

602 AVENUE T OWNERS CORP.

602 Avenue T Brooklyn, NY 11223

Approved by the Board of Directors - Dec 01, 2022

This house rules manual will acquaint 602 Avenue T Owners Corporation with essential information about our rules and regulations.

Keep it handy as a reference source. This document was developed to make our Cooperative a more pleasant, safe and comfortable place to live. Adherence to the policies and rules it contains will make for a better life for all of us who share this building.

As residents, we are all interested in enjoying the privacy of our apartment in comfort. As owners, we have an interest in enhancing the value of the property in which we have made a substantial investment. The degree to which this is possible depends in large measure upon the extent of our mutual concern and interest, and the manner in which these are expressed. It requires a spirit of give and take, courtesy on the part of the staff towards residents and vice versa, and consideration for the comfort and quiet enjoyment of the premises by you as well as your neighbors. All of this can be accomplished by being considerate, courteous, and following a few simple rules.

The following material summarizes the policies of the 602 Avenue T Cooperative and the House Rules and Regulations most often referred to.

We have tried to give to you, in capsule form, the answers to most questions you might have about our coop and your responsibilities as owners and residents.

These House Rules as amended from time to time, and included policies, established by the Board of Directors, which policies are expressly incorporated into the Rules

Sincerely,
Board of Directors

HOUSE RULES

Definition of Terms

Authorized person/agency – any person or agency authorized to implement the House Rules, including public officers who are responsible in implementing the ordinances of the COOP.

Alteration – refers to the alteration, modification, construction, renovation, repair and improvement of a unit by the occupant

Board of Directors – also referred as the Board or Members of the Board; referring to the Board of Directors of the 602 Avenue T Owners Corporation.

Building - the structure or edifice which the 602 Avenue T Owners Corporation is based and created.

COOP – refers to the 602 Avenue T Owners Corporation.

Guests – Any visitor(s) residing temporarily in a unit less than 30 days.

Holder of unsold shares – also known as owner of unsold shares; this refers to a holder/owner of shares of stock or interest in the COOP which are allocated to Units that have never been purchased by any person for residential use.

House Rules – also referred to as the Strict House Rules and Regulations of the 602 Avenue T Owners Corporation.

Management – also known as Managing Agent; Refers to the Property Manager or the authorized representative of the Board of Directors of 602 Avenue T Owners Corporation, responsible for the implementation of the policies of the Board.

Move-in - a term used when a person formally moves into the Building to occupy any of the Units of the Building.

Move-out – a term used when an occupant permanently moves out of the Unit of the Building.

Occupant – refers to the shareholder, lessee or sublessee who actually lives, resides and occupies one of the Units/Apartments inside the Building.

Proprietary lease – a contract between the shareholder and the COOP as prescribed in the By-laws; this provides the shareholders the right to occupy their respective Units, setting forth the rules and regulations governing shareholders' rights.

Superintendent – the person responsible for the maintenance of related activities within the Building.

Shareholder – The owner of the shares that belong to a particular apartment.

Unit - apartment assigned to shareholder and/or actually occupied by a person while residing inside the Building.

Section 1 COMMON RULES

01. Any kind of smoking is not permitted in any of the common and private areas of the building. That includes the entrance to the Building, public hallways, floors, lobby, elevator, basement, laundry room and all apartments. (First time violation of this rule will result in \$100.00 penalty, second and all consecutive times by \$200.00). Throwing cigarette butts out the window will result in a penalty of \$100.00)
02. The public halls and stairways of the building shall not be obstructed or used for any purpose other than entering and exiting the apartments in the building, and the fire escapes shall not be obstructed in any way. (Violation of this rule will result in up to \$200.00 penalty)
03. 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. The sounds from live music or from any audio equipment (including TVs, stereos, entertainment centers, and similar devices) are coming from an apartment at a volume likely to disturb or annoy tenants are absolutely not permitted at any time. This regulation is according to NYC Noise Control Code and Warranty of Habitability of New York Real Property Law (§235-b) and Proprietary Lease (§18-b) The hours between 11:00 p.m. and the 8:00 a.m. are official NYC "Quiet Time", and any sounds during these hours from the apartment must be very minimal. (Violation of these rules will result in up to \$200.00 penalty)

