

HOUSE RULES

Policies & Procedures



**Le Havre Owner's
Corporation**
Version VI

Updated: May, 2016 Index

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House Rules of Le Havre Owners Corporation

The House Rules are part of the Proprietary Lease of all shareholders. All residents, shareholders; tenants (renters of the sponsor) and sub lessee's are bound by these rules. Failure to follow them constitutes a violation of the Proprietary Lease and shall entitle Le Havre Owners Corporation (LHOC) to pursue legal remedies.

General Rules

Any permission given under these rules can be revoked at any time. Apartments are to be used for residential purposes only.

Residents are reminded that they live in multi-family buildings and must be considerate of their neighbors at all times.

Residents shall not feed any animal or bird from their apartment windows, terraces or anywhere on the grounds of Le Havre.

Any damage done to Le Havre property by a minor Is the financial responsibility of the responsible resident,

As required by NYC law, residents who have children under the age of 11 are required to have window guards installed on their windows. Contact the Maintenance Dept to arrange for installation of guards.

It is important for residents to provide LHOC's Maintenance Dept. with a set of keys to their apartment, or the name and telephone number of another Individual who has a set of keys. Keys or telephone numbers will be used only in the event of an emergency such as a fire, water leaks, etc. If no one can be contacted, LHOC has the right to forcibly enter the apartment and all costs Involved will be the responsibility of the owner.

Residents selling their apartments must surrender their apartment and lobby door keys at closing.

Shareholders are required to carry personal property and liability insurance with Le Havre Owner's Corp. listed as additional insured as well as provide Management with a copy of their policy. Residents are responsible for damage caused to another apartment or to corporation property resulting from fire, water, etc. which emanates from their apartment.

LHOC has the right to inspect any resident's apartment with adequate notice to ensure compliance with these House Rules. Yearly inspections will be conducted beginning September 2010.

Residents are not permitted to hire LHOC employees to perform private work for them.

Apartment Use Rules

Residents are required to determine the identity of anyone they buzz into the building before they give them access.

Residents are responsible for repairs and maintenance of their own apartments.

Residents shall not make or permit to be made any disturbing noises in the building (including excessive dog barking) which will interfere with the rights, comfort or convenience of other residents

No resident shall play any musical instrument or operate a stereo, radio, television, loud speaker or any other source of amplified sound in their apartment between the hours of 10:00PM to 8:00AM on weekdays and from midnight to 8:00AM on weekends.

Residents are required to cover the floor area of each room, with the exception of the kitchen, bathroom and closets, with 80% carpeting or rugs with effective noise reducing material.

Residents are allowed to carry out minor renovations; however, they must submit an Alteration Agreement and provide insurance as stated in item #7 of the Alteration Agreement, to the Maintenance Department to obtain written authorization prior to commencing work. An Alteration Agreement is required for hardwood, laminate, floating, tiled flooring, carpet installation, and satellite dishes, as well as any alteration that affects the structure of the building including, but not limited to, terrace enclosures, installing / replacing cabinets, changes to electricity, plumbing, etc. There is a fee for this agreement and shareholders should contact Management for the requirements. Construction, repair work or installations involving noise shall be allowed only during the hours of 8:30AM to 4:00PM Monday thru Friday. Renovation work is not permitted on Saturdays, Sundays or public holidays.

All contractors / renovators must adhere to the EPA Lead Paint Guidelines which applies to any job whereby painted areas are being disturbed. The person supervising the job must have Lead Paint Certification and follow special testing, preparation, containment, clean up and record keeping procedures.

Residents May receive deliveries and remove appliances, furniture, etc. Monday thru Saturday between the hours of 8:00AM and 4:00PM. At least 24 hours advance notice must be given to the Maintenance Department so that protective padding can be placed in the elevator. Any damage caused to Le Havre property by such deliveries or removals will be charged to the resident. Absolutely no deliveries or removals can take place after 4:00 PM. If the delivery vehicle is running late you must notify the Maintenance Department before 4:00 PM and reschedule the delivery.

Residents must obtain clearance from the Maintenance Department at least 24 hours prior to any move. Moving is allowed Monday thru Saturday 8:00AM to 4:00PM. There are fees for moving in and out. Check with Management for the current fee structure. No move-in or move-outs can take place on Sundays or public holidays.

Residents are responsible for maintaining a clean apartment and keeping it insect, vermin and pest free. Le Havre provides extermination services on a regular basis without charge. Residents may call the Maintenance Office to make arrangements for such service. Le Havre has the right to enter an apartment, with prior notice, to ascertain if extermination services are necessary and to take appropriate action.

Residents are responsible for cleaning windows as per the manufacturer's recommendations. The manufacturer recommends cleaning windows at least every 6 months using a mild soap and water solution, rinsing thoroughly with clear water and wiping dry. Window frames, tracks and sills should be vacuumed and cleaned, ensuring that weep holes are clear. Window treatments are not to be adhered to the windows. No item is to be nailed, screwed, etc. to the window frames.

Windows: do not mount vertical blinds or any window treatments directly into the windows or snap trim; do not apply tinting or adhere any items to your windows or snap trims.

