in accordance with generally accepted standards of [neighborly] behavior at all times. Without limiting the generality of the foregoing, it shall be understood that to engage in disorderly conduct or otherwise to disregard or to repeatedly violate these House Rules; or to threaten or cause bodily harm or property damage to another Resident or to the building or to give entry to or tolerate the presence in the apartment or building of a person who annoys, harasses, threatens or unreasonably induces fear in any other tenant shall be deemed objectionable conduct. Lessor shall have the right to avail itself of all remedies available under the Proprietary Lease or law to rectify any such situation.
- (7) No article shall be placed in the halls or lobby, or on the staircase landings, staircase, 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.
- (8) No awnings, window air-conditioning units or ventilators shall be used in or about the building without prior written consent of Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar consent, which consent may be withheld for any reason or no reason.
- (9) No sign, notice, advertisement or illumination shall be inscribed on or exposed at any window or other part of the building, without the prior written consent of the Lessor or the managing agent, which consent may be withheld for any reason or no reason.
- (10) No tricycles, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the above mentioned vehicles shall not be allowed to stand in the lobby, public halls, passageways, areas or courts of the building.

- (11) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (12) Deliveries are to come through the service entrance of the building only to the apartments.
- (13) Trunks and heavy baggage shall be taken in or out of the building through the service entrance.
- (14) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.
- (15) Toilets, sinks, tubs 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 sweepings, rubbish, rags or any other article be thrown into them. The cost of repairing any damage resulting from misuse of any such apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (16) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
- (17) No bird or animal shall be kept or harbored in the building except upon the prior written consent of the Lessor in each instance. Such permission shall be revocable by the Lessor at any time for any reason or no reason. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on leash. No pigeons or other birds or animals shall be fed from the windowsills, terraces, and balconies or in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to the building.
- (18) No aerial shall be attached to or hung from the exterior of the building without the prior written consent of the Lessor or the managing agent.
- (19) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant, agent or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
- (20) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.
- (21) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (22) 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.
- (23) 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 prior written consent of the Lessor or its

managing agent in each instance.

(24) The Lessee shall keep the insides of the windows of the apartment clean, such work to be performed only in accordance with the law. In case of refusal or neglect of the Lessee within 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 other authorized agents, to enter the apartment for that purpose and to charge the cost of such cleaning to the Lessee as additional rent.

(25) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees, agents or subtenants.

(26) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

(27) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(28) If there be a garage in the building, the Lessee will abide by all rules made by the Lessor with regard to the garage and the driveways thereto.

(29) The following rules shall be observed with respect to refuse disposal:

(i) All wet debris is to be securely wrapped or bagged.

(ii) Debris should be wrapped or bagged and completely drip-free before it leaves the apartment and is to be carried to the trash area in a careful manner and in a drip-proof container.

(iii) New York City recycling regulations will be strictly enforced. Current regulations will be posted on the notice board located across from the elevator in the basement.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall be placed neatly in the trash area.

(v) Large objects such as discarded furniture or televisions shall be placed neatly in the trash area and shall not in any way block ingress or egress. Should an object be too large or would block the area, the managing agent must be notified.

(vi) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible or noxious or toxic substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue or the regular trash receptacles. Such debris shall be wrapped or boxed and placed in the trash area.

(vii) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc.

should be wrapped in a securely tied bag or package and then be placed in the proper trash receptacle.

(viii) The superintendent or managing agent shall be notified of any drippings or moist refuse appearing on incinerator closet floor and corridors. Any such dripping or droppings shall be cleaned at the cost of the responsible Lessee.

(30) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet wall flashing, with a floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition. Upon notice by Lessor, such plantings shall be removed at Lessee's sole cost and expense; particularly, but not exclusively, for building maintenance.

(31) The agent of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day upon reasonable prior notice 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 Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional maintenance.

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

(33) No employee of Lessor may be used by any Lessee for the private business of any Lessee without the prior written consent of the Board of Directors having first been obtained in each instance. The holders of Unsold Shares shall have the right to use employees of the Apartment Corporation in the preparation of vacant apartments for sale or to do work in connection with apartments to which Unsold Shares are allocated, and the holders of Unsold Shares will pay the Apartment Corporation the hourly wages of the employees involved for the time during which they were actually employed on such business. Such employment may not interfere with the regular duties of said employees.

