



*Tanglewood
Gardens*

OWNERS CORPORATION

101 North Broadway / 260 Church St. White Plains, NY 10603

PROPRIETARY LEASE, Paragraph 13, HOUSE RULES

as revised in February 2017, November 2022, and October 2025

TANGLEWOOD GARDENS OWNERS CORP.

101 NORTH BROADWAY / 260 CHURCH STREET

WHITE PLAINS, NEW YORK

10603

This copy belongs to: Unit -----

TANGLEWOOD GARDENS OWNERS CORP.

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Implementation & Applicability of House Rules:

Please be advised that the Board of Directors of Tanglewood Gardens Owners Corp. (the "Corporation" or "Board") has reviewed and revised the current House Rules, as reflected herein to provide an updated version, to be effective November 1, 2025. The revisions of the House Rules are made by the Board, in conjunction with its fiduciary duties, as set forth in the By-Laws and the Proprietary Lease at Paragraph 13, entitled, "House Rules".

Please note that these House Rules are applicable to all Shareholders, including members of their respective families, residents, occupants, caregivers, invitees and guests, collectively either Residents or Shareholders, who must act in compliance with same. Accordingly, the Shareholder is responsible for the acts, omissions, fault or negligence of the Residents and any violation of these House Rules constitutes a material default and substantial breach of the Proprietary Lease (the "Proprietary Lease") and/or may subject the Shareholder and/or Resident to any and all rights and remedies of the Board of Directors including but not limited to the imposition of an Administrative Fees or levy of any fines or monetary penalty, as determined by the Board of Directors in its sole reasonable discretion.

HOUSE RULES (October 2025 Revision)

1. Non-Obstruction of Hallways and Common Areas. The public halls and interior and exterior stairways of the buildings shall not be obstructed or used for any purpose other than as an entrance to and exit from the apartments in the building. No laundry, sneaker/shoe racks, scooters, e-bicycle, bicycles, tricycles, baby carriages, doll carriages or other toys, flower pots/planters or any other object, may be left either permanently or temporarily in the public hallways, passageways, or in or on any indoor common hallways or entry stoops of Tanglewood Gardens, (the Complex). Trash may not be stored for any reason, for any period of time in the hallways or common areas of the building. Items left in the common areas will be considered abandoned and may be removed by building staff and the cost of such removal charged to the party responsible. Any obstruction of entrances or hallways are deemed a safety/fire hazard from the city of White Plains Fire Department.

2. Recreation. There shall be no recreational activities conducted in, on, or around common areas, or in or on walkways, hallways, driveways, garages and parking areas. This includes but is not limited to ball playing, inflatable swimming pools, skateboarding, etc. Shareholders are not permitted to barbecue anywhere on the Complex. Children shall not play in the public halls, courts (including the planting areas therein), or stairways unless accompanied by a responsible adult. The Corporation is not responsible for any injuries that result from recreational activities

performed on the property. Hoses and water spickets on property are only for gardening purposes. They are not be used for bathing, car washing, filling swimming pools, etc.

3. Items Hung from Doors, Windows or Sills. No public hall or any other indoor or outdoor common area of the Complex shall be decorated or furnished by any resident. No item may be hung from the outside of any window, or placed upon the outside windowsills of any building, excepting properly installed air conditioners. Small amounts of holiday decor are permissible for a short duration around the time of the holiday. Articles of decoration that are determined by the Board to be offensive to Shareholders or installed beyond an appropriate duration, will be required to be removed or will be removed and the cost charged to the responsible party. Additionally, no electronic devices such as any recording devices to be installed or hung in any common areas including doors, windows, and hallways.

4. Noise. No resident shall make or permit any disturbing noise in their apartment or any indoor or outdoor area of the Complex, or permit anything to be done therein, which will interfere with the rights, comfort, or convenience of other residents AT ANY TIME OF DAY OR NIGHT, including, but not limited to, playing excessively loud live or recorded music, or excessive and unreasonably loud and heavy walking, running, and jumping by residents and/or their guests. During quiet time, defined as between 11:00 p.m. through 9:00 a.m. no residents shall play or allow to be played any live, recorded music, television, or radio that would disturb or annoy other residents of the buildings or surrounding buildings.