04. To provide noise insulation, the shareholder could be forced by the decision of the Management or the Board of Directors, that the 80 percent of an apartment be covered by carpet or rugs and in some exceptional cases, the Cooperative may require a noise reducing carpet. To prevent noise disturbance from unit doors, it is mandatory for shareholders that are selling or renting their apartment to install a door closer prior to receiving Board approval for the new tenants. This rule also applies to all shareholders who are not able to control the noise made by their apartment door. (Violation of this rule and refusing the request, will result in up to \$200.00 penalty)
05. No sign, notice, advertisement, articles or illumination shall be hung, posted, inscribed or exposed on or at any window or other part of the building, except such as shall be approved in writing by the Management. (Violation of this rule will result in \$100.00 penalty)
06. In case of emergency evacuation, all tenants, living in the Building, must follow the Emergency Evacuation Plan and instruction of authorized personnel.
- a. Tenants living in apartments 1C and 1D must allow other tenants to use emergency exits located in these apartments, if necessary, without any restriction and delay. Tenants of these units are responsible for removing trash, snow, ice, leaves and debris from the walkway. Neither the Cooperative nor the shareholder will be held liable for any accident on the walkway during evacuation.
 - b. Each apartment must have a smoke alarm and a carbon monoxide alarm, both in working order. If during an inspection, an alarm in an apartment is found to be non-functional, the Management will send a notification letter to the shareholder. If the problem with the alarm is not fixed by the shareholder by the date specified in the letter, a \$100 penalty will be imposed on the shareholder. The apartment without a smoke alarm and a carbon monoxide alarm is not considered for rent.
 - c. Do not use the elevator, where the fire in the building or authorized person is not allowed to do this. Carry any hoverboard or any other electric board/bicycle with you into an elevator is strongly prohibited (Violation of this rule will result in \$100.00 penalty)
07. Posters or signs placed by the Board of Directors or Management in special locations cannot be removed by Lessee, but only by an authorized person. (Violation of this rule will result in \$100.00 penalty)
08. Children shall not play the games in the public halls, courts, stairways, fire escapes or elevator. (Violation of this rule will result in \$100.00 penalty)

09. No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior written consent of the Board of Directors. Wreaths on doors of apartments for holidays are allowed. (Violation of this rule will result in \$100.00 penalty)
10. No garbage, bicycles, scooters, shopping carts, or similar vehicles shall be allowed to stand in the public halls, passageways or courts of the building, without prior written approval of the Board of Directors (Violation of this rule will result in \$100.00 penalty)
11. No awning shall be installed in or about the building without the Cooperative approval. (Violation of this rule will result in \$100.00 penalty)
12. The roof of the building at any levels is a **dangerous zone, especially a part, appurtenant to the apartment 2D** and shall not be considered as a public place or to belong to any apartment. It is a Cooperative property. Any activity or the access to the roofs for unauthorized persons are strongly prohibited. (Violation of this rule will result in \$200.00 penalty). The Cooperative has the rights to make all necessary measures to prevent the access to the roof to avoid technical and safety violation problems. Any compensation of damage to the roof, from unauthorized access or operation will be charged to the shareholder, who caused the damage. The Cooperative has the right to prevent any unauthorized intrusion to the Cooperative property.
13. No Lessee shall install any plantings and any kind of antennas on the roof, walls, fire escapes, without prior written approval of the Board of D. (Violation of this rule will result in up to \$200.00 penalty with removing those stuff and compensation for all expenses of removing). No Lessee has the right to use any Cooperative property without the permission of the Board of Directors.
14. No group tour, Open House, or exhibition of any apartment or its contents conducted, nor shall any action be held in any apartment without the prior written consent given to the shareholder by the Board of Directors and informing the Superintendent at least at 24 hours in advance before it. (Violation of this rule will result in a fine of up to \$200.00). Any signs announcing 'Open House' are prohibited from being displayed outside of the co-op building. In case of violation, the Coop may stop any Open House and will not consider the application for the sale or rent up to four month from the day of violation.