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# **232 East 6th Street Shareholder and Resident Handbook**

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PREPARED BY  
REAL ESTATE MANAGEMENT GROUP

2002

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## MESSAGE FROM THE BOARD OF DIRECTORS

We have designed this handbook with several purposes in mind. We want to enable new residents to become familiar with building policies, procedures and house rules quickly, to help ease the transition of moving to 232 East Sixth Street. We wish to make all residents aware of the amenities that the building offers. And, we hope to provide help in emergency situations by outlining the steps that should be followed and providing emergency phone numbers.

If you have any questions about items in the Handbook, you should contact the managing agent, Janice Keller McDowall, of Real Estate Management Group, at (212) 579-4744.

This handbook does not and is not meant to replace or supersede any formal documentation on the Cooperative's rules, regulations or legal procedures.

Updates to the Handbook will provided on an as-needed basis.

## HISTORY AND DESCRIPTION

232 East Sixth Street was built in 1929, as a six story, thirty unit Class A rental building. In 1985 an apartment was constructed in the cellar, and the Certificate of Occupancy was changed accordingly. The building became a cooperative in

1987, and continues as one today.

The front facade of the building is composed of good grade brick and ornately carved limestone. Limestone circumvents the main entrance in the form of an arch. It also runs across the building above the second and the sixth floor, and is found in insets between the sixth floor windows. Two fire escapes run down the front of the building, extending from the sixth to the second floor.

The building is located on the south side of Sixth Street, between Second Avenue and the Bowery in the East Village. It is within close walking distance of NYU and Cooper Union.

232 Equities Corporation offers several amenities to its residents. Currently included among the amenities are a laundry room and exterminating services.

## BOARD OF DIRECTORS

The Cooperative Corporation has a five member Board of Directors, which is responsible for the operation and finances of the building. The Board conducts its business at monthly board meetings, at which it makes policy decisions. These decisions are recorded in the corporate book of minutes, which can be obtained and read by any shareholder. The minutes can be accessed by contacting the managing agent.

Board members are elected by the shareholders each year at the annual meeting. Each Board member is elected for a one year term, which expires at the following annual meeting.

Candidates are nominated from the floor at the annual meeting, after which they are allowed to introduce themselves and their ideas to the assembled shareholders. The annual meeting is concluded with the election, at which shareholders can vote in person or by proxy.

We highly recommend owners take an active interest in the Cooperative by running for a position on the Board, or by doing other volunteer work, such as working on the Newsletter. We would like to remind people though, that while a position on the Board is voluntary it, requires regular attendance at monthly meetings.

## MANAGEMENT

232 Equities Corporation is managed by **Real Estate Management Group**, located at 11 Riverside Drive. The Managing Agents for the property are Janice Keller-McDowall and Rebecca Levine. They are responsible for the day-to-day operation of the Corporation, including the administrative, accounting and operational functions. They can be reached at (212) 579-4744 during regular business hours. Messages can be left at other times.

## STAFF

232 Equities Corporation currently employs a part time superintendent, Oliver McCoy, and a 24-hour on-call employee, Alfredo Barretto. Mr. McCoy's responsibilities include maintaining the structural integrity and mechanical systems of the building, and handling all of its janitorial needs. He does so by conducting regularly scheduled inspections of the building, performing routine maintenance both in common areas and individual units, and attending to a regular schedule of sweeping, mopping, dusting and garbage removal. If you wish to contact Mr. McCoy, you should call the managing agent at (212) 579-4744.

Mr. Barretto is employed by the Corporation to be on-call 24-hours a day, 7 days a week, in case of emergencies. He is available to shut-off water valves and give access to various vendors employed by the cooperative. The managing agent can page Mr. Barretto for you. Please contact them at (212) 579-4744 if you need his services.

## RESIDENT-STAFF RELATIONS

In order to help the Cooperative maintain a professional atmosphere, we ask that you follow the rules outlined below in your dealings with the building staff.

If you have a grievance with an employee, please report the problem to the managing agent. The managing agent will then resolve the issue in a speedy and fair fashion.

Most importantly, **residents should not fraternize with Employees.** It frequently leads to uncomfortable situations, and causes difficulty for management, staff and residents.

#### GRATUITIES

Tipping is a matter of personal preference, and is left to the discretion of the individual resident or owner. No employee needs to be tipped for performing a service on behalf of the Cooperative.

#### EXTERMINATOR

The Cooperative engages the services of an exterminator, who is available at the building the fourth Saturday of every month between 9 am and 11 am. Please make sure you are available during the hours listed if you desire service. The exterminator has been instructed to ring all doorbells.

#### LAUNDRY ROOM

There is one laundry room in the basement of the building. The room is open from 8:00 am until 9:00 pm on weekdays,

and 9:00 am until 9:00 pm on weekends.