5. Renovations & Repairs. All construction and repair work must be approved by the Board of Directors. Any construction or repair work or other installation involving noise may be performed in apartments ONLY from 8:00 a.m. to 5:00 p.m., Monday through Friday and Saturday 9:00 a.m. to 3:00 p.m. No work shall be performed on legal federal holidays. All vendors/contractors are expected to check-in with superintendent on the superintendents' working days and hours. If the work is expected to be done on the superintendent's nonworking day, then a prior arrangement would need to be made with management before commencing work; failure to do so will incur a fine. All vendors/contractors must provide proof of insurance identifying the Cooperative as an additional insured party. Any construction or repairs to apartments, including but not limited to opening walls, electrical and plumbing work, requires the prior consent of the Board of Directors, which consent shall only be considered if the work to be done is performed by licensed and insured contractors, who have obtained appropriate municipal permits, and consent is obtained pursuant to the Alteration Policy adopted by the Board pursuant to Paragraph 21 of the Proprietary Lease. Failure to obtain Board approval will incur a fine, will require work to cease, and may result in alterations being required to return to the original state at the shareholder's expense.

a. Shareholders are responsible for verifying whether or not a permit is required from the White Plains Department of Buildings for any work being completed in a unit. If a permit is required, it must be visually displayed in the window of the apartment during the duration of the work.

6. Appliances & Furniture. Shareholders are allowed to install energy-efficient refrigerators with automatic icemakers in their units. However, Shareholders are responsible for all water caused damages related to their appliance, fixtures and equipment, regardless of, where the damage occurs (i.e. their neighbors' kitchen/walls/floors etc.), including full payment to repair all damages caused in their unit, to the Complex, and to their neighbors' unit. Responsibility will be on a strict liability basis, regardless of fault, negligence, or whether or not the causing Shareholder's homeowner's insurance policy will cover the loss. Heating valves and radiators are Shareholders' responsibility.

a. Air Conditioners: Shareholders may operate up to two air conditioners in their respective unit, that have been properly and safely installed, having a maximum aggregate rated [output of up to 11,000 BTUs] [power consumption of 12 amps]. Shareholders are responsible for ensuring safely and securely install air conditioning in windows, any damage done to bricks, windows, or Complex or to Shareholders is the Shareholders responsibility. Shareholders may have three (3) air conditioners within their unit, properly and safely installed, but may only operate up to two (2) at any given time. Shareholders violating this policy will be assessed an electrical charge reimbursement fee, an administrative fee and any cost incurred by the Corporation to restore service or to repair damage to any unit or to the common elements caused by such over-use. Air conditioners may not leak onto brickwork because it impedes the stability of the brick and results in staining.

b. Water Furniture Prohibition: Shareholders are not permitted to use or maintain water beds, water-filled furniture, or any other type of furnishing that contains or utilizes water within their units. This restriction is in place to prevent potential leaks, structural damage, and other related issues.

7. Moving. Moving in or out of the Complex may only occur between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday and 9:00 a.m. and 3:00 p.m on Saturday. Moving in or out of the Complex is not allowed on Sundays or holidays. The Superintendent or Managing Agent must be informed of any proposed move into or out of the Complex by the shareholder in writing at least 24 hours in advance. Unauthorized moves are subject to a charge of \$1,000.

a. All Shareholders must submit a check in the sum of \$300 to the cooperative's Managing Agent prior to moving into or out of the Complex, all of which is a refundable fee, subject to management's inspection. Such Shareholder shall also be required to pay for any damages to the Complex's common areas caused by the move or for violating the times or dates of permissible moves. The actual cost of repairing any damages will be assessed to the maintenance account for the unit.

b. Shareholders have 30 days from closing date to provide a key to the super / management, failure to do so will result in Shareholders incurring any expenses related to an emergency whereby entry into a unit is essential. This also applies to garage keys (if applicable).

