

# BOOTH STREET OWNERS CORP HOUSE RULES

Approved 5/20/2024

## 1. HOUSE RULES

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors. Any consent or approval given under these House Rulings by the Board shall be revocable at any time by the Board. Once amended, the new House Rules become part of the Proprietary Lease. Any violation of the House Rules is considered a breach of the Proprietary Lease.

The Board of Directors shall have the right to authorize an inspection of an apartment if it receives complaints from other Shareholders or Residents. The Super and/or 1 or 2 Board members may conduct the inspection.

The Board of Directors shall have the right to impose fines on Shareholders or Residents that break these House Rules.

Fines may be incurred should the Shareholder or others living or visiting in the Shareholder's apartment repeatedly violate the House Rules or other covenants of the Apartment Corporation. In such instances, the Shareholder will receive a letter from the Managing Company that specifies the violation and any other pertinent details about the issue. If the same infraction reoccurs or is ongoing within the next three (3) months, the Shareholder will receive a letter by registered mail, again describing the violation. This letter will inform the Shareholder that should the violation reoccur or continue, a fine will be assessed (as outlined in the House Rules) and billed as a separate line item on the maintenance statement. The letter will also request a meeting between the Shareholder, the Board of Directors and any other party involved with knowledge of the situation. These actions should be taken before any fines are levied.

While the Board of Directors has the authority to impose fines, the House Rules Committee, which is comprised of Board members and Shareholders, will develop criteria for the infractions warranting fines and the dollars to be assessed.

## 2. RENOVATIONS

Shareholders need to fill out paperwork requesting approval for renovations. Forms and instructions can be obtained at the coop website, boothplaza.org, BuildingLink or from the managing agent. The work cannot begin until it has been approved.

All structural work must be approved by the Board's architect prior to the beginning of work and performed by licensed and insured contractors.

All contractors must provide necessary insurance and NYC licensure to management for approval prior to renovation. No work may begin prior to consent given by building management

Once approved, all Shareholders or Residents using an outside contractor in their apartment for renovations must notify the Superintendent 24 hours before the work begins. The Board, and apartments above, below and on either side must receive written notice from the shareholder 3 days before any structural work begins.

Hours of work are 8:30 am to 4:00 pm, Monday to Friday. All contractors will be required to leave the building no later than 4:15 pm. No work may be done on the following holidays:

- New Year's Day: January 1
- Martin Luther King Jr. Day: third Monday of January
- President's Day: third Monday of February
- Memorial Day: last Monday in May
- Juneteenth: June 19
- Independence Day: July 4
- Labor Day: first Monday in September
- Rosh Hashanah (First full day)
- Yom Kippur (first full day)
- Indigenous People's Day/Columbus Day: second Monday in October
- Election Day
- Veteran's Day: November 11
- Thanksgiving Day and day after: fourth Thursday and Friday in November
- Christmas Day: December 25

All tools and material must be brought in through the service entrance. Elevators may be used to transport tools and materials only if the elevator is protected. Building staff will provide protection upon request. Any debris resulting from work done must be removed daily by the contractor doing the work. There will be a \$50.00 minimum charge to the Shareholder or Resident if building staff has to do any clean-up. Shareholder or Resident will be responsible for the hourly labor charge for staff to clean up after contractors. Most cleanup will be at the end of the workday and will require staff to work overtime.

### 3. UNIT AND BUILDING ACCESS: KEYS

#### UNIT ACCESS

The Superintendent must have the ability to enter all apartments in the event of an emergency if not able to contact the Shareholder by phone or by ringing the intercom or doorbell. Shareholders and Residents must supply the Superintendent with a copy of all keys to enter their apartment. If there is an emergency and the Shareholder or Resident has not provided for the building staff to enter, the Shareholder or Resident will be charged for all locksmith costs to gain access.

#### BUILDING ACCESS

Each Shareholder is given two building keys and additional keys are provided for a fee of \$25. Before the \$500 move out fee is refunded, the two keys must be returned to the Superintendent. Failure to return a key will result in a fee of \$25 for each key not returned.

#### 4. LATE CHARGES

All payments received after the 15<sup>th</sup> of the month will be charged the highest prevailing rate as allowed by law. Any Shareholder more than three (3) months in arrears will be placed with the corporation's attorney for collection. All costs of collection are borne by the delinquent Shareholder.