In addition to the machines provided, the room also contains chairs and a folding table.

Coinmach is responsible for the washing and drying machines in the room, and if you require a refund, or if one of the machines needs servicing, you should contact them at (800) 327-WASH.

Please help us keep the room clean.

#### APARTMENT KEYS

**All shareholders and residents are required to provide the superintendent with duplicate keys for their apartment.** This is a part of the by-laws of the Cooperative in addition to being New York State law.

If a key is not provided, the Cooperative has the right to break down the door in the event of a flood, fire, or other emergency. The time wasted doing so will inevitably lead to greater damage, and the shareholder or resident will be required to replace the door and/or locks. We urge everyone comply with the security key provision, as it can prevent hassle and unnecessary damage to apartments.

## KEY POLICY

We have developed the following key policy to ensure the safety of keys left in our possession. Please make sure that you adhere to the policy and notify the managing agent immediately if you discover staff members are not following it.

- (1) All keys are stored by a coded number in a locked key box.
- (2) The key code is stored separately.
- (3) Keys are not given to anyone who is not the shareholder for the unit, or a sub-tenant with a signed lease for the unit.

## EMERGENCY PLUMBING (WATER SHUTOFF VALVES)

Since water over-flow emergencies can occur in individual apartments, we are including information describing where the water shutoff valves are located in the apartment, so that residents can prevent major flooding while waiting for the superintendent, managing agent or plumber to arrive.

Shut-off valves are located in all bathrooms and kitchens. In the bathroom, there are two valves under the sink, one for cold water, and one for hot water, and one valve under the toilet,

slightly offset to the left. In the kitchen, there are also two valves under the sink, one for hot water and one for cold water. Simply turn the valve handle clockwise for OFF and counterclockwise for ON.

Please take the time to locate the water shutoff valves in your apartment, or ask Mr. McCoy to help you locate them. By knowing where they are, and shutting them off if necessary, you could help avoid a potential flood.

## INTERCOM SYSTEM

The intercom system allows you to control who enters the building. It is crucial for the safety of all residents that you make sure that you know the people you allow into the building.

## SAFETY

In addition to using the intercom system properly, it is important that you do not allow strangers to follow you into the building. If you do not recognize a person who is attempting to gain access do not open or hold open the door from them. Direct them to buzz the people they wish to visit and wait for those people to buzz them in.

Window guard forms are distributed each January. Please be

sure to complete the forms properly and return them promptly; Window guards can save lives. The building will install window guards on windows as needed. Please call the managing agent at (212) 579-4744 to arrange for installations or inspections.

The safety of the building is something important to all of us. Smoke detectors are installed in each unit to help alert residents in case of a fire. Please make sure you check and replace your batteries regularly; They are a life saving device. As an extra precaution, residents can purchase a fire extinguisher, and keep it accessible. If a fire starts, call 911 immediately.

Please make sure that you keep your fire escapes clear. Nothing should be stored on them, so that you are able to use them to exit during an emergency.

## EMERGENCY PROCEDURES

An emergency exists when a condition in the building is life threatening or can cause serious damage to the property.

Examples include, but are not limited to: fire, flood, elevator or other mechanical malfunctions, boiler system failures, loss of utility services, robberies, gas leaks, security problems, acute illness, serious accidents.

When you feel that a situation is an emergency, follow the procedures listed below:

### **IF THE SITUATION IS LIFE THREATENING CALL 911 IMMEDIATELY.**

Following that notify the managing agent at the emergency number (212) 595-6109.

### **IN CASE OF FIRE:**

Notify the Fire Department immediately by dialing 911.

If you must leave your floor, leave by the stairs or by the fire escape. Do not use the elevators.

Following that notify the managing agent at (212) 595-6109.

### **IN CASE OF A GAS LEAK:**

Call the Con Ed hotline number, (212) 683-8830.

Following that notify the managing agent at the emergency number (212) 595-6109 .

### **IN CASE OF ELEVATOR MALFUNCTIONS:**

If you are stuck in the elevator ring the alarm button. When help arrives ask them to notify the managing agent.

***If another passenger is stuck in the elevator between floors, do not attempt to help them from the elevator.*** This would be dangerous for both you and the passenger. Only the fire department or the elevator maintenance company will be able to help you safely from the elevator.

If you have any other questions about emergency procedures, feel free to contact the managing agent.