15. **Dogs of any kind are not permitted in the building, except for dogs with a status of "service dog" by permission of NYC Department of Health and Mental Hygiene with issued a special cross – shaped brass tag. All documents must submitted to the Management, which will give a permission to bring the service dog to the Building.** (Violation of this rule will result in \$300.00 penalty and potential request to evict the dog or other pets from the building)
- a. **Keeping the dog in the Building, even temporally, could be considered as a very serious violation. The dog has to be removed from the building immediately after requested by the Management. (Violation of this rule will result additionally to the \$300 penalty, the \$30.00 penalty for each day keeping the dog in the building after the day defined the Management or the Board of Directors to remove the dog)**
 - b. A person who owns the dog, or controls a dog may not allow it to be in any public place or in the building, unless the dog is effectively restrained by a leash or chain no more than six feet long according to NYC Health Code &161.05. (Violation of this rule will result in a \$100.00 penalty for each violation).
 - c. The Cooperative may request from the shareholder of the apartment, where the dog is living, to have a \$500,000 liability insurance.
 - d. All shareholders of an apartment where the dog resides may be imposed to a special assessment by the decision of the Management, in an amount defined annually by the Board of Directors.
 - e. Other pets are not permitted without the prior consent of the Board of Directors. The Cooperative reserves the right to deny approval of any pet that is considered to be a potential nuisance or hazard to the residents by virtue of size, breed or otherwise. Further, the Cooperative has a right to require the removal of any pets from the building in case if the Cooperative/Management determines a real problem exists from the pets for tenants. **In case of death of any pets, no new pets may reside in the apartment instead of an old one (Violation of this rule will result in up to \$300.00 penalty and potential request to evict the dog or other pets from the building).**
 - f. No unit may be sold or leased to anyone who has a dog or cat and would like to keep them.
 - g. Each person who owns or controls a pet shall not allow the animal to commit a nuisance on any public premises used by the people in the building, in accordance with NYC Health Code &161.03. (Violation of this rule will result in a \$100.00 penalty for each violation). The Shareholder may be charged for removing the nuisance.

16. No birds or animals shall be fed from the windowsills, or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building as stipulated in the New York City Housing Code. (Violation of this rule will result in \$100.00 penalty)
17. The agents and any contractor or workman or the Board member, authorized by the Management or Board of Directors, shall be permitted to visit any apartment, storage space or using a way through the apartment to Cooperative space, at any reasonable hour of the day, for the purpose of inspecting such apartment or making/assessing the need for maintenance repair, with reasonable advance notice (usually 24 hours). In case of an emergency, the Cooperative's personnel may enter the apartment at any time without notice, in accordance with NYC Administrative Code (§27-2008) and the Proprietary Lease (§7 and §25) (Violation of this rule by shareholder with restrict or unreasonably refused entry, will result in up to \$200.00 penalty).
18. New York City law requires for the protection of your child the installation of window guards on each window, in an apartment that is the residence of children under the age of ten, except the window that is open to the fire escape. The arrangements must be made with the Superintendent for installation of approved window guards. The tenants have no right to remove already installed window guards without permission of the Superintendent. Every year the shareholder must submit the application to the Management about children living in your apartment. (If you interfere with installation of window guards and do not follow this rule, the violation will result in up to \$500.00 penalty).The apartment appointed for renting for tenant with children must has window guards before submit the rent application.
19. All air conditioners must be installed on the window attachment. (Violation of this rule will result in a \$100 penalty).
20. The shareholders of apartments with fire doors are not permitted to install lock clamp holders and a lock. It is strictly prohibited to place any obstacles in front of the fire door that would obstruct a speedy exit in the event of a fire. If an apartment has a fire escape window or a security gate, if it is already installed, it must be without a lock and able to be opened without a key. Installation of an air conditioner in the fire escape window is not permitted.
In the event that in the course of an inspection, the Shareholder is found to have violated any of these rules, the Shareholder will have 14 days to fix the violation. If after 14 days the violation is not fixed, the Cooperative will impose up to a \$300 fine and report this violation to the NYC Fire Department and Department of Buildings.

