

## **THE WINDSORS HOUSE RULES**

- 1) The public halls, garage passageways, areas around the elevator entrances, stairways, cat walks, roofs and other common use areas shall not be obstructed for any purpose, other than for the momentary movement of items within the constant supervision and control of the residents.
- 2) Children and/or pets shall not be allowed to play in the public halls, stairways, cat walks, roofs and other common use areas.
- 3) No public hall shall be decorated or furnished by any resident in any manner without the prior written consent of the Board of Directors. This rule does not apply to holiday decorations or floor mats.
- 4) No resident shall create or permit any sounds capable of being heard outside their apartments between the hours of eleven o'clock (11:00 P.M) and eight o'clock (8:00 A.M)
- 5 All construction, repairs, installation or maintenance work which is capable of creating sound that can be heard outside an apartment, may only be performed on weekdays (not including legal holidays) and only between the hours of nine o'clock (9:00 AM) and five o'clock (5:00 PM).
- 6) No notices, articles, advertisements, etc., shall be placed in any of the common areas of the buildings, other than on the bulletin boards located in the laundry and mail box rooms.
- 6) No awnings, window-air conditioning units or ventilators shall be used in or about the buildings, nor shall anything be projected out of any window of the buildings, except onto a terrace, unless prior written approval is obtained by the Board of Directors, the managing agent or the superintendent. Such approval shall not be unreasonably withheld, especially in the event of a malfunctioning of the buildings' air conditioning and/or ventilation systems, for the period of such malfunctioning.
- 7) No bicycles, baby carriages, scooters or similar vehicles shall be allowed to be stored on the terraces, unless they are fully secured. Otherwise, they must be kept **inside** the apartments or in the storage room. Moreover, the persons guiding such vehicles in the building through the public passageways or other common areas of the buildings shall exercise appropriate care and precaution so as not to injure any other person sharing the facilities or to damage building property.
- 8) Heavy deliveries, including furniture, carpeting, installation and similar materials are to be made through the side entrance of each building. Such Deliverers, which are only allowed in the building between the hours of 7:00AM and 7:00PM, are to use the elevator designated "IN SERVICE" (INS) which, upon request of the doorman, shall have padding placed on the walls at the time of delivery. All workmen and/or deliverers of either light or heavy materials must report to

the doorman and provide appropriate identification prior to entering the premises. The following are examples of light deliveries which can be made through the front entrance.

- a) Groceries
- b) Take out food delivery
- c) Deliveries from the Post Office or the United Parcel Service
- d) Floral Deliveries

9) ALL Garbage/REFUSE (including furniture) disposals shall be in compliance with the NYC recycling rules and may only be disposed within the hours and manner in which the superintendent or the managing agent of the building may direct.

10) Compactor Room: Recycling collection bins shall not be used for any purposes other than those for which they were constructed; nor shall any sweepings, rubbish, oil soaked rags, pieces of furniture, food, etc. be left in the recycling collection bins. These items should be taken downstairs to the basement and properly disposed of. All newspapers, magazines, other reading material shall be neatly placed in the recycling bins. Any resident who shall cause damage resulting from the misuse of any compactor room or other apparatus shall be held responsible for such. If anyone is too ill or infirm to be able to properly dispose of such materials, the doorman should be notified, who will then arrange for proper disposal of such item(s).

11) No resident shall utilize any employee of the buildings for any private purpose while such employee is on duty, except for those purposes that would normally come within such employees' responsibilities, and only then, except in an emergency situation, upon submitting a work request to the doorman.

12) No dogs shall be maintained or harbored in the buildings by any resident unless the resident has attained the required written permission, pursuant to an application available from the managing agent, posted the requisite security deposit, signed the necessary agreements and submitted proof of liability insurance and the requested veterinary information. The following rules shall apply with respect to the maintaining of such pets:

- a) Dogs must be carried or/and kept on a leash while in the public areas of the building and not be allowed to run unleashed on the grounds.
- b) Dogs may only enter and exit the building through the respective service entrances, except between the hours of 11:00P.M. and 6:00 AM.
- c) Dogs may not be allowed to relieve themselves on *any* of the grounds of the Windsors. Rather, they must be walked near the curb and the owners must immediately dispose of their waste as required by New York City Ordinances.
- d) Owners will be responsible to immediately clean up after any accident by their pets on any of the public facilities or grounds of the Windsors, and will be required to compensate the cooperative for any damages resulting therefrom.

13) No resident shall feed any stray cats, dogs, birds/pigeons or other animals on or adjacent to the grounds, walkways, premises, window sills, terraces, balconies or courtyards or other public spaces/portions of the buildings.

14) No appurtenances other than Over The Air Reception Devices for television signals (as defined by the Federal Communications Commission), which must be firmly secured to the terrace railing, and for which proof of liability insurance shall be provided, may be attached to or hung from the exterior of the buildings without the express written prior permission and approval of the Board of Directors or the managing agent. Any resident may be required to remove at his/her expense any such unauthorized appurtenance or other unauthorized renovation/alteration, in addition to being required to restore the terrace to its original condition within sixty (60) days after a written demand for such action by the Board of Directors or the managing agent.

15) No vehicle shall be parked in such a manner as to impede or prevent "ready" access to any entrance of the buildings by any other vehicle, and most importantly, any emergency vehicle.

16) The laundry rooms are to be used by residents only, at the appropriately posted hours of operation and in the appropriate manner, as proscribed by the managing agent and the contracted company operating the laundry machines.

17) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or other equally effective noise-reducing materials to the extent of at least eighty (80%) percent of the traffic areas of each room, with the exception of the kitchens, pantries, bathrooms, closets and foyers. All apartments shall be made available for inspection of same by the board upon reasonable notice.

18) No tour, exhibition or open house of any apartment shall be conducted for commercial purposes, nor shall any auction sale be held in any apartment, without the prior notification to the the managing agent.

19) Residents shall be charged with the responsibility of keeping their apartments and windows reasonably clean. In case of refusal or neglect of the occupant to do so within ten (10) days after receiving notice to cure any violation of this requirement such cleaning may be done by the management agent's staff or other authorized agents who shall be given access to the apartment, upon reasonable notice and the resident shall be held responsible for all costs in relation thereto.

20) Complaints regarding the services of the Buildings shall be made in writing and submitted to the Board of Directors and the management company.

21) Any consent given by the Board of Directors or the managing agent in conformity with these rules may be revocable at any time. However, an aggrieved resident may request in writing, and will thereupon be entitled to a hearing by the Board of Directors.

22) These house rules may be amended/revised or repealed at the discretion of the Board of Directors at any time, upon reasonable notice to the residents. If necessary, a hearing or meeting may be called by the Board with respect to any such proposed changes in order to allow for input of the residents before any final decision is made to change the rules.