

**67-40 Yellowstone Boulevard Owners  
Corporation  
a/k/a - The Buchanan  
67-40 Yellowstone Boulevard  
Forest Hills, NY 11375**

## **HOUSE \* RULES**

Dear Shareholder:

The Board of Directors request that you carefully examine the contents of the attached document.

It is extremely important to the quality of life in this building that you are aware of the House Rules and Administrative Charges associated with any infractions.

We ask that you always refer to this document before making any decisions.

If you have any questions, please call J.B. Lovett & Associates at (718) 445-9500

Or

Contact the Board of Directors

Thanking you in advance

**THE BOARD OF DIRECTORS**

# H O U S E \* R U L E S

67-40 Yellowstone Boulevard Owners Corporation  
a/k/a - The Buchanan

67-40 Yellowstone Boulevard  
Forest Hills, NY 11375

---

## VIOLATION OF THE FOLLOWING RULES ARE SUBJECT TO ADMINISTRATIVE CHARGES

### COMMUNICATION:

1. Complaints regarding the service of the building must be made in writing to the Managing Agent and to the Board of Directors.
2. Any and all Shareholder issues shall be made in writing to the Managing Agent and to the Board of Directors.
3. No Subleasing may occur without first obtaining all appropriate fees, as noted in the 67-40 Yellowstone Owners Corp., Sublease Application and approval from the Board of Directors.
4. Any and all Sublease issues and or complaints shall be communicated and made in writing to the Shareholder/Landlord only; the information must be submitted from the Shareholder and will be reviewed by the Board of Directors and or Managing Agent.
5. The Board of Directors will have the final say in any type of exceptions to these rules or any type of matter which this document does not specify.
6. These House Rules may be amended by resolution of the Board of Directors.
7. No Shareholder/Resident shall send any employee of 67-40 Yellowstone Owners Corp. a/k/a "The Buchanan" out of the building on any private business of a Shareholder/Resident while they are on duty.
8. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

### **INTERIOR & COMMON AREAS:**

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 apartment in the building, and the fire escapes shall not be obstructed in anyway.
2. 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.
3. No public hall including the ground floor of the building shall be decorated or furnished by any Shareholder/Resident in any manner without the prior consent of the Board of Directors and Managing Agent to whose apartments such hall serves as a means of ingress and egress.
4. No tricycles, bicycles, scooters or similar vehicles and baby carriages shall be allowed to stand in public halls, passageways, and rears or courts of the building.
5. No washer/dryers are permitted in apartments without consent of Board of Directors and/or Managing Agent. **(See: Alterations)**
6. 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.
7. The Shareholder/Resident shall use the available laundry facilities only upon such days and during such hours (as may be designed by the Board of Directors and/or Managing Agent).
8. The Board of Directors and/or the Managing Agent shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
9. The agents and contractor or workman authorized by the Board of Directors and/or Managing Agent may enter 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 such vermin insects or other pests. If the Board of Directors and/or Managing Agent take measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Shareholder/Resident as additional cost or rent.
10. 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 Board of Directors and/or Managing Agent.

11. No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
12. **There shall be no smoking in any public areas of the building.**
13. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

**EXTERIOR AREAS:**

1. No awnings, window air-conditioning units or ventilators shall be used in or about the building except (without installation from the Superintendent and has been inspected by the Superintendent and approved by the Board and/or Managing Agent, nor shall anything be projected out of any window of the building without similar approval.
2. No radio, television antenna or satellite dishes shall be attached to or hung from the exterior of the building.
3. No article(s) shall be placed in the halls or on the staircase landings or fire escapes nor shall anything be hung **from** or **placed outside** the doors, windows, terrace or balconies or placed upon the window sills of the building.
4. No awnings, sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building
5. The Shareholder/Resident shall keep the windows of the apartment clean. In case of refusal or neglect of the Shareholder/Resident following (10) day notice in writing from the Board of Directors and/or Managing Agent or the managing agent, the Board of Directors and/or Managing Agent shall have the right to arrange for cleaning and to enter the apartment for this purpose and to charge the cost of such cleaning to the Shareholder/Resident.
6. No Shareholder/Resident shall install any plantings on the terrace, balcony or roof without the prior written approval of the Board of Directors and/or Managing Agent. 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 drawing off water. **Light weight soils are to be used where weight is a factor.** It shall be the responsibility of the Shareholder/Resident to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.
7. Messenger and trades people shall use such means of ingress and egress as shall be designated by Board of Directors and/or Managing Agent.