21. All Lessees are urged to secure their own homeowners and personal liability insurance to protect themselves and their property. In addition, the Coop is not responsible for your personal packages/deliveries. You order at your own risk and you are responsible for monitoring/tracking your packages.

22. All shareholders must periodically check the condition of radiators and air valves, especially during the colder period from October to May, to find any leaks or other problems. Shareholders must pay attention to any unusual noises or a change in the appearance of the radiator. It is important that the shareholder look at their radiator using a flashlight, even removing the grate in order to inspect the unit if necessary. Shareholders must immediately report about any issues to the Superintendent by phone or by contact@602avet.com. It is absolutely prohibited to close the shut-off valves, which close/open the batteries, without permission of the Superintendent. Any damage to their own apartment or to a neighbor's apartment, which will happen if this rule is violated, is the full responsibility of the shareholder.

If in the course of inspection, the Super or another qualified professional determines that there is damage to an apartment due to a faulty radiator in a neighboring unit, the shareholder who owns the apartment with the faulty radiator will be responsible for the cost of any repairs and compensation to the shareholder of the damaged apartment. The Cooperative in this case will not be involved in the process of negotiating repair costs and/or compensation. However, if the Shareholder refuses to pay for repairs/compensation, the Cooperative reserves the right to charge the violator for the total cost of repairs determined by the Cooperative.

All problems related to heating radiators are discussed in more detail in Section 18 of the Proprietary Lease.

23. All tenants must restrict the access of any unknown person into the building.

The Emergency PIN code from Intercom is designated for the Cooperative's residents only and should be used only in an exceptional case. This code may be periodically changed due to unauthorized access.

The code for the mechanical lock set up due all respect to religion observant people and must be use only during Shabbat time or religions special days, but under all circumstances not on another day or time.

It is strongly prohibited to transmit those codes to other people including your neighbors, friends, guests or relatives.

All residents and visitors should use our Intercom, which is a modern, high-tech, reliable and simple to use device

The Cooperative will be monitoring the situation with code every day. The violation of this rule and making any other action which leads to impair/diminish/decrease the level of security and safety will result in up to

\$300.00 penalty).

24. Destroying or damaging security cameras or any device designated to protect the safety of tenants is prohibited. (Violation of this rule will result in a \$300.00 penalty).
25. Trunks, heavy baggage, furniture, bulk disposables, construction materials must be brought into and out of the Building only through the service entrance. (Violation of this rule will result in a fine of up to \$200.00).
26. Residents are responsible for an immediate clean-up of any mess, made in public areas of the Building by the residents themselves, family members, guests, workers, visitors or delivery persons (Violation of this rule will result in \$100.00 penalty).
27. Garbage from the apartments shall be disposed of only in such manner as the superintendent or the managing agent of the building may direct (Violation of this rule will result in \$200.00 penalty). Each tenant shall comply, as fully as possible with applicable recycling rules, as posted on the compactor room. The Shareholder shall be responsible for removing all dirt and garbage created by his domestic worker or construction workers. Any garbage or furniture or other items should be brought to the basement only in the way defined by the Board of Directors and Superintendent.
28. Compactor closets shall not be used for any purpose other than for household garbage, except kitchen equipment and kitchenware. It is strictly prohibited to throw down the compactor chute any objects that are likely to block or damage the compactor. All tenants must follow the recycling rules, defined by NYC Sanitation Department (Violation of this rule will result in up to \$200.00 penalty) If the tenants continue to violate the City and Cooperative regulations or disposal of recyclable and general garbage, the Management may close the Compactor rooms for certain time for sanitation remedy. If the shareholder will continue to violate those regulations, after having a fine/penalty, the Cooperative may impose the shareholder of the Cleaning fee. The first time of violation this fee will be given for three month, second and next one for six months. The amount of the fee is defined by the Cooperative and will reimburse the additional Cooperative's expense for cleaning.
29. The Lessee shall use the available laundry facilities only upon such days and during such hours as posted by the Management
 - a. It is not recommended for children under the age of 10 to be in the laundry room.

