

PRINCETON OWNERS CORP.

HOUSE RULES

Public 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 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, stairways, fire escapes or elevators and shall not be permitted on the roof
4. No public hall above the ground floor of the building shall be decorated or furnished by any lessee in any manner without prior consent of all the lessees to whose apartments such hall serves as a means of ingress and egress; in the event of disagreement among such lessees, the Board of Directors shall decide.

Private Areas

5. No lessee 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 lessees. No lessee shall play upon or suffer to be played upon any musical instrument or any noise making devices in such lessee's apartment between the hours of 10:00 PM and the following 9:00 AM. If the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 AM and 5:00 PM.
6. No article shall be placed in the halls or on the staircase landings or fire towers/escape, nor shall anything be hung or shaken from the doors, windows, or placed upon the windowsill of the building.
7. No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.

House Rules and Agreement Revised November-December 2015

8. 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 lessor or managing agent.
9. No velocipedes, 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 public halls, passageways areas of the building.
10. Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the lessor.
11. Kitchen supplies, market goods and packages of every kind are to be delivered only at the parking lot rear service entrance of the building and through the elevator of the apartments when such elevator is in operation.
12. Trunks and heavy baggage should only be taken in or out of the area building through the parking lot rear service entrance.
13. 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.
14. Toilet and other water apparatus /sink in the building shall not be used for any other purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, wet wipes, or any other article be thrown into the toilet. The cost of repairing any damage resulting from any misuse of the toilet other than apparatus shall be paid for by the lessee in whose apartment it shall have been caused.
15. No lessee shall send any employee of the lessor out of the building on any private business of a lessee.
16. No bird or animal shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the lessor; such permission shall be revocable by the lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the building. No pigeons or other birds or animals shall be fed from the window sills, or fire escape, in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to the building.
17. No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the lessor or the managing agent.

House Rules and Agreement Revised November-December 2015

18. No vehicle belonging to a lessee or to a member of the family or guest, subtenant 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.
19. The lessee shall use the available laundry facilities only such days and during such hours as may be designated by the lessor or the managing company.
20. The lessor shall have the right from time to times to curtail or relocate any space devoted to storage or laundry purposes.
21. All bedrooms must be 100% padded and carpeted. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary. Any additional noise complaints submitted to the Management will automatically generate a mandated carpet/floor cover inspection to be performed by the property manager.
22. In addition to the 100% coverage requirements provided for in rule 21, the floors of all other rooms of each apartment must be covered with rugs and padding or carpeting and padding to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms, and closets. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary. Any additional noise complaints submitted to the Management will automatically generate a mandated carpet/floor cover inspection to be performed by the property manager.
23. No group tour, open house, or exhibition of any apartment or its contents shall be conducted nor shall any auction sale or tag sale be held in any apartment without the written consent of the lessor or its managing agent, which consent may be withheld in the lessors' sole discretion.
24. The lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the lessee in complying with such requirements no later than 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 authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the lessee.
25. Complaints regarding the service of the building shall be made in writing to the managing agent of the lessor.
26. Any consent or approval given under these house rules by the lessor may be revocable at any time.
27. The lessee shall abide by all arrangements of the lessor with regard to the use of the garage and the driveways thereto.

Security

Each Shareholder is required to provide a copy of the keys to their Unit with the Superintendent. This is for **building emergency** purposes ONLY. If the shareholder chooses NOT to comply, the Superintendent is NOT responsible to attempt to gain access to the Unit, should the Shareholder misplace their keys. If the shareholder causes any damage to any parts of the Building, due to Superintendent not having been provided with a key, the cost of repair will be borne by the Shareholder.

Shareholders must notify the Superintendent 48 hours prior to any oversized deliveries - Example: couches, large appliances, etc.

Sanitation and Disposal of Garbage

28. The following rules shall be observed with respect to incinerator equipment:

- i. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.
- ii. 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 hopper door panel into the flue so it will drop into the flue for disposal.
- iii. No refuse/garbage that is considered recyclable material by the City of New York, such as bottles, shredded/torn papers, cardboard, newspapers or cans etc. Such Recyclable material shall be dropped down the hopper door panel into the flue but shall be left in the appropriately marked container in basement across from elevator area, or at such other location designated by the lessor from time to time.
- iv. 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 in the basement. Bulky items should be left at basement elevator area. Disposal of boxes, crates, cartons or similar items are to be placed at the designated area in building basement, adjacent to elevator, or at such other location designated by the lessor from time to time.
- v. Under NO circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint combustible substances or lighted cigarettes or cigars stubs be thrown into the hopper door panel into the flue.

House Rules and Agreement Revised November-December 2015

- vi. Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied in a plastic bag and then be placed through the hopper door panel into the flue.
- vii. The superintendent shall be notified of any drippings, or moist refuse, appearing on floors and corridors, stairways or elevator.
- viii. The Superintendent shall be notified of any drippings, or moist refuse, appearing on floors and corridors, stairways or elevator.

1. The disposal of electronic products will be done so in conformity with any local law relating thereto all electronics.

2. DISPOSAL OF MATTRESSES AND BOXSPRING: Mattresses and boxspring removal needs to be handled in the following manner:

Should a resident need to dispose of either mattresses or box spring, both must be placed in a sealed (taped shut) plastic bag prior to removal from apartment. **See Super for plastic bag.**

29. No shareholder shall install any plantings on the fire escape, outside windows sills, or roof for any reason. Plantings to the front of the building are to be installed only with the approval of the Board of Directors.
30. The agents of the lessor, and any contractor or workman authorized by the lessor, 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 lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the lessee, as additional rent.

Extermination Procedures

The following procedure will be followed in the event the building's extermination company reports the presence of bugs or rodents after an apartment inspection.

IN THE EVENT OF A REQUIRED INSPECTION

In the event an apartment is reported to have a presence of bugs or rodents, each adjacent unit, on either side, above and below the affected apartment will be inspected. The building's exterminating company will conduct an inspection as deemed appropriate by exterminating company. The resident of record, whether a unit owner or subtenant will be notified in writing that an inspection is required and MUST allow access to the extermination.

Required Treatment for Apartment

The treatment process requires the resident's full cooperation. A preparation checklist for treatment as recommended by the building's exterminating company will be provided by the Management to any unit that has a presence of bugs or rodents. The resident in an affected unit must comply and properly prepare the apartment as indicated in written notification from the management office.

31. These house rules may be added to, amended or repealed at any times of resolution of the directors of the lessor.
32. All Lessees/Shareholders must maintain Homeowners type (H06) policies, naming the Lessor (the coop corporation) as certificate holder. Upon request, all Lessees must provide a certificate to the Lessor's managing agent evidencing such coverage. Lessees shall be in default of their obligations hereunder if the certificate cannot be produced. The required Homeowners Insurance Policy type H06 shall include either named risk or all-risk terms, including, at a minimum, flood damage from plumbing leaks, overflows, etc. and fire damage coverage, general liability coverage and property damage coverage.
33. No grilling, fires, flames or burning embers of any nature will be permitted to be built.
34. These Rules do not permit moving in or moving out of the Building on a Saturday, Sunday, legal holiday.
 - a. All moves must be scheduled with the Superintendent 48 (forty-eight) hours in advance. All move-ins must be conducted between the hours of 9:00 AM and 5:00 PM, Monday through Friday.
 - b. Damages resulting from moving, and all costs incurred or consequential to such damage is the sole responsibility of the Shareholder.