8. Signs. No sign, notice, advertisement, or illumination shall be inscribed, placed, or exposed on or at any window or other part of the building, including common areas such as laundry rooms, storage rooms, except such as shall be approved in writing by the Board of Directors.

9. Garbage. Garbage must be contained in secured plastic bags and placed by residents in the designated areas located on the premises. Waste from construction projects and carpet removal is the responsibility of the shareholder; articles should not be left inside or outside of the dumpsters (i.e. electronics, mattresses, paint cans, air conditioners, and large furniture). Current regulations promulgated by the City of White Plains are attached hereto and expressly incorporated herein, which regulations may change from time to time. If the Cooperative incurs any fee, cost or violation relating to improperly disposed of garbage, or in properly disposing of garbage inappropriately discarded by a shareholder or resident, the costs related thereto shall be assessed to the party responsible. Bulk furniture should be placed on curb near city street on Wednesday evening for Thursday pickup. Dates of pickups are subject to change according to the city of White Plains.

10. Recycling. Pursuant to recycling laws and regulations of the City of White Plains, as same may be amended from time to time, all residents must recycle glass, cans, plastics, and paper. Recycling must be deposited by residents directly into one of the recycling receptacles located in the designated areas on the premises, for pickup by the City. Current regulations promulgated by the City of White Plains are attached hereto and expressly incorporated herein, which regulations may change from time to time. Boxes should be broken down prior to disposal and broken items should be properly labeled and secured. All recycling items must be rinsed prior to being placed into recycling bins. If the Cooperative incurs any fee, cost or violation relating to improperly disposed of recycling, or in properly disposing of recyclable materials inappropriately discarded by a shareholder or resident, the costs related thereto shall be assessed to the party responsible.

11. Parking & Garages. Parking is a fully revocable privilege subject to the Board's sole discretion. Only one car per licensed resident per apartment, up to a maximum of two cars per apartment, are eligible for permanent parking assignment while the assignee is a resident of the premises. Special temporary assignments may be made as the availability of excess spaces allow, which temporary assignments shall be withdrawn in the reverse order of the date of their assignment as necessary. Garages/spaces will be assigned and hanging tags will be issued to residents after registering their car(s) with the Managing Agent, completed by the submission of adequate residency proof, and the execution for each such assignment of a license agreement in such form as is determined by the Board of Directors. Fees for such parking assignments shall be determined by the Board of Directors, are chargeable without apportionment only on a month-to-month basis, and shall be determined by the type of space assigned (large garage, garage, and outdoors) and by the type of assignment (permanent or special). Parking fees shall be considered additional maintenance collectible as if it were maintenance owed under the proprietary lease. Outdoor spaces or garages are available on a first-come/first served basis by written request to the Managing Agent only. Verbal requests will not be accepted. A waiting list for available parking will be kept by the Managing Agent as overseen by the Board of Directors.

Any car which is improperly parked may be subject to towing and/or booting without notice and parking privileges for all the subject offender's vehicles may be revoked. Only residents will be issued parking spaces. Shareholders/residents no longer residing at the Complex must vacate and release their parking spaces. Parking spaces and permits ARE NOT transferable, i.e., when selling or renting a unit, possession of the seller's parking space automatically reverts back to the Complex for reassignment. Please obey the speed limit when entering the parking lot. Parking tags must be renewed annually with all supporting documents (driver's license, registration and proof of insurance). Any garage or parking space without a vehicle for 45 days will revert back to the coop to be reassigned. Garages are allowed to be used for storage of personal belongings along the back wall only with a 3 feet depth max only. Nothing shall be stored along the side walls or fencing. All personal belongings stored in the garage should be stored in boxes or plastic bins. Any hoarding or failure to keep the garage clean and free of garbage will result in garage privileges being revoked. Any issues with rodents in the garage or if a shareholder is found to have hoarding or garbage will incur a fine and the shareholder will bear the responsibility of the exterminator fees. Superintendent / Management is to be provided with a second key to each garage for access to all garages in case of any emergencies. Automatic garage door openers are allowed to be installed into garages at owners' expense. Any damage to the garage or building infrastructure is shareholder responsibility. When vacating the garage, the automatic garage door opener may be left behind at the shareholder's discretion; however, no reimbursement will be provided. All electronic access codes or physical keys must be turned over to the superintendent or Management Company at the time of unit inspection or closing. No charging of electric devices is allowed in garages, except for the use of garage door openers, this includes vacuums, lights, charging of power tools, etc. The cooperative is not liable for any loss or damage to vehicles or personal belongings in the garages from any source or cause whatsoever.