- b. It is strongly prohibited for children to cross the marked yellow line which is a potentially hazardous area of garbage and furniture storage.
 - c. Children are not allowed to use laundry baskets for other purposes.
 - d. All responsibility for the behavior of children and possible injuries lies with the owners of the apartments and on the parent/person accompanying the children. In case of violation of this rule, the owners of the apartments will be fined up to \$200.
30. No washing machines or dryers are allowed in residential or commercial apartments. In the event that a washing machine still exists in the apartment, the Cooperative may charge the shareholder, partially or fully, for any problem caused by the use of this machine. The Cooperative may charge an additional fee to the maintenance for shareholders who are using a washing machine in their apartment. The Cooperative will not accept the rental application until the washing machine or dryer are there.

Section 2

MOVING RULES

31. All residents adhere to the Corporations Move-in/Move-out Policy as follows:
 - a. A move-in/move-out deposit of \$500.00 by the check or money order payable to the Cooperative and submitted to the Management is required with application. This fee represents the moving deposit. This check will be refunded after the move is completed, provided confirmation by the Superintendent that no damage has been done to the building or building property. In case of any damage, the Management will withdraw defined amount for reimbursement from this deposit
 - b. Shareholder or subtenant must schedule all moves with the Superintendent (apt 1H, phone (718) 415-5743) at least 24 hours in advance
 - c. **All moves must take place Monday through Friday, between the hours of 8:30 A.M. to 5:00 P.M.** No moves will be permitted on Saturday and Sunday or Legal Holidays without prior permission of the Management, that would be given only in emergency cases.
 - d. All movers shall use service entrance to transport items. **Using Front Door is absolutely not permitted.**
 - e. Violation of any move-in/move-out policy will result in up to **\$250.00** penalty in addition to any actual expense resulting from the damage and will be taken from deposit together with penalty of violation.

Section 3

ALTERATION RULES

32. **All shareholders and tenants must abide by of the following Alteration Rules:**
- a. Any construction or repair work or other installation shall be conducted in any apartment except on weekdays, **Monday through Friday (not including legal holidays) and only between the hours of 8:30 a.m. and 5:30 p.m.**
 - b. All renovation and alteration in the apartment, required shareholders to sign an Alteration Agreement with Alteration Plan and it is mandatory to submit to the Management not later than 12 days before, you are will to start to work. **The work start only after the shareholder receives the Renovation/Alteration Approval Form signed by the Management. In case, that in an apartment are living kids under ten years of age, the window guards have to be installed during the Renovation/Alteration (in case of absence)**
 - c. A refundable deposit of amount defined by Alteration Agreement must be paid to the Cooperative prior to the renovation and will be returned after completion, pending inspection by the Management/Superintendent
 - d. All Contractor and construction workers must be insured and be properly licensed as specified by the Renovation/Alteration Agreement by request of Management.
 - e. The Cooperative does not allow to store construction materials or perform any work in the common areas without prior permission of the Superintendent.
 - f. Construction materials and heavy equipment must be brought into the Building only through the basement entrance. The elevator may be used only by the permission of the Superintendent
 - g. Lessee is responsible for keeping the floor next to the apartment clean, during and after every workday. Construction garbage must be removed from the premises in a timely manner and cannot be stored or disposed of in the basement or sidewalks.
 - h. Assessment of violation the Alteration Rules would be up to \$250.00 for the first violation, up to \$350.00 for the second and up to \$400.00 for the third. After the third violation all the construction works will be under stop order and additional refundable deposit of \$1500.00 as well as all assessments charged by the Management, must be paid before the work can be restarted. Assessment of \$500.00 will be for every following violation.
 - i. The Cooperative has a right, in case of violation to the Alteration Rules, to stop any work, even if it was already permitted to shareholder/tenant and restrict the access for Contractors workers to the Building.