Residents may have air conditioning units installed only in the lower sash of their windows; air conditioners cannot be placed in a stationary window. The units must be installed by LHOC's Maintenance Dept. (There is a fee for this service). Call the Maintenance Department for the current rate.

Residents are not permitted to have washing machines or dryers in their apartments. *Jacuzzi tubs are not allowed in the apartment.*

Residents must have and maintain functioning fire and carbon monoxide detectors per NYC law.

Shareholders may sublease their apartments at the discretion of the Board of Directors. For current requirements contact the Management Office.

Terraces

If you are planning to install an enclosure, please contact the Management Office for an Alteration Agreement and the necessary specifications before any work is scheduled.

Plants may be hung on the inside of the terrace on supports hung from the railing. Planters must not be placed directly on the terrace wall. Plants may be placed on the terrace floor as long as approved protective material is placed underneath the planter.

Storage bins, containers, and other large items placed on terraces must be no higher than the exterior terrace wall.

Hoses cannot be hung over the side of the terrace to dispose of water while having carpets shampooed, as this will lead to staining of the building and void our warranties. Please make sure that the company hired to shampoo your carpets has a portable machine that contains all the water.

Please do not drill into your terrace or puncture the new coating in any way; install or mount any brackets within the balcony walls; install any temporary flooring i.e. carpeting; install any permanent flooring i.e. tiles or wood. If you wish to install a satellite dish, please contact the Management Office to pick up an Alteration Agreement (see page 2). Additionally, tile cutting / contracting work on your terrace is prohibited as it damages the coating and voids the warranty.

Residents are to use only lightweight lawn furniture on terraces and must use protective shields under any sharp legs, [etc. so](#) as to ensure that the terrace floors are not damaged.

The terrace is not to be used for hanging laundry or shaking out any articles.

Per NYC Law, only electric grills can be used on the terraces.

Pets should not be left unattended on the terrace at any time.

Rules related to Public Areas

Management must approve all notices and will make arrangements for notices to be posted in the appropriate places. Residents are not to tape notices in the elevators or entrance ways. No signs, notices, advertisements etc., can be displayed on any window or other part of the building without Management's approval.

Halls and stairwells shall be kept clear of personal items, including but not limited to boots, shoes, umbrellas, carriages, sports equipment etc. Personal items in public areas create a fire hazard and place all occupants at risk.

Residents should arrange to have items such as newspapers, packages, etc. picked up from their doors while away from their apartments.

Residents are responsible for keeping public areas, including utility rooms clean. All wet debris must be securely wrapped and drip free. All bagged garbage must easily fit into the chute. Cat litter must be bagged before placing down the chute. Bottles and cans are to be appropriately placed for recycling. Cartons, boxes and crates must be flattened and placed in the recycling bin or left neatly on the utility room floor. Extra large boxes should be brought down to the cage on the side of the building. Under no circumstances should flammable materials be put down the chute. If in doubt about what can be put down the chute or where to place debris ask your porter or call the Maintenance Department. Broken glass is to be separated, wrapped, labeled and placed next to the recycling bin.

No one is allowed to play in the interior public areas.

Consumption of alcoholic beverages in any public area of LHOC is strictly forbidden.

Smoking is not allowed in lobbies, elevators or stairwells.

Residents are not permitted to prop open the front door of their building.

No one is allowed on the roof *except in the case of fire.*

Stairwell doors are fire doors and cannot be propped open at any time as this creates a fire hazard/violation.



Skateboarding, rollerblading, bike riding, ball playing, loud behavior, etc. is not allowed anywhere on the property at any time except for playground areas.

All children playing in LHOC playgrounds must be supervised by an adult

Playground hours are 10:00AM - 8:00PM Sunday thru Thursday; 9:00AM - 9:00PM Friday and Saturday during the summer period. Playgrounds will close at dusk for the remainder of the year.

Parking Rules

Numbered parking spaces are leased on a monthly basis.

No one is to park in a numbered space without the permission of the lessee.

Any illegally parked car is subject to towing at owner's expense.

Parking spaces are to be used only for motor vehicles or motorcycles.

Parking is at vehicle owner's risk. Residents are responsible for snow removal from their space.

No repairs are to be done in a parking space.

Residents who park adjacent to a landscaped area should park head-in, when feasible, to prevent exhaust fumes from destroying the landscaping.

Residents are encouraged to obtain a Le Havre Parking sticker from the Management Office even if they do not have a leased parking space.

Residents are responsible for the upkeep of their vehicles to avoid oil leaks from damaging the parking lots.

All vehicles parked on Le Havre grounds are to be registered and insured.