a. Visitor Parking: The Complex can currently provide a limited number of visitor parking spaces, located at the 260 Church Street North Lot and at 101 North Broadway Lot. Visitor spaces will be converted to assigned spaces as those spaces are needed. Only guests of residents of the Complex may use visitor spaces. Any vehicle known to park more than 2 consecutive days a week in the visitor spaces will be regarded as a resident and, thus, abusing visitor parking privileges. Such vehicles will be towed/booted, and administration fees will also be applied to the offending shareholder's account. Should a visitor be on the premises more than 2 consecutive days, written notification of the license plate and anticipated duration of visit must be sent to the Managing Agent before the visitor arrives at the Complex. Shareholder may not park overnight in visitor parking. There is ample parking on both Church Street and North Broadway, which is allowable until 2 a.m. daily. Guests not staying overnight are requested to park on the street. Neither assigned space vehicles nor garage registered vehicles are allowed to use visitor spaces at any time and will be subject to towing if parked in a visitor space. NO COMMERCIAL VEHICLES ARE ALLOWED TO PARK ANYWHERE IN THE COMPLEX, except for contractors' vehicles lawfully parked while performing work. Visitor parking is not allowed during snow emergencies or when snow is anticipated.

b. No additional items can be parked on property except standard passenger vehicles or motorcycles. Parking any other type of vehicle or item, such as trailers, RV's, boats, portable grills, or similar is not permitted.

c. No Parking Zone: Parking in areas designated as no parking zones is prohibited. Such vehicles will be towed, and administration fees will also be applied to the offending shareholder's account. **d.** Any abuse of parking rules or defaults under the Proprietary Lease may subject any resident of the unit to revocation of parking privileges for the entire unit. In addition to any other remedy available, Shareholders who are in arrears in payment of maintenance or parking fees will be subject to revocation of their parking privileges as determined by the Board of Directors. A 15-minute grace period is allowed in a No Parking Zone for residents only for pickup and drop off.

d. Booting & Towing: Parking rules are to be strictly followed, in order to avoid unnecessary booting or towing. Booting or towing will be at the vehicle owner's expense. The Co-operative does not receive any part of the booting or towing fee. The Co-operative is not responsible for reimbursement of the fee or any damages incurred during booting or towing.

12. Animals. No animal, including without limitation, dogs, cats, birds, fish, reptiles, snakes or insects, rabbits, ferrets, guinea pigs, hamsters, etc., shall be kept or harbored in the premises permanently or temporarily, including visitors, unless the same in each instance be expressly permitted by resolution of the Board of Directors and evidenced in a writing executed by the Board of Directors and under such conditions as the Board may require, and based upon a written application and following procedures as set by the Board from time to time. Consent to harbor a dog may be granted by the Board in otherwise appropriate cases, subject to breed restrictions in the Board's sole discretion, to a household or unit, to harbor one dog only and limited to a dog whose weight at maturity will not exceed sixty (60) pounds. In the event of multiple pet requests from the same unit, a maximum of one dog and one cat, or two cats may be harbored at any one time. Visiting dogs and cats (harbored for a period in excess of three days) are not permitted in excess of these rules and must adhere to the same weight and breed as a resident animal. Written notification of the type of animal and its anticipated duration of visit must be sent to the Managing Agent before the visiting animal is brought to the Complex. Dogs shall not be permitted in or on the common areas of the premises or grounds at any time unless carried or on a leash not exceeding twelve feet in length.