8. Trunks, heavy baggage, furniture and appliance deliveries shall be taken in or out of the building through the side entrances.
9. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

**GARBAGE & REFUSE:**

1. Garbage and refuse from the apartments shall be disposed of in such manner as prescribed by the Managing Agent of the building in order to be in compliance with all City and State Statutes.
2. Compactor rooms and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed. Sweepings, rubbish, rags or any other article shall not be thrown into the compactor rooms. The (Shareholder/Resident) whose apartment it was caused shall pay the cost of repairing any damage resulting in misuse of any compactor rooms or other apparatus.
3. The following rules shall be observed with respect to refuse disposal:
  - a. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the compactor chute opening.
  - b. All debris should be completely drip-free before it leaves the apartment and carried to the garbage room in a careful manner in a drip-proof container before dropping in the flue for disposal.
  - c. No bottles or cans shall be dropped down the compactor chute. These items should be rinsed clean and placed in the special recycling container located in each garbage room for disposal by building staff. Newspapers and magazines should be secured with string or bagged and placed neatly on the compactor room floor.
  - d. Large cartons, boxes, crates, sticks of wood or other solid matter shall be brought to the basement, outside of the room across from the elevator on the 67<sup>th</sup> Road. side of the building. Small items of this nature may be left in a neat manner on the compactor room floor. This does not include milk cartons, cookie boxes, cereal boxes or cake boxes.
  - e. Under no circumstances should carpet sweeping containing naphthalene, camphor balls or flakes, floor scrapping, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the chute.

- f. 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 be placed through hopper door panel into flue.
  - g. The staff shall be notified of any dripping, or moist refuse appearing on garbage room floor and corridors.
  - h. All recycling rules shall be followed as directed by Management in order to be in compliance with all City and State Statutes; any City or State Fines will be passed on to the Shareholders.
4. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

**MOVING:**

1. Moving days are restricted to Monday through Saturday from 9:00 a.m. to 5:00 p.m. not including legal holidays. Arrangements must be made with the Superintendent at least five (5) days in advance.
2. The Managing Agent must be advised at least five (5) days in advance.
3. A \$500 potentially refundable Move-in/Move-out deposit is required. This deposit must be in the form of certified check or bank check payable to the 67-40 Yellowstone Blvd Owners Corp. at closing of both the party moving in and the party moving out, to indemnify the Corporation for any loss or damage sustained by the Corporation or its property during the move.
4. The Board of Directors will assess a minimum Administrative Charge of \$250 to be taken from the Move-in/Move-out deposit if the move takes place at an unauthorized time.
5. The Board of Directors will assess a maximum Administrative Charge of \$500 to be taken from the Move-in/Move-out deposit for any damage that occurs during the move.
6. The elevator must be padded to protect the interior and the carpeted area leading to the apartment must be covered.
7. **The Superintendent is required to safeguard all entrances during a Move-in/Move-out. Refer to the damage deposit/moving fee agreement.**
8. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

LEGAL HOLIDAYS:

1. There will be no moving, renovating or deliveries of large pieces of furniture permitted on the following legal holidays:
  - a. New Years Day
  - b. Labor Day
  - c. Independence Day (July 4<sup>th</sup> )
  - d. Memorial Day
  - e. Rosh Hashanah
  - f. Thanksgiving Day
  - g. Christmas Day
  
2. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

### **ALTERATIONS/MODIFICATIONS:**

1. All plans for intended work must be submitted in writing to the Managing Agent and Board of Directors for approval. Alterations are defined as heavy construction including removal or replacing walls, floorboards, cabinets and bathroom tubs.
2. 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 9:00 a.m. to 5:00 p.m.
3. All tradesmen must provide insurance naming 67-40 Yellowstone Blvd. Owners Corp. and the Management Company as additional insured and loss payee.
4. Shareholders and their contractors are solely responsible for the removal of any refuse stemming from the alteration.
5. A \$500 potentially refundable deposit is required to cover any damage that may occur to the cooperative property as a result of the alteration. This deposit must be in the form of a certified or bank check payable to 67-40 Yellowstone Blvd. Owners Corp.
6. The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.

### **PETS & ANIMALS:**

1. No dogs or exotic animal shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the Board of Directors and/or Managing Agent; such permission shall be revocable by the (Superintendent, Board of Directors or Managing Agent).
2. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on a leash.
3. No pigeons or other birds or animals shall be fed from the window sills, terraces, and balconies or in the yard, court spaces or public portions of the building, or on the sidewalks or streets adjacent to the building.
4. **The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.**

### **NOISE & CLAMOR:**

1. No Shareholder/Resident shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Shareholders/Residents. No Shareholder/Residents shall play any musical instrument(s) or permit to be operated; a stereo, CD player, radio or television loud speaker between the hours of 11:00 p.m. through 8:00 a.m. if the same shall disturb or annoy other occupant of the building.
2. **The Board of Directors will assess a minimum Administrative Charges of \$250.00 for any violation of the abovementioned rules.**

