

Capri Gardens Owners Corporation House Rules (Revised September 2013)

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A. COMMON AREAS

#1

The public halls and stairways of the building shall not be obstructed or used for any purpose other than the ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.

#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 of the building shall be decorated or furnished by any Tenant in any manner without the prior consent of the Board of Directors.

#4

No article shall be placed in the halls or on the staircase landings 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.

#5

No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors or the Managing Agent.

#6

No motorized scooters or similar vehicles shall be allowed in passenger elevators. Baby carriages, bicycles, tricycles, and the above mentioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

#7

No vehicle belonging to a Tenant, Tenant's family or guest, subtenant, or Tenant's employee/ agent shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.

#8

There are no personal items to be left out in the hallway. Items such as mats, umbrellas, carriages, shopping carts and shoes must be removed. The Corporation staff can remove and discard items that are seen left in the hallways. The Corporation will not be responsible for any loss of items.

#9

Notices should not be put on the lobby mirrors. Any notices to be put up should be put up on the bulletin board in the laundry room or on the board on each side of the building by the mailboxes.

B. BUILDING DELIVERIES

#10

Messengers and trades people shall use such means of ingress and egress as shall be designated by the Board of Directors or Managing Agent.

#11

All deliveries of large items, such as furniture and appliances, are to be made through the service entrance of the building (68th Drive side entrance), not through the lobby.

#12

Trunks and heavy baggage shall be taken in or out of the building through the service entrance. Moving of large items in or out of the building is to be done through the service entrance of the building (68th Drive side entrance), not through the lobby.

C. GARBAGE and REFUSE DISPOSAL

#13

Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent, Board of Directors, or the Managing Agent of the building may direct.

#14

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

1. All wet debris is to be securely wrapped or bagged in small package sized to fit easily into the hopper panel.
2. Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container, then placed into the flue hopper so it will drip into the flue for disposal.
3. No bottles or cans shall be dropped down the flue before 10AM or after 5PM, but shall be left in a neat manner in the service area, if such items must be disposed of before 10AM or after 5PM.
4. Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10AM and 6PM and service employee summoned to dispose of them by way of the service elevator.
5. 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 other inflammable, explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.
6. 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 through hopper door panel into flue.
7. The building superintendent shall be notified of any drippings, or moist refuse appearing on incinerator closet floor and corridors.

D. BUILDING EXTERIOR

#15

No awnings, window air conditioning units or ventilators shall be used in or about the building except as shall have been expressly approved by the Board of Directors or the Managing Agent, nor shall anything, including satellite TV or TV dish antennas, be projected out of any window of the building without similar approval.

#16

Water closets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any article be thrown into the water closets. The cost of repairing any damages, which results from the misuse of any water closets or other apparatus, shall be paid for by the Tenant in whose apartment it shall have been caused.

#17

No radio or television aerial/antenna shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors or the Managing Agent.

#18

The Tenant shall keep the windows of the apartment clean. In the case of refusal or neglect of the Tenant during 10 days after notice in writing from the Corporation or the Managing Agent to clean the windows, such cleaning may be done by the Corporation, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Tenant.

#19

No Tenant shall install any plantings on the terrace, balcony or roof without the prior written approval of the Board of Directors or Managing Agent.

E. CORPORATION EMPLOYEES

#20

No Tenant shall send any employee of the Corporation out of the building on any private business of a Tenant.

No employee of the Corporation may be used by any Tenant for the private business of any Tenant without the prior written consent of the Board of Directors having first obtained in each instance. The holders of unsold shares (Sponsor) shall have the right to use employees of the Corporation in the reparation of vacant apartments for sale or to do work in connection with apartments to which unsold shares are allocated, and the Sponsor will pay the 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.

F. LAUNDRY FACILITIES

#21

The Tenant shall use the available laundry facilities only upon such days and during such hours as may be designated by the Board of Directors or the Managing Agent (currently 7 days a week, 8AM to 1OPM each day). Tenants are not authorized to have washing machines and/ or dryers in their units.

#22

The Corporation shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

G. NOISE

#23

No Tenant shall make or permit any disturbing noises in the building or do or permit anything to be done which will interfere with the rights, comfort or convenience of other Tenants. No Tenant shall play upon or suffer to be played any musical instrument or permit to be operated a phonograph or a radio or television loudspeaker in such Tenant's apartment between the hours of 11PM and the following 8 AM if the same shall disturb or annoy other occupants of the building. No construction or repair work in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 AM and 5:00 PM.

#24

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.

H. PETS

#25 (highlighted portion passed on August 19, 2013)

No bird or **dog or reptile** shall be kept or harbored in the building unless the same in each instance has been expressly permitted in writing by the Board of Directors; such permission shall be revocable by the Board of Directors. 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. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, courts spaces or public portions of the building, or on the sidewalks or street adjacent to the building.