a. Fees: Consent for the harboring of cats or dogs within the guidelines of this rule is subject to an administrative maintenance charge. Fees are set at \$120.00 per annum for any dog and \$60.00 per annum per cat and said administrative charges may be assessed in a lump semi annually or charged monthly to the Shareholder's account in the Board's discretion.

b. Dogs: Dogs must be kept on a leash at all times within the Complex's common areas and must be secured by the owner while on property and must not be aggressive, assertive, threatening, menacing, jumping, growling or biting, as well as causing excessive noise or unreasonable disturbances and/or a public nuisance. Dogs, when walked, shall be curbed and their owners shall clean up after the animal in accordance with City ordinances. Dog owners must not allow their animal to relieve themselves in the Complex buildings, on trees, planters or walls of the property. Specific areas of the property may be set aside for walking or exercising an outdoor animal, and only those areas may be used to walk or exercise a permitted animal. A failure to observe any rules involving pets, or the creation of offensive odors or noise or a health or safety threat shall constitute grounds for declaring the offending pet a nuisance, and revocation of any consent given hereunder. If an Owner fails to adhere to the above guidelines regarding Animals, the Board reserves all of its rights and remedies to obtain compliance and may require that the Animal obtain proper training, use a protective device such as a muzzle and/or be removed from the Complex and replaced with a different Animal.

c. Shareholders are not to feed pigeons, birds or other animals from windowsills, the courtyard garden, roofs, sidewalks, driveways or street adjacent to the Complex.

d. The Corporation shall not permit, under any circumstances, the harboring or visitation of any dog which is or contains the following breeds: Akita, Alaskan Malamute, American Staffordshire Terrier, Bull Terrier, Chow Chow, Doberman Pinscher, German Shepherd, Miniature Bull Terrier, Pit Bull, Presa Canario, Rottweiler, Siberian Husky and Staffordshire Bull Terrier or any other type of similar dog or mixed breed which may have vicious or violent propensities, as determined by the Board of Directors upon the advice of the Corporation's insurance carrier, in its sole discretion. These restrictions are not exclusive and may be amended from time to time upon any application for consent to harbor a dog at the premises, in the Board's sole discretion. Notwithstanding the aforesaid, the Board may, in its absolute discretion, consider and approve on a case by case basis, an application to harbor a maximum of two (2) dogs of a miniature or toy breed, where the combined weight at maturity of the two (2) dogs does not exceed twenty (20) pounds.

e. If a pet is noted to be aggressive or if any shareholder is found to be harboring an animal on the premises without first applying for and obtaining permission to do so by the Board of Directors, they shall be sent a legal notice demanding the removal of said animal. No warnings will be given, and the shareholder will assume all legal costs.

f. In addition to any other remedy the Lessor may impose, any shareholder who fails to clean up after their pet relieves itself (urinate/defecate etc.) on the premises, shall be subject to an administrative surcharge. Said administrative charge shall be deemed additional maintenance and collectable as such. Repeated failure to clean up may result in withdrawal of any previous consent granted and an order to remove the animal.

g. Aquariums and Fish Tanks: Shareholders are permitted to maintain aquariums or fish tanks within their units provided that they do not exceed a reasonable size and weight, typically not more than 30 to 40 gallons in total capacity. Only one aquarium per apartment is permitted unless otherwise approved in writing by the Board of Directors. All aquariums must be placed on a proper stand capable of supporting their weight and positioned to minimize the risk of leaks or water damage.

Shareholders are solely responsible for the safe maintenance of their aquariums and for any damage caused by leaks, overflow, or malfunction, including any resulting harm to neighboring units or common areas. The Board reserves the right to require proof of adequate insurance coverage and may, at its discretion, direct the removal or modification of any aquarium deemed unsafe or likely to cause damage.

13. Antennas. No radio or television aerial/antenna shall be attached to or hung from the exterior of the building without the prior written consent of the Board of Directors. No satellite dish shall be installed except if it is in full compliance with all FCC Regulations.