#### 5. COMPANION ANIMALS

This is a no-pets building. No pets shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Board.

##### VISITING COMPANION ANIMALS

Pets shall be permitted to visit a Shareholder or Resident up to twice per calendar year, and for a period of no longer than two weeks per visit. No more than two pets may be allowed to visit a Shareholder or Resident at any given time. **Additional visits or longer stays are not allowed unless expressly permitted in writing by the Board, after being approved by an authorized vote of the Board.** Written notification must be given to the Superintendent **at least 24 hours** in advance of the beginning of the visit, along with a completed application. Please download the application from [boothplaza.org](http://boothplaza.org), or obtain it from the Superintendent.

- All companion animals must be carried or be on a leash when taken through common areas of the building.
- All companion animals must be brought in or out via the service entrance.
- The Board is authorized to request immediate removal if a companion animal causes a disturbance to other neighbors or if the resident fails to follow the companion animal rules.
- The Board and/or agent(s) authorized by the Board may inspect the premises if they receive a notice or complaint of violation.
- A Shareholder or Resident found to be keeping a visiting companion animal longer than authorized or found with any companion animal to be in violation of these rules will be subject to fines and/or legal actions.
- Companion Animal owners are liable for the cost of remedying any damage caused by their Companion Animal.
- Non-domesticated animals (any wild animal, reptile, or fowl which is not naturally tame or gentle, but is of a wild nature or disposition, and which, because of its size, vicious nature, or other characteristics would constitute a danger to human life or property) are not permitted in the building under any circumstances.

##### ANIMAL NOISE

*A GUIDE TO NEW YORK CITY'S NOISE CODE* states the following:

Animal noise that is unreasonable and plainly audible from within nearby residential property may call for enforcement action if the noise occurs:

- After 7:00 am and before 10:00 pm for a continuous period of 10 minutes or more.

- After 10:00 pm and before 7:00 am for a continuous period of five minutes or more.

The complete guide can be found here:

<https://www1.nyc.gov/assets/dep/downloads/pdf/air/noise/noise-code-guide-summary.pdf>

## 6. LAUNDRY ROOM

The laundry room hours are posted on the laundry room door. The bins provided in the laundry may be used for clean clothes only.

Please be considerate of all the Shareholders and Residents who use the laundry room:

- Do not use all the laundry machines at one time.
- Retrieve your laundry from the washer or dryer immediately after the cycle has finished.
- Wipe off the lint from lint collectors of the dryers once you are done. Do not leave lint for the next user.

## 7. ROOF

No unauthorized access is allowed on the roof at any time.

## 8. ENTERING AND EXITING: INTERCOM, DELIVERIES, MESSENGERS

### DELIVERIES

- All wheeled devices, including but not limited to furniture, equipment, hand trucks, heavy baggage, grocery carts, bicycles, deliveries, etc. **must go through the service entrance**. Luggage may be carried (but not wheeled) to/from elevator to lobby. Packages may be delivered to the door attendant when on duty. At all other times, packages should be delivered to the garage attendant. Restaurant, groceries and meal service deliveries may be delivered to the front entrance.
- Shareholders and Residents are responsible for picking up their packages in a timely manner. Shareholders and Residents who are away an extended period of time should notify the door attendants and provide instructions for handling any deliveries that may arrive in their absence.

### INTERCOM

Video Intercom access should only be given to persons known or expected by the shareholder. NO access should be given to any person who is not expected or known by a Shareholder, Resident or Guest. Messengers and trades people may only be given access when expected by a Shareholder, Resident or Guest.

## 9. CHILDREN.

Children shall not play or be left unattended in any public areas including the lobby, hallways, courtyards, stairways or elevators.

#### 10. NOISE

No one 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 the Shareholders and Residents. This includes playing a musical instrument or any audio from a phonograph, radio, television or computer speaker between the hours of 10 pm and the following 8 am at volume that is disturbing to the other Shareholders and Residents. More about NYC noise code can be found here:

<https://www1.nyc.gov/assets/dep/downloads/pdf/air/noise/noise-code-guide-summary.pdf>

#### 11. HALLS AND STAIRWAYS

The public halls and stairways of the building shall not be obstructed or used for any purpose other than entering or exiting from the apartments in the building.