Section 4

SUBLET RULES

33. If the Lessee desires to sublet his/her apartment, prior approval from the Board of Directors is required so as to comply with the House Rules, Proprietary Lease and the By-laws of the Corporation (Tenants for Sponsor's apartment does not need the Board's approval, but the points d), e), and f) are applying to the Sponsor). Subletting procedures are as follows:
- a. The shareholder must own the unit at least 2 years before subletting
 - b. The Residential Rent/Sell application (Board approved) for the proposed subtenant must be submitted for approval by the Board of Directors or Special Committee appointed by Board, which may be downloaded from Coop web site www.602AveT.com Before the approval can be given, an interview will be conducted with the prospective tenants in the presence of the all Lessee shareholders. All potential tenants must read and sign the House Rules. The Board will give then an instruction for next actions
 - c. The sublease does not exceed one year and proceed on the next year only if the Board of Directors does not mind. In case of two or more violations of House Rules by the tenants, the sublease may be revoked at any time by decision of the Board of Directors. In this case, the shareholder must evict the tenants within two month after the date of notification from the Board of Directors or the Management. The lease from Shareholder/s to tenants will not be valid anymore. If the shareholder/s refuse to keep responsibility of their tenants, the Cooperative may not consider the sublet application
 - d. The Lessees gives a reason for subletting
 - e. The shareholder must submit to Management and to the Board of Directors all contact information, including information for emergency contact, if they are not living together with tenants
 - f. If a child ten year or younger will reside in the apartment the shareholder shall perform installation of window guards and cover the floors in the bedrooms and living room with thick soundproof carpet, approved by the Management
 - g. The apartment must be in a good sanitation condition. The Cooperative has a right for the inspection before the rent approval
 - h. The amount of charge for sublet is defined by the Board of Directors at any time, but not more often, than one time a year (for 2022 it is 18% of the maintenance amount).
 - i. Only tenants who receive permission from the Board of Directors may live in a sublet apartment. The Cooperative allows the tenant to have a boyfriend/girlfriend without prior permission from the Board of Directors. In the event where the tenant's boyfriend/girlfriend decides to reside in the apartment, the tenant must inform their landlord and obtain permission in

advance. The Shareholder must submit the full information of this person to the Board of Directors by email: contact@602avet.com and to the Superintendent by email: leo4s38@gmail.com at least two weeks before their boyfriend/girlfriend will begin to reside in the Coop. The Cooperative has the right to require the Shareholder to get the approval from the Board of Directors for the new tenant at any time and require an eviction of this person in case of bad criminal records (domestic violence, child abuse, burglary, etc.) as well as any violation of the House Rules. Violation of this rule will result in a fine up to \$500.

j. If the Living Trust is a Shareholder, the sublet fee is paid according this House Rules .The Cooperative does not consider rent or sell application submitted by any Residential Trust.

k. A Lessee who fails or has failed to submit a sublet application to the Board of Directors and/or any other Committee designated by the Board of Directors for approval and sublets their unit without authority will be deemed in violation. (Violation of theses rules will result in up to \$1000.00 penalty and up to \$ 500.00 for each subsequent month during which an application for existing tenants is not submitted to the Board. Additionally, the Board will not consider any new application from the shareholder for the next three consecutive years. Beside that the Cooperative may report to the Police Department about unauthorized and illegal tenants for eviction

34. A late fee will be assessed if payment of maintenance is not received by the 10th day of the month. . Additionally 16% finance charge will be applied to unpaid balance at the end of each month, including unpaid assessments. The Board of Directors reserves the rights to change the amount of late fee, but not more than one time a year.

Section 5

GENERAL RULES

35. **PROCEDURE FOR REPORTING COMPLAINTS**

In the event that a shareholder has any complaint about the state of the coop, whether it is an issue with their apartment or the building's common areas, they should take the following steps to ensure that their complaint is addressed in a timely manner:

i. Send an email to contact@602avet.com or deliver to the superintendent detailing the complaint. Please be sure to include details such as when you first noticed the issue and your contact information. It is important to note that the Co-op Board communicates with shareholders directly. Tenants must resolve all issues with their landlord.

ii. The Board will either send you an email explaining what steps the co-op will take to address the issue, or will meet with you in person to gather more information and decide on next steps.

