House Rules For All Residents of 240 West 23rd Street
As of April 1, 2024

Emergency Notifications: For urgent issues with heat, water, electricity, elevators, or other building services, call the Management Agent. If unavailable, use the 24-hour emergency number, 917-691-9077.

Non-Emergency Concerns: For non-emergency building issues or questions about the house rules, write to the Management Agent, HMayers@andrewsbc.com.

Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time with reasonable cause.

Shareholders and residents are required to:

1. SECURITY
   - ensure all entrance and stairwell doors are always securely closed and locked

2. ACCESS
   - leave a set of apartment keys with a designated neighbor, Managing Agent, or superintendent for emergency access and repairs
   - restrict intercom app use to shareholders and residents; never share credentials with others
   - allow entry for vermin extermination or necessary safety-related repairs

3. COMMON AREAS
   - keep all common areas (lobby, floor landings, and stairwells) free of obstructions to comply with Fire Department Regulations
   - package deliveries in the lobby are at your own risk; promptly remove them to maintain ease of entry
   - store personal property within your apartment; no storage is allowed in the basement except in designated areas
   - decorate floor landings only with the consent from all floor shareholders and ensure no decor impedes fire stair access per Fire Department regulations

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Shareholders and residents are required to:

4. REPAIRS AND ALTERATIONS

- contact the Managing Agent in advance for any planned repairs, alterations, or improvements to ensure compliance with coop's guidelines and alteration agreements, and NYC Dept of Buildings regulations.
- limit any work to weekdays (excluding legal holidays) between 8:30 am and 5 pm
- clean common areas daily when work is being conducted
- regularly maintain caulking around bathtubs, sinks, toilets and tile portions, and promptly address sink, shower, or bathtub drain clogs, and use NO chemical agents such as Drano
- individually engage the building superintendent for reasonable repairs within the unit, if desired; such repairs are at shareholder expense
- pay for any repairs conducted by the Coop but found to be shareholder responsibility, per the proprietary lease

5 NOISE

- avoid making or permitting disturbing noises, especially between 11 pm and 6 am
- cover at least 80% of the apartment floors with rugs, carpeting, or noise-reducing material in all rooms except the kitchen, pantries, bathrooms, closets, and foyer, unless the Board provides written authorization

6. SMOKING

- abstain from smoking or permitting guests to smoke in any common area or prohibited area of the building
    - Refer to the Coop's smoking policy in the Addendum.

7. ROOF DECK

- observe the usage hours as posted
- supervise children under 12
- refrain from using any cooking, grilling, heating or open-flame devices on the roof deck
- keep out of the elevator motor room and off its roof; no storage is allowed
- remove personal belongings and turn off lights after use
    - Be sure to have your key for re-entry; roof door automatically closes and locks for the safety and security of all residents.
- obtain Board approval for roof deck gatherings of more than 8 people, or for any special purpose
    - If approved, notify penthouse shareholders at least seven days in advance.

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Shareholders and residents are required to:

8. GUESTS/RESIDENTS

- provide the Managing Agent with the names and contact information of individuals residing in the shareholder's apartment
- ensure guests adhere to all House Rules
    - Overnight guests are NOT allowed unless the shareholder or another permitted occupant is present.
    - Prohibited: Short-term rentals, directly or through platforms such as Airbnb or VRBO.

9 . OTHER HOUSEKEEPING & SAFETY

- refrain from throwing or shaking items from windows, terraces, or balconies
- abstain from feeding pigeons or other animals from any building area
- seek written permission from the Board before attaching any device, such as a satellite dish, antenna or aerial or camera, to individual decks or terrace
- obey New York City law regarding grills on private terraces
- comply with New York City ordinances regarding the proper installation of window air conditioner brackets

10. HOUSEHOLD GARBAGE

- comply with the city's garbage and recycling collection schedule, placing garbage on the curb during specified hours/days ONLY
- keep household garbage inside the unit until curbside pickup time; no stowage is allowed in any public area, including basement refuse cans reserved for the superintendent's use
- comply with holiday schedules and Department of Sanitation (DOS) regulations
    - Refer to the DOS website for schedules and regulations in force, https://www.nyc.gov/site/dsny/
- request special pickups for large items through the DOS
- dispose of construction debris privately; it is not collected by the DOS
    - NYC fines that result from shareholder non-compliance will be charged back to the responsible shareholder.

11. BASEMENT STORAGE

- store personal property only in the storage bin(s) leased to your unit, following the terms in the lease agreement available from managing agent
- store bicycles only on the designated bike rack, preserving access to the passageway and other bikes

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Shareholders and residents are required to:

12. LAUNDRY
    observe basement laundry hours of 8 am and 10 pm daily; use restricted to shareholders and residents

13. SUBLETS
    - consult the Sublease Policy for details on subletting
        - short-term sublets of any kind are prohibited

14. FINANCING
    - finance no more than 80% of the unit's sale price through mortgages or loans
    - seek Board approval for refinancing
        - contact the Managing Agent for refinancing packages

15 HOMEOWNER'S INSURANCE
    - maintain valid homeowner's insurance with at least $1,000,000 in liability and $150,000 in property coverage
    - present annual proof of insurance as requested; failure to comply may result in a $500 fine
        - New shareholders must present valid insurance proof by closing

16. DEPOSITS, FEES AND FINES
    - pay a non-refundable $500 deposit when moving in or out
    - submit fees and refundable deposits per the applicable Alteration Agreement before commencing repairs and alterations

House Rules Violations
Violations of any aforementioned rule may result in fines, with escalating fines for repeated offenses. After a third occurrence, additional penalties and actions may be imposed by the Board of Directors.

Addenda:
Smoking Policy
Household Garbage Schedule

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Smoking Policy

1. Smoking or using electronic cigarettes is prohibited in any common areas within the interior of the building including the lobby, hallways, staircase, basement and rooftop. Smoking is also prohibited on exterior terraces.

2. Smoking includes inhaling and exhaling, burning or carrying any lighted cigar, cigarette, pipe, herbal cigarette, non-tobacco smoking product or any other lighted object or device designed to use or inhale smoke. Smoking or vaporizing cannabis or marijuana is also a violation of this paragraph.

3. All Unit Owners, tenants or guests of Unit Owners are prohibited from causing the emission of air contaminants that may cause detriment to the health, safety, welfare or comfort of any person, or injury to plant and animal life in or on the property. Owners shall be responsible for making their tenants and guests aware of this prohibition.

4. To the extent that Unit Holders, tenants or guests of Unit Holders produce excess second-hand smoke from within their own Units notice will be given to those who are causing the secondhand smoke by the Managing Agent. To the extent the second-hand smoke condition is not addressed, the Managing Agent is authorized to issue fines per the House Rules to Unit Holders.

5. All prospective purchasers and rental tenants shall be informed of this prohibition by the Board of Directors and/or the Managing Agent.

6. Smoking is not permitted within a 25 foot perimeter of the front of the building.

7. The Coop Board and the Managing Agent are authorized to enforce this policy.

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Household Garbage Schedule

Trash must be placed curbside after 8pm and no later than 12 midnight on the day before collection.

- Regular trash collection days are Monday, Wednesday, and Friday.
- Recycling is collected on Friday.
    - Accordingly, place trash curbside on Sunday, Tuesday, and Thursday evenings.
    - On Thursday evenings, ensure that recyclables are separated from regular trash.

Reminder: Stowing trash in landings, hallways, basement or any common area before curbside placement is not permitted.

Stay up to date on collection schedules, recycling, and other related services by visiting the Department of Sanitation New York (DSNY) website: https://www.nyc.gov/site/dsny/