14. Laundry Rooms. Washing machines and dryers are provided as a convenience and are used at a resident's own risk. LAUNDRY ROOM DOORS MUST BE KEPT CLOSED AT ALL TIMES for safety reasons. There is no smoking in the laundry room at any time. The hours for use are Monday through Friday 7:00 a.m. to 11:00 p.m. and Saturday and Sunday 8:00 a.m. to 11:00 p.m. The last load of clothes must be in the washing machine at 9:30 p.m. Laundry should not remain on clothesline for longer than 24 hours. Shareholders are not permitted to operate a washing machine or dryer in an apartment. Use of the laundry facilities by non-residents is NOT permitted. Shareholders who violate this policy will be assessed an administrative fee. Common courtesy to all Shareholders, please use a maximum of three washing machines at a time per day. Prompt removal of clothes, lint, and debris from machine is appreciated. Laundry room sinks are not to be used for washing clothes by hand. Only washing machines are to be used for laundry.

15. Storage Rooms. Storage rooms are located in Buildings 2 and 4. Residents may store reasonable amounts of personal property in the storage rooms, provided the items stored do not violate applicable White Plains fire safety rules including, but not limited to combustible, volatile, or explosive materials such as paint, gasoline, paper, cardboard, etc. Each shareholder may use no more than a 5'X4' area and their unit number must be displayed on your belongings. Building 3 provides a room for bicycle storage. Each shareholder is allowed for two bicycles to be stored at no cost. Each additional bicycle is subject to a \$10 annual fee. No more than 4 bikes total are allowed. All storage is at the shareholder's sole risk. The Cooperative is not liable for any loss or damage to personal belongings in the storage room from any source or cause whatsoever. Any and all items stored in any storage areas are subject to removal at the Board's sole discretion upon twenty-four hours' notice to the party responsible. Items not removed within such twenty-four hours may be removed by the Cooperative at the cost and expense of the party responsible.

16. Safety. All entrance doors, laundry and storage room doors, and garage doors MUST BE LEFT CLOSED AND LOCKED AT ALL TIMES. These doors may not be propped or tied open at any time for any reason.

17. Exterminating. The Managing Agent, and any contractor or workman authorized by the Board of Directors, may enter any apartment on prior notice to the Shareholder/resident, for the purpose of taking measures as may be necessary to control or exterminate any vermin, insects, or other pests or to investigate any claim of damage to that unit or that the unit is the source of damage being caused to another unit or the common areas of the Complex and/or repair such source of damage. Sign-up sheets will be posted in common areas. Any unit found to be hoarding and causing pest problems in the building will incur a fine and be responsible for the exterminator fees to rid the building of pest issues.

18. Rugs & Carpeting. 80% of the floors in each room or area of a unit, except kitchens, bathrooms and closets, must be covered with suitable, noise-reducing rugs/carpeting and padding. Apartments may be inspected to ensure compliance with this requirement.

19. E-Mobility Device Prohibition (E-Bike & E-Scooter). The use, transport, operation, storage, repair and/or charging of any electric bicycles, electric scooters, hoverboards or similar e-mobility devices or parts thereof, (an "E-Mobility Device") using lithium-ion batteries in any apartment or any other places at the Property including the common areas of buildings and garages is prohibited.

No Shareholder, including but not limited to family members, occupants and residents, as well as their guests, employees, agents, visitors, tenants, sublessees or licensees) (collectively, "Residents") shall permit or allow any E-Mobility Device (whether belonging to, operated or used, leased and/or owned by the Shareholder or Resident to be brought into, transported, kept, used, operated, stored, repaired or charged in the Property. In the event a violation of the foregoing House Rule and/or if such E-Mobility Device results in a fire or property damage at the Property, the Shareholder, together with the Resident who brought in or permitted the E-Mobility Device into the Property, shall be jointly and severally responsible and liable for a violation and/or property damages or personal injuries arising and/or resulting from the fire, including but not limited to any and all costs, expenses and fees of the Corporation, as well as its professional and reasonable legal fees, as well as any administrative fees or fines imposed by the Board.