## PURCHASE APPLICATION AND PROCEDURES

Before beginning the process of selling your apartment, your account must be current. Provided you are up to date with your maintenance payments, the following procedures will be followed:

Your potential purchaser must complete, sign, and have notarized a purchase application. The application can be obtained by contacting Janice Keller-McDowall of Real Estate Management Group. Your potential purchaser should return two copies of the application to Ms. Keller-McDowall, in addition to the following documents:

(1) .A copy of the prospective purchaser(s)' past two years'

tax returns

(2) Two (2) personal letters of reference for the prospective purchaser(s)

(3) A reference letter from present landlord or managing agent of the prospective purchaser

(4) An employment verification letter stating the position, salary, and length of employment of the prospective purchaser

In addition, a complete copy of the package should be sent to the current Secretary of the Board of Directors. After a credit check is completed and references verified, the managing agent will arrange for a personal interview. The managing agent will notify you of the Board's decision upon completion of this process. Only at this time may a closing take place. There are fees associated with the purchase application and closing. Please contact the managing agent for a fee schedule. There is also a flip tax of \$10 per share.

If you do not have a low-flow toilet in your apartment, you must install a low-flow tank and bowl toilet prior to closing.

## SUBLET POLICY

(1) All subleases must be approved by the Board of Directors. Potential subtenants must submit a completed application, which can be obtained from the managing agent and must attend an interview with Board members. Additionally, they must submit the following information : (a) Two (2) personal letters of reference for each subtenant (b) Sublease agreement (c) Subtenant's reference letter from present landlord or managing agent (d) Subtenant's employment verification letter stating position, salary, and length of employment (e) A letter from you stating the reason for the sublet, the term (no more than one year at a time), and plans for occupancy after the sublease expires

(2) Subleases will be approved for no more than one year at a time. A fee of \$100 will be collected for each year, and will be placed in the Corporation's reserve fund to help maintain and operate the building.

(3) Shareholders may not sublet for more than two years in a five year period. Under special circumstances, however, the Board may approve an extension by special application.

(4) Subtenants will not be permitted to bring pets into the building

After a credit check is completed and references verified a personal interview will be arranged by the Board. You will be

notified of the Board's decision upon completion of this process. Only at this time may a new subtenant take occupancy of the apartment. Naturally, any outstanding bills you have with the Cooperative must be paid before your sublease will be considered. Additionally, there are fees associated with the application process. Please contact the managing agent for a fee schedule.

#### ALTERATION POLICY

In order to protect the corporation, the Board of Directors has enacted the following alteration policy:

(1) Regarding mechanical systems, a shareholder may not initiate alterations to water, gas, or steam risers or pipes, the heating system or units, electrical conduits, wiring or outlets, plumbing fixtures without the written approval of the Board of Directors.

In order to receive approval from the Board, the shareholder should submit a copy of their plans, a copy of their contract, and a copy of a signed Blumberg Alteration Agreement for Cooperatives, along with a copy of their contractor's general liability and workmen's compensation insurance and all necessary NYC licenses.

Shareholders may not install any electrical appliances which

will overload the existing wires or equipment in the building.

(2) For minor structural and/or cosmetic alterations, the shareholder should submit a written statement outlining the work to be performed to the managing agent.

(3) For more major structural alterations, the following are required: plans, a copy of the shareholder's contract with the contractor, a signed copy of a Blumberg Alteration Agreement form for cooperatives, a copy of the contractor's general liability and workman's compensation insurance, all necessary licenses, and, where applicable, a building permit, certificate of occupancy change, and all other pertinent city forms.

#### ALTERATIONS TO COMMON AREAS

No unit owner or resident may make any alteration, addition, improvement or repair in or to the Common Elements. This includes, but is not limited to all hallways, stairwells, the lobby, the exterior courtyard, and all mechanical and electrical systems. Any unit owner found in violation of this regulation is in violation of the By-Laws of the Cooperative. Further, the Corporation's insurance will not cover any damage or liability that could be incurred in such a case.

Please, **DO NOT ALTER THE COMMON AREAS**. If you have a complaint, call the Management Office. While not all

problems can be dealt with immediately, we are doing our best to improve the building, and are more than willing to listen to suggestions.

You may not attach a radio or television antenna to the exterior of the building without the prior written consent of the Board of Directors.

You may not hang anything from the windows or fire escapes.

#### USE OF COMMON AREAS

For the safety of residents and their guests, and in order to protect the condition of the hallways, rollerblading, rollerskating, skateboarding and the like, are not allowed inside the building. Please comply with this regulation by changing into and out of your skates in the outer lobby of the building.

It is important that the hallways and stairwells remain clear and unobstructed, so that they may permit quick exit in case of emergencies. Please do not store any items in the common areas.