- No bicycles, mopeds, scooters, wheelchairs, similar vehicles or baby carriages shall be allowed to stand in the public halls, passageways, areas or courts of the building.
- Shopping carts used to transport items to an apartment must be returned to the garage immediately after use (within one hour) and may not be left in the hallways.
- No public hall of the building shall be decorated or furnished by anyone in any manner without the prior consent of the Board. No article(s) shall be placed in the halls or on the staircase landings nor shall anything be hung from the doors.
- No door decorations are allowed on a Shareholder's door without Board approval for a specific time period and can be revoked at any time. If the door is damaged (i.e. paint chipping from adhesive) as a result of such decorations it is the Shareholder's responsibility to cover the cost of repairs.
- Inclement weather articles including boots and umbrellas may not be left outside of apartment doorways.

#### 12. BUILDING EXTERIOR, WINDOWS, TERRACES

*New York City building owners are required to keep their buildings, including the facades, in safe condition. Anything attached to the outside, like a window unit, would be subject to that rule. A Buildings Department inspector could issue a violation for an improperly installed air-conditioner.*

- No awnings shall be used in or about the building except such as shall have been expressly approved by the Board or the managing agent, nor shall anything be projected out of any window of the building (except air conditioners, see below) without similar approval.
- No radio or television aerial or satellite dish shall be attached to or hung from the exterior of the building without the prior written approval of the Board or managing agent.

- No signs, notices, advertisements or illumination shall be inscribed or exposed on any window or other part of the building, except what has been approved in writing by the Board or managing agent. During the winter holiday season lights may be displayed during the hours of 4pm to 10pm and then turned off to not disturb the other Shareholders and Residents.

#### WINDOWS

- Window air conditioners must be properly installed. Propping up the unit on wooden blocks or bricks, which can come loose and fall to the street below is not acceptable.
- The Shareholder or Resident shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Board 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 of cleaning and to charge the cost to the Lessee.

#### TERRACES/BALCONIES

No one will be permitted to:

- paint the terrace/balcony ceiling or floor
- install tiles or other flooring, indoor/outdoor carpeting or have any area rug covering the terrace/balcony floors
- barbeque, cook or have open flames on the terrace/balcony
- attach anything to the terrace or balcony or hang anything from the terrace or balcony (see winter holiday exception above)
- dry laundry, unless a drying rack is used that is not noticeable from the street and put away once drying is complete
- use terrace space for storage or other inappropriate items
- make any alterations without Board approval

Shareholder should keep terrace/balcony and roof of the apartment clean and free from snow, ice and leaves to ensure drains are clear. Any damage caused by misuse of the outdoor space will be borne by the shareholder.

#### 13. COMPACTOR ROOMS

Garbage and refuse from the apartments shall be disposed of only at such times and in such a manner as the superintendent or the managing agent of the building may direct.

The following rules shall be observed with respect to the compactor room:

- All debris is to be securely wrapped or bagged in small package size to fit easily into the chute.
- Debris should be completely drip-free before it leaves the apartment and carried to the compactor room in a careful manner and in a drip-proof container; then placed in the chute so it will drop into the flue for disposal.
- No bottles or cans shall be dropped down the chute, but shall be **cleaned** and left in a neat manner in the recycle bins. No food should ever be put into the recycle bins.

- Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, oil-soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substance or lighted cigarettes or cigars stubs be thrown into the compactor chute.
- Vacuum cleaner bags must never be emptied into the chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed into the chute.
- The Superintendent shall be notified of any drippings, or moist refuse, appearing on the compactor floor and corridors.
- Any large boxes should be broken down and left in the Paint Room in the basement opposite the laundry room. If the Paint room is closed, leave **boxes in the compactor room on the A-H side.**
- Broken glass should be placed in a bag and left in the sink to avoid the employees getting cut from it. **A note should be attached to the bag clearly stating that it contains broken glass.**
- All newspapers and magazines should be neatly placed in the appropriate recycle bin next to the sink, not in the middle of the compactor room, obstructing access to the compactor chute.
- Read and follow the recycling guidelines posted above the appropriate bins and inform those living or working in your apartment to follow them.

#### 14. TOILETS, SINKS, BATHTUBS

Toilets, sinks, and bathtubs (including in the compactor rooms and laundry room) shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into them. The cost of repairing any damage resulting from misuse of any toilet, bathtub, sink or other water apparatus shall be paid for by the person(s) who caused it. This includes:

- Shareholders for damage in their own apartments or common areas
- Contractors hired by the coop or by a Shareholder

#### 15. WASHING MACHINES.

No washing machines (or dryers) are permitted in individual apartments. If a washing machine (or dryer) is being used in any apartment, the Superintendent is permitted to verify its use and remove it.