If a Resident is observed in possession of such devices in manner as aforementioned, the Shareholder shall be assessed a minimum administrative fee or fine of \$250.00 per observance, commencing with the first observance and without additional notification. Notwithstanding the foregoing, this House Rule shall be deemed to be inapplicable for the Shareholder and Resident, that utilize lithium batteries in wheelchairs or mobility devices specifically designed for and/or utilized by persons that are physically handicapped or disabled and require same as part of an approved medical treatment plan by their treating healthcare worker. The Resident will be held responsible for any and all damages or personal injuries caused by the device.

20. High Intensity & Grow Light Prohibition. The use, placement and/or operation of any type of high intensity light fixtures commonly utilized for grow lights of plants are specifically prohibited at the Property due to the potential fire hazard and negative impact on insurance premiums. Accordingly, all Shareholders or Residents are required to cease and desist, effective immediately, and such light fixtures must be removed from the Property.

21. Doorbell Camera & Exterior Surveillance Devices Prohibition. The installation, use and/or operation of any type of surveillance, camera video and/or photographic device or equipment by any Resident anywhere on the Property that records either photographic, visual or audio recording of Residents is prohibited since it improperly impacts and/or interferes with the use, occupancy and quiet enjoyment and is considered to be an inappropriate intrusion or improper invasion of privacy. Accordingly, the installation, use and/or operation of such device or equipment must cease and desist by no later than November 1, 2025. The failure and/or refusal to act in compliance with this House Rule shall be deemed a violation and constitute a material default and/or substantial breach of the Proprietary Lease. In furtherance hereof, the Board reserves all rights and remedies to enforce this House Rule including but not limited to the imposition of administrative fees and levying of fines, as well as the commencement of litigation seeking an injunction for the removal of said device or equipment inclusive of self-help measures to prevent any further violations and/or obtain compliance.

22. Drone Prohibition. The use and/or operation of any flying device or aerial equipment at the Building Complex, including but not limited to a drone device flown at, on, or over any portion of the Property, is specifically prohibited, effective immediately.

23. Tours, Exhibitions, Etc. No group tour or exhibition of any unit or its contents shall be conducted, nor shall any auction or sale be held in any unit without the prior written consent of the Board of Directors. Real estate "Open Houses" are an exception to this rule.

24. Complaints. Complaints must be made in writing, dated and signed, to the Managing Agent. No oral complaints will be addressed or responded to. There should be no direct communication with the Board of Directors, unless at a specially designated Board meeting.

25. Work Orders. Shareholders and residents must promptly notify the Management Company of any necessary repairs within the Complex, including those within individual units for which Shareholders are responsible. All work orders must be submitted electronically through the Management Company's website.

26. Employees. No employee of the Complex may be used by any Shareholder or resident for the private business of that Shareholder or resident, nor shall any employee be sent out of the Complex on any private business of a Shareholder or resident.

27. Smoking. The interior common areas of the premises are designated as smoke free zones, and Smoking of any kind or substance is not allowed in any hallway, laundry room, or other indoor common area, including walkways, parking areas, garages and within 50 feet of any residential building. Smoking ODOR must be kept within the confines of your apartment.

Shareholders who smoke are responsible for preventing the migration of secondhand smoke or odors from smoking any substance into neighboring units or common areas. The Board reserves the right to require the shareholder to install caulking, foam insulation, or other reasonable measures, at the shareholder's expense, to prevent the transmission of smoke or other obnoxious odors.

28. Homeowner's Insurance. All Shareholders must obtain and continually maintain comprehensive liability and casualty insurance covering their respective units. Any questions about required coverage should be directed to the Co-op's Management Company. Shareholders shall provide the Cooperative with proof of such insurance upon request and at least annually.

a. No Shareholders are allowed to sublet/rent any space within their unit.