**GARAGE/PARKING:**

1. No vehicle belonging to a Shareholders/Residents or to a member of the family or guest subtenant or employee of the Shareholders/Residents shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
2. In regards to the garage in the building, the Shareholder/Resident will abide by all arrangements made by the Board of Directors and/or Managing Agent.
3. All Shareholders/Residents must register their vehicles with the Board of Directors and Managing Agent with a copy of a driver's license, registration and a fully executed Parking Agreement.
4. Two (2) late or non payments within any twelve month period will result in the revocation of Shareholder's parking space as per your Parking Agreement.
5. PARKING AGREEMENT TO FOLLOW UNDER SEPARATE COVER.
6. **The Board of Directors will assess a minimum Administrative Charge of \$250.00 for any violation of the abovementioned rules.**

**67-40 Yellowstone Boulevard Owners  
Corporation**

**a/k/a - The Buchanan**

67-40 Yellowstone Boulevard  
Forest Hills, NY 11375

**HOUSE \* RULES**

Dear Shareholder:

The Board of Directors request that you carefully examine the contents of the attached document.

It is extremely important to the quality of life in this building that you are aware of the House Rules and Administrative Charges associated with any infractions.

We ask that you always refer to this document before making any decisions.

If you have any questions, please call J.B. Lovett & Associates at (718) 445-9500

Or

Contact the Board of Directors

**RETURN THIS PAGE TO THE SUPERINTENDENT BY  
FRIDAY – JUNE 28, 2008 OR ADMINISTRATIVE CHARGES WILL  
BE APPLIED TO YOUR ACCOUNT**

Thanking You In Advance,

***THE BOARD OF DIRECTORS***

-----  
I have reviewed and agree to fully abide by the House Rules of 67-40 Yellowstone Owners Corporation. I understand that any infractions on my behalf will result in Administrative Charges as expressed in these House Rules.

Name: \_\_\_\_\_

(PRINT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(APT #)

\_\_\_\_\_  
(DATE)

**67-40 Yellowstone Boulevard Owners  
Corporation**

**a/k/a - The Buchanan**

67-40 Yellowstone Boulevard  
Forest Hills, NY 11375

**HOUSE \* RULES**

Dear Shareholder:

The Board of Directors request that you carefully  
examine the contents of the attached document.

It is extremely important to the quality of life in  
this building that you are aware of the House Rules  
and Administrative Charges associated with any  
infractions.

We ask that you always refer to this document  
before making any decisions.

If you have any questions, please call J.B. Lovett  
& Associates at (718) 445-9500

Or

Contact the Board of Directors

**RETURN THIS PAGE TO THE SUPERINTENDENT BY**  
**DATE: \_\_\_\_\_**  
**ADMINISTRATIVE CHARGES WILL BE APPLIED TO YOUR**  
**ACCOUNT**

Thanking You In Advance,  
***THE BOARD OF DIRECTORS***

-----  
I have reviewed and agree to fully abide by the House Rules of 67-40  
Yellowstone Owners Corporation. I understand that any infractions  
on my behalf will result in Administrative Charges as expressed in  
these House Rules.

Name: \_\_\_\_\_  
(PRINT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(APT #)

\_\_\_\_\_  
(DATE)

REAL ESTATE INSURANCE  
ALEXANDER WOLF & COMPANY, INC.  
(212) 285-3939 (516) 349-0540 MAIN FAX (516) 349-7751  
LEGAL DEPARTMENT FAX (516) 719-0096  
**www.alexanderwolf.com**

245 EAST 35TH STREET  
NEW YORK, NV. 10016-4283

Address All Communication To:  
Long Island Office  
One Dupont Street  
Plainview, NY 11803

To The Shareholders of  
67-40 Yellowstone Blvd. Owners Corp.

Dear Shareholders:

At a recent Board meeting, the Directors adopted a resolution to amend the House Rules to provide for a monetary fine for certain House Rules violations. Your board considers these issues to be very important as it impacts the quality of life in and around the property. Effective

immediately a fine of \$150.00 will be imposed for certain activity/violations that remain uncured for 10 days after being notified by building management. as follows:

- Defacing of property in and around the building
- Bicycles, strollers or other personal property left in the hallway
- Smoking in the hallway and other public areas
- Feeding birds, squirrels, etc on building property

It is suggested that this resolution be incorporated into your set of the House Rules for quick reference. Under the terms of your Proprietary Lease a fine is considered as additional maintenance due the cooperative.

Sincerely,  
Eric J. Lash RPA  
Director of Management