Important Phone Numbers:

Management Office (718) 767-7400
Maintenance Dept. (718) 767-6200 (7:00AM-4:00PM)
Security (718) 767-6200 (4:00PM-7:00A.M)
Le Club (718) 767-2277

LEHAVRE

On the

TO: ALL RESIDENTS

FROM: MANAGEMENT

RE: HOUSE RULES (SCHEDULE OF ADMIN. FEES)

DATE: APRIL 2, 2012

The Board of Directors has implemented the following list of administrative fees for violation of the co-ops House Rules:

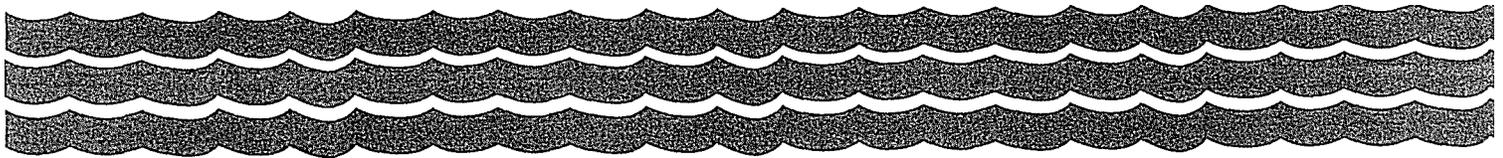
Safety / Serious Violations: Administrative Fee \$500.00

- Improper disposal of needles / syringes in compactor
- Apartment access not allowed
- Non compliance with Renovations / Alteration rules
- Charcoal or gas grills on terrace
- Planters on the terrace wall / or hanging outside of terrace railing
- Air conditioners (not installed by our Maintenance Dept.)
- Installing carpeting, wood or any type of flooring on top of terrace floor
- Installing, window treatments directly onto the windows or snap trim
- Attaching satellite dishes (without approval from Maintenance)

All Other Violations Listed Below: Administrative Fee \$250.00

- Pigeon feeding
- Items / laundry hanging over terrace railing
- Non compliance with the co-op insurance requirements
- Non compliance with the 80% carpeting rule
- Shoes, strollers etc., left in the hallways
- Harboring unregistered dogs
- Dogs relieving themselves on the landscaped areas
- Move ins / Move outs on Sundays or weekdays after hours
- Skateboarding, rollerblading, bike riding, ball, playing (other than playground areas)

LE HAVRE



TO: ALL RESIDENTS
FROM: MANAGEMENT
RE: AMENDMENT TO THE HOUSE RULES
DATE: NOVEMBER 12, 2014

At the most recent Board of Directors Meeting held on November 6, 2014, the Board voted to add the following amendment to the House Rules of the co-op., effective immediately:

Emergency Access:

All residents, including sponsor apartments, must allow access within twenty four (24) hours from the time they receive a call, a telephone message, or a notice under their door requesting emergency access. Examples of emergency access is as follows:

- Access in flooding situations
- Access to trace and / or repair a leak
- Access for exterminating services where a serious infestation problem exists
- Access to remedy hazardous situations requiring immediate attention.

Failure to provide access within a twenty four (24) hour period will incur a \$500 fine for each day that access has not been granted.

If you have not sent in your updated telephone information to the Maintenance Department in recent months, we ask that you do so upon request of this notice. Even if your contact information has not changed recently we ask that you still send in the emergency card so that we have accurate information. It is vitally important that you list the contact information for a person that can give access on your behalf in the event of you not being able to receive a call or check your messages. This especially is very important if you are planning to be away for a few days, on vacation or away for the winter months.

Failure to respond to a message does not mean that you will be exempt from the fine. We ask for your full co-operation in this matter.

LE HAVRE OWNERS CORP. HOUSE RULES

I HEREBY CONFIRM, BY SIGNING BELOW, THAT I HAVE READ AND UNDERSTAND ALL OF THE HOUSE RULES OF LE HAVRE OWNERS CORP., WITH PARTICULAR ATTENTION TO THE FOLLOWING:

- BEFORE ANY WORK CAN BE CARRIED OUT IN AN APARTMENT, THE SHAREHOLDER MUST CONTACT THE MAINTENANCE OFFICE AT (718) 767-6200 TO DETERMINE IF AN ALTERATION AGREEMENT IS REQUIRED.
- 80 % CARPETING RULE (ALL ROOMS MUST BE COVERED WITH THE EXCEPTION OF THE BATHROOM AND KITCHEN).
- AN ALTERATION AGREEMENT MUST BE OBTAINED FROM THE MANAGEMENT OFFICE AND COMPLETED AND APPROVED BY THE SUPERINTENDENT BEFORE ANY WORK CAN BE COMMENCED.
- ALL AIR CONDITIONERS MUST BE INSTALLED BY THE MAINTENANCE DEPARTMENT.
- NO FLOOR COVERINGS OF ANY KIND CAN BE PLACED OVER THE TERRACE FLOOR.
- NO DRILLING OR NAILING INTO TERRACE WALLS OR CEILINGS.
- NO DRILLING OR NAILING INTO WINDOW SASHES OR FRAMES.
- NEW RESIDENTS WHO DO NOT HAVE PROPER WINDOW TREATMENTS IN PLACE, HAVE ONE MONTH (30) DAYS FROM THE DATE OF MOVE IN TO COMPLY
- OUTDOOR HOLIDAY DECORATIONS MUST BE REMOVED IN A TIMELY MANNER AFTER THE HOLIDAY.

Signature: _____ Date: _____

Print Name: _____ B# ____ /Apt. _____