29. Leaks. Any issues with leaks between Shareholders are to be reported to the superintendent and managing agent with supporting documentation and images. Additionally, Shareholders are expected to inform their insurance company immediately. The superintendent and/or the Corporation's assigned plumber will inspect the damage and determine fault. The Corporation is only responsible for leaks that originate from plumbing within the walls.

30. Background Checks. All Shareholders and residents are required to submit to a background check and for the security and fairness to the residents the same standards are required for any additional person. Visitors are limited to fourteen days. Any occupant or visitor staying over fourteen days will be seen as a resident and a background check will be requested; all associated fees are the responsibility of the shareholder.

31. Schedule of Charges/Fees/Fines. In accordance with the Corporation's Proprietary Lease and House Rules, the Board of Directors hereby sets forth the Corporation's Policy for imposing disciplinary actions and charges/fines in connection with violations of the Corporation's governing documents.

Each shareholder is responsible for complying with the Corporation's governing documents. Shareholders are further responsible for ensuring their subtenants, guests and family members comply with the governing documents. In the case of violations committed by guests or unit occupants who are not residents, the Board of Directors shall notify the shareholder in writing of the nature of the violation. Any fines for non-compliance or reimbursement shall be imposed against the shareholder and secured by the Corporation's lien against the shares.

Shareholders shall be liable for their own fines and for fines assessed against their guests and unit occupants. A fine or charge must be paid by the shareholder within thirty (30) days of the assessment of the fine. If the shareholder fails to pay within thirty (30) days after the fine is assessed, the fine shall be deemed a common charge assessable against the unit.

The schedule of charges shall be sent to all Shareholders, and the Board of Directors reserves the right to establish a new schedule at any time after notice is provided to Shareholders. This list of violations and charges is not inclusive. The Board reserves the right to increase, decrease or

modify the financial charge for any of these violations as well as to add other violations and their corresponding charges as it deems necessary and as it, in its sole discretion, deems appropriate in any individual case. Effective October 20, 2025, the following fines have been instituted by the Board of Directors:

32. Revocation of Consents or Approvals. Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time for any reason.

33. Violations. In addition to any other remedy provided for in the Proprietary Lease or herein for any default under these rules or the Proprietary Lease, a violation of these rules may subject the account of the shareholder from whose unit the offending conduct occurs, or in which the offending actor resides or is visiting, to an administrative cost recovery charge to reimburse the Lessor Corporation for expenses known and unknown, whether paid or not, for the costs of correcting the violation, repairing the property, and or notifying the offender of the violation, as liquidated damages, the exact amount of any damages being difficult or impossible to ascertain.

Revised by Resolution of the Board of Directors

February 2017

November 2022

October 2025 (Effective November 1, 2025)

***** A violation of any of these House Rules shall be deemed a material (not de minimis) violation of the Proprietary Lease which may result in termination thereof and the commencement of legal proceedings against the shareholder as permitted by law.**

Administrative Charges/Fees/Fines

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Alterations / contractors, Unauthorized	\$250.00 (+damages)	\$500.00 (+damages)	\$1000.00 (+damages)
Dumping, Illegal	\$150.00 (+fines)	\$400.00 (+fines)	\$750.00 (+fines)
Improper Floor Covering, Obstructed Hallways, Illegal Parking, Moving (Day, Time, or Lack of Notification), Stored Items, Transient occupancy/guest Violations (per day)	\$150.00	\$400.00	\$750.00
Trash Disposal, Improper	\$75.00	\$200.00	\$400.00
General Rule Violation (for the violation of any rules not specified herein)	\$150.00	\$200.00	\$400.00
Refusal to Remove Vehicle for Plowing	\$150.00		
Harboring of pets without approval (per day)	\$25.00		
Failure to remove canine waste - urination/defecation on property (per incident)	\$75.00		
Ball Playing/Skateboarding, Unauthorized	\$50.00 (+ Damages)		
Sublet, Illegal (per month)	\$2000.00 (+legal fees)		

- Late payment of maintenance or assessment (per management)
- After the third offense, fines will be imposed on a **case-by-case basis** at the sole discretion of the cooperative board of directors.