#### ACCEPTABLE NOISE

No unit owner or resident shall make or permit any "disturbing" noises in the building that interfere with the rights, comfort or

convenience of other unit owners or residents.

More specifically, no musical instrument, audio equipment or television set should be played between the hours of 11:00 pm and 8:00 am if it annoys other occupants of the building.

Likewise, any construction, repair work or other installation involving noise must be done on weekdays and only between the hours of 8:30 am and 5:00 pm.

The By-Laws of the Corporation require residents to cover a minimum of 80% the floor in their apartment, excluding the kitchen, bathroom, and closets, with carpeting, or its equivalent. This provision helps reduce the noise heard between apartments, and should be adhered to.

## INSURANCE

The Corporation is insured for physical damage to the structure of the building, its public areas, the boiler room, and for its mechanical systems, such as the elevators. It also carries liability coverage for suits against the Corporation and its Directors and Officers, as well as for acts of fraud committed by others against the Corporation, its Directors and Officers.

Please remember that the contents of the apartments,

including but not limited to, the walls; ceilings, floors, bathroom tiling, kitchen appliances, plumbing fixtures and personal items, are **not** insured under the Corporation's policies. **We highly recommend that all owners and residents purchase either a Homeowners' Insurance package or Renter's Insurance to protect themselves from personal loss.** These policies are usually fairly reasonable, and can save you a lot in the long run.

## REPAIRS

The **Shareholder is responsible** for the repair, upkeep and necessary replacement of all physical property and facilities within their apartments. This includes, but is not limited to: walls, ceilings, floors, bathroom tiling and caulking, kitchen appliances, air-conditioners, plumbing fixtures, such as shower heads, toilets and sinks, and lighting fixtures.

It is important that shareholders see to the upkeep of their units to prevent damage from occurring in other apartments. If damage occurs in another unit due to negligence on the part of an shareholder, that shareholder will be required to make reparations for the necessary repairs in the damaged unit. We strongly recommend a regular maintenance schedule for the upkeep of bathroom tiling and caulking, since that is often the cause of problems. If you have any questions about what your responsibility is, or what type of maintenance you should be

having done, please feel free to contact the Management Office at (212) 579-4744.

The superintendent will repair leaky faucets, clogged drains, other minor problems, and attend to emergency repairs. There may or may not be a charge, based on the specific job done.

The **Cooperative Corporation is responsible** for the repair and upkeep of all common areas.

### SERVICE REQUESTS

When your unit requires service, please contact the managing agent. They will arrange for the superintendent to visit your unit. If the problem is the responsibility of the Cooperative the superintendent will schedule a time for the needed work to be done.

If the problem is the responsibility of another shareholder, the managing agent will contact that other shareholder, and will resolve how the work is to be done, and by whom.

For emergency service, call the managing agent at (212) 595-6109. Please be sure to state your name, building, apartment, and a phone number where you can be reached.

If you have questions about the service you are receiving,

contact the Management Office.

### GARBAGE AND RECYCLING

The superintendent is responsible for collecting and removing the garbage and recyclables from the bins provided in the back yard daily.

It is important to make sure that your garbage is properly disposed of, in order to ease the collection and removal.

All wet garbage must be bagged, securely tied, and then deposited in the black garbage bins in the back yard. Please make sure that you replace the lid on the bin when you are done.

Glass, metal and plastic items should be placed in the **blue**, recycling bins provided. It is important that these recyclable items are clean and free of residue. Please rinse all containers before putting them in the garbage. Additionally, please remove all lids - they are not recyclable. If you are not sure about what plastic containers are recyclable, simply check the bottom of the container - those containers numbered 1 or 2 are recyclable - those numbered 3 and higher are not. Most plastic bags are not recyclable, so if you carry your recyclables to the garbage in plastic bags, empty the items into the recycling canisters and then throw the bags in the trash.

Paper goods, such as white paper and envelopes, paper bags, computer paper, cereal boxes, shirt cardboard and pizza boxes should be torn up and thrown in the garbage containers with **clear** bags.

Newspapers, cartons and boxes are to be stacked neatly on the floor in the basement next to the door to the yard.

## TELEPHONE DIRECTORY

Management Office	(212) 579-4744
Management Office - Fax Machine	(212) 579-0044
Management Office Emergency Number	(212) 595-6109
Coinmach	(800) 327-WASH
Con Edison Gas Hotline	(212) 683-8830
Police Department (9th Precinct)	(212) 477-7871
Emergency	911