#26 (originally passed on October 10, 2007, highlighted portion passed on August 19, 2013)

For Tenants who keep pets in their apartments, the following house rules apply:

1. The pet owner or pet caretaker is responsible for the pet/pet's behavior at all times.
2. The pet owner or caretaker must insure that the pet is on a secure leash or in an appropriate carrier when entering or leaving the apartment and building.
3. The pet owner or caretaker must not loiter with his/her pet in the building's common areas. The building's common areas include the main lobby, hallways, laundry room, storage rooms and meeting room.
4. Notice of non-compliance can include written warnings and fines.
5. Domestic house cats are permitted to be kept in the building. Tenants may keep no more than two cats per apartment, regardless of the number of rooms. Cats must be neutered or spayed and have current rabies vaccinations. Proof of such must be supplied when requested by the Managing agent or Board of Directors. Failure to comply can result in written warnings or fines or having the tenant remove the cat(s) from the apartment and the building.
6. Tenants who are permitted to keep dogs must use the building's side entrance (68th Drive) when entering or leaving the building with the dog. Dogs are not permitted in the building lobby. Failure to comply can result in written warnings or fines or having the tenant remove the dog from the apartment and the building.
7. All pets must be registered with the building/ management company. This must take place within 30 days of obtaining the pet. Current resident animals must be registered within 45 days of receipt of this policy.

I. COMPLAINTS

#27

Complaints regarding the service of the building shall be made in writing to the Managing Agent of the Corporation.

J. CORPORATION

#28

Any consent or approval given under these House Rules by the Corporation shall be revocable at any time.

#29

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

K APARTMENT ACCESS

#30

The agents of the Corporation, and any contractor or workman authorized by the Corporation, may enter any 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 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 Corporation takes measures to control or exterminate vermin, insects or other pests, the cost thereof shall be payable by the Tenant, as additional rent.

L. APARTMENT MOVES

#31

The Managing Agent must be notified in writing once the Tenant has completed the move. If none of the house rules were broken and if there was no damage, the refundable portion of the moving fee will be processed for refund. The letter must contain the address, apartment number, phone number, date of the move, and where to mail the check.

M. SELLING THE APARTMENT/ OPEN HOUSES

#32

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 Director or its Managing Agent.

#33 (highlighted portion passed on December 1, 2010)

1. John B. Lovett & Associates, Ltd. (718-559-0256) must be notified at least a week in advance that an Open House will be held. Janice Panaro is Capri Garden's managing agent.
 2. The cost for hosting an Open House is \$100 for the day. This money goes directly to the individual that Just Management contracts to attend to the front door and let people
 3. If your agent prefers to use his/her own person to attend to the front door, in lieu of paying the \$100, then that person must be at the front door at all times. This means that at least 2 persons from the agency would be on premises (the agent and the front door attendant). Just Management must still be notified that you will be doing this. There are no exceptions.
 4. **There will be a fine of \$100 assessed for each occurrence of non-compliance with the 'Open House' house rule.**
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CAPRI GARDENS OWNERS CORP.

SMOKING POLICY EFFECTIVE AS OF July 19, 2018

Capri Gardens Owners Corp. hereby adopts the following as its “Smoking Policy” in accordance with §17-506.1 of the Administrative Code of the City of New York.

1. The word “Smoking” for purposes of this Smoking Policy shall mean inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant or herb or any other material intended to produce smoke, including, without limitation electronic cigarettes including vaping.
2. No Smoking is permitted within twenty-five feet of any of the perimeter entrances to the Building and in the Building’s lobby, hallways, basement, stairwells, elevators, courtyard, storage rooms, roof or other public areas.
3. Smoking is permitted in private dwelling units. Any smoke that emanates beyond the apartment must be abated immediately by the resident of the apartment at his or her own cost and expense. Such abatement may include but not be limited to the sealing of openings, the purchase and installation of “smoke-enders’ to be installed in each room of the apartment, and the purchase and installation of air purifiers. The effectiveness of such abatement must be satisfactory to the Board of Directors.
4. This Smoking Policy shall be deemed a portion of the House Rules of the Cooperative, pursuant to the authority granted to the Board of Directors by paragraph 13 of the Proprietary Lease, shall be effective immediately, shall apply to all Tenant-Shareholders, invitees or sub-lessees of all Tenant-Shareholders and any other person in the Building or on the Cooperative’s property.
5. A copy of this Smoking Policy (and any material updates hereto) will be posted in a prominent location in the Building and delivered to all Tenant-Shareholders at least annually.
6. This Smoking Policy shall be disclosed in all leases, sub-leases, and sale contracts for all apartments in the Building.