If the shareholder does not contact the Board with the complaint/issue or disregard the Coop's decision and instead contact a third-party, such as a NYC or NYS agency, be aware that the co-op will be forced to spend significant time, money, and resources to defend any and all actions that such circumvention may lead to. If the Co-op suffers a financial setback due to actions of shareholders, and/or its tenant, unit occupants, representative, assignee, that bypass the Coop reporting rules, the Co-op Board of Directors reserves the right to recoup such amounts spent, directly from the shareholder that disregarded the reporting rules and/or Co-op decision.

Please be aware that all shareholders pay for all expenses of the Coop in the form of an assessment. If an assessment is implemented due to the actions of non-complying shareholders, the notice of assessment will include a detailed description to all shareholders of the reason why such an assessment must be implemented.

Failure to adhere to these reporting requirements and failure to adhere to the decision of the Co-op will result in a fine of \$500.

We, the coop, have a duty to spend our money on the improvement of our building, rather than on lawsuits.

36. The right to occupy the apartment is acquired by obtaining Board approval and purchase shares and sign a rent lease, relating to that apartment. Any issues related to converting the residential property to commercial or in vice versa are subject to Board approval.

37. The sale, rent or transfer shares may be subject to an administrative fee defined by the Board

38. The Board has the right to request a "meet and greet" with the prospective purchaser of Sponsor unsold shares and voice its opinion to the Sponsor in the event of a material or other concern with mutual goodwill and cooperation of both sides. In the case where new shareholders do not get Board approval, it is mandatory to have a meeting with the Board of Directors within 31 days after the closing date.
39. Each shareholder is responsible for timely meeting their financial obligation to the Cooperative, includes monthly maintenance, assessment and related charges that may change from time to time
40. No apartment shall be used to conduct business-whether economic, educational or religious in the Building, which is required to visit people who are not residing in the Building, except existing business, without the permission of the Cooperative.(Violation of this rule will result in up to \$300.00 penalty)
41. Arising conflicts among shareholders/tenants initially should be settled between them on the basis of the voluntary mutual consent, concessions, and compensation of the casual damage.
42. Any expenses, charges, fines or fees incurred by the Corporation as result of the violation of the House Rules, will be passed on to the shareholder(s) of the apartment.
43. The Managing Agent and the Superintendent have the right to make a report of the infraction. The Management imposes an Assessment to the subject unit and shareholder account. Correction of the violation shall be the Lessees sole responsibility. Violation may only be deemed corrected by the Management after all House Rules are met. Violation will be removed from the unit upon payment in full of all fines, penalties and late fees.
- 44.All shareholders must inform the Management and the Board of Directors of any changes of names and numbers of tenants, who reside in the apartments, including the shareholder. (Violation of this rule will result in up to \$150.00 penalty)
 - a. The shareholder must inform the Superintendent about guests that will be residing in the shareholder's apartment for the period of more than one week.
45. All new tenants, new shareholders or representatives of the family, who are moving into the building, must sign House Rules, otherwise they will not have access to the Building.
46. All residents shall be responsible for the conduct of their guests, employees, delivery man and other persons acting on their behalf and for any damages to property caused by their guests. All penalties, given for any violation of House Rules by the Management to the tenants, their children, guests, delivery persons and work people going to the shareholder of that apartment are imposed on him/her to pay completely and in case of no payment after one month of assessment, could be passed to a collection agency.

- 47. The Cooperative does not consider any application for repairs, rent of apartment, sale or transfer shares until all unpaid balance of apartment, including all fines will be completely paid. In a case that a Shareholder is paying their maintenance irregularly or if their tenants have two and more violations of the House Rules, there may be a delay to consider any application up to four month. Any consent or approval already given under these House Rules by the Lessor shall be revocable in this case.**
48. The board has the right to announce an emergency situation in order to protect the health and lives of all residents. During an emergency situation, the Board may put special temporary rules in effect, which may restrict visitors and delivery of items in the building or any other necessary measures.
49. The House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors and written notice to all shareholders must be served by the email
50. The House Rules become active and mandatory for all shareholders and tenants after 10 days of its approval by the Board of Directors.

I hereby understand and will comply with all points of House Rules.

Print name _____

Signature _____

Apartment # _____

Date _____