#### 16. BUILDING EMPLOYEES

No Shareholder or Resident shall send any employee of the building out of the building on any private business or attempt to provide them managerial direction as they perform their work duties.

#### 17. CARS

- Only cars belonging to Shareholders with a permanent space, or to those renting a Shareholder's space, or staff *with permission*, shall be allowed to park in the garage.
- No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle.

- There is a courtesy of allowing Shareholders or Residents that do not have permanent spaces to enter the garage to load and unload their car.
- No one is permitted to idle their car in the garage.

#### 18. APARTMENT FLOORS

Sound deadening material, such as carpeting, rugs, rubber mats, etc. will be required in rooms other than kitchens, pantries, bathrooms, closets and foyer if there are noise complaints that cannot be otherwise resolved by means such as soft-soled shoes.

#### 19. OPEN HOUSES

No group tour 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 or managing agent. Open Houses are allowed by appointment only. No signs are allowed on the streets advertising an open house.

#### 20. COMPLAINTS

Complaints regarding the service of the building shall be made in writing to the managing agent of the Coop.

#### 21. EXTERMINATION OF VERMIN, INSECTS OR OTHER PESTS

The agents of the Board or the managing agent and any contractor or worker authorized by the Board or the managing agent, may enter any apartment with 24-hour notice for the purpose of inspecting such an apartment to ascertain whether measures are necessary to control or exterminate any such vermin, insects or other pests. If the Board or the managing agent takes measures to control or exterminate, the cost thereof shall be payable by the Shareholder or Resident.

#### 22. RENTAL OF APARTMENTS

No apartment shall be rented on a short-term basis or advertised on Airbnb, Craigslist, HomeAway or any other service offering short-term rentals.

#### 23. SUBLETS

Sublets will only be permitted with the approval of the Board and both the shareholder and sublessee must adhere to the rules and regulations of the sublet policy and these House Rules.

#### 24. SMOKING

Smoking is prohibited from taking place in all common areas of the Booth Street Owners Corp. building property, including but not limited to lobbies, hallways, stairwells, elevators, roofs, balconies/terraces, gym, basement, front courtyard, thoroughfares, amenity spaces as well as within



25 feet of the front, side, garage, service and/basement entrances to the 6776 Booth Street building. Smoking is defined to include carrying, burning or otherwise handling or controlling any chewed, lighted, electric, or smoldering product containing tobacco or any other substance or item which can be smoked including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, "vapes" or any other substance from which smoke or vapors emanate. Shareholders are responsible for compliance with this policy by themselves, all permitted occupants who reside within the apartment, and for all family members, tenants, guests, and invitees of such shareholders. Residents must also take all reasonable steps required to prevent smoke from escaping from their units in a manner which could create objectionable odors in the nature of secondhand smoke.

If a resident fails to prevent smoke from escaping from their unit, the Board of Directors may require the resident to install a filtration system/high efficiency particulate (HEPA) filter. Notwithstanding the foregoing, the Board of Directors can immediately issue the resident a notice of default of the Proprietary Lease and House Rules due to any violation of this smoking policy.

The Board of Directors reserves the right to fine shareholders for each violation of this smoking policy. Each day that the violation exists will be considered a separate violation. The Board of Directors reserves the right to define additional remedies.

#### 25. BICYCLE ROOM

The Bicycle Room is available to all Shareholders and Residents to store their bicycles. A Bicycle Room Key can be provided by the Superintendent.

- All bicycles must be tagged with an apartment number so all bicycles can be identified.
- Bicycles should be locked to the available bicycle racks.
- Only bicycles are permitted to be stored. **No baby carriages, strollers, tricycles, scooters, or toys are permitted in the bicycle room.**

Failure to comply will result in these items being discarded.

#### 26. INSURANCE COVERAGE

- All Shareholders and Residents must carry Homeowners Insurance with Property Coverage that includes Building Property (interior walls, fixtures) and Personal Property (the contents of the residence) and Liability Coverages that includes Damage to the Property of Others and Personal Liability.
- All Shareholders who occupy space in the garage must carry at least liability auto insurance.
- Any Shareholder who sublets a space from another shareholder must carry at least liability auto insurance.