

2550 INDEPENDENCE AVENUE OWENRS CORP.
2550 INDEPENDENCE AVENUE
BRONX, NY 10463

Please Note: The Name & Financial information on this application must match the name(s) on the mortgage commitment letter.

Financial Guidelines

1. Maintenance, monthly mortgage payments, and all other debt payments should not exceed 38% of the purchaser's gross monthly income.
2. We require that the Bank Recognition Agreement be the Aztec Form.
3. Sublet Fee: 10% of rental payable semi annually.
4. Flip Tax: 10% of profit
5. Financing: 10% down payment

Purchase Package:

The following items should be included in the package sent to the prospective buyer:

1. House Rules
2. Move-in Deposit (Certified bank check)
3. Days and times when moving is permitted and requirement to notify Superintendent put up pads in the elevator to protect the paneling.
4. Request Form to be put on the parking list (to be handled in Closing).
5. Non Refundable Application Processing Fee- \$450.00 per person (Certified bank check or Money Order) payable to: Goodman Management Co., Inc.

The following items should be verified by the Resale Department before the package is sent to the board for review:

1. Employer, length of employment, current salary
2. Prior landlord (going back at least 2 years)
3. Appraisal Report
4. 4 References- 2 Personal- 2 Business for all adults residing in the apartment
5. Proof of Homeowners Insurance

The following items should be included in the package sent to the Board for approval:

1. Application form including statement of assets, liabilities, and net worth (balance sheet)
2. Contract of Sale
3. Bank Recognition Agreement (must be Aztec Form)
4. Proof of Homeowners Insurance
5. Complete Bank Statements for three (3) months, please circle each monthly credit card payment
6. Current pay stubs covering a 30 day period
7. Federal Tax Returns (**entire return**) for the two (2) years with applicable (W-2's) – If self employed applicable business returns in additional to personal.
8. TRW Credit Report for all adults
9. 12 Months cancelled rent checks- front and back
10. Bank Commitment
11. Bank Application
12. Owner needs to supply proof of Homeowners Insurance
13. All adult residents of apartment must appear at the interview

Please note: (8) Eight copies plus the original (9) Nine of all papers are to be submitted to Goodman Management Co., Inc., 5683 Riverdale Avenue, Suite 203, Bronx, NY 10471, Attn: Tarshia Champagne. All copies must be collated AND each category must be stapled for each individual sets and in the order listed below for submission to the Board of Directors. Incomplete packages will not be processed and returned.

- **NOTE:** Please be advised that the processing procedure can take up to ten (10) business days from the time we receive **ALL** required documents and consider the application complete.

PLEASE MAKE SURE YOUR ANSWERS WILL PHOTOCOPY LEGIBLY

APPLICATION FOR APPROVAL OF SALE OF COOPERATIVE AGREEMENT

INSTRUCTIONS:

This form should be completed as follows. Part I by the prospective seller (present tenant). If shares are presently owned by more than one person, Part I should be signed by each seller. Part II by the prospective Purchaser (Applicant). A copy of the contract of sale is to be provided by the Seller.

All questions should be answered and the application returned to:

2550 Independence Avenue Owners Corp.
c/o Goodman Management Co, Inc.
5683 Riverdale Avenue
Suite 203
Riverdale, NY 10471

If the applicant presently resides at 2550 Independence Avenue and is a tenant-stockholder, the applicant may omit answers to questions 18-21 inclusive.

If the applicant is approved, a sum of \$725.00 for standard closing fee at the office of the Seller's attorney, plus disbursements, will be payable to Goodman Management Co., Inc. Maintenance, arrearage, and all other charges for the month in which the closing takes place must be paid on or before closing.

PART I

DATE _____

TO:

I hereby request the Board of Directors of Corp. to approve an assignment of the propriety lease for Apartment No. _____ at 2550 Independence Avenue and the sale of _____ shares to the applicant named below in Part II. I (we) warrant that the purchase price stated in the contract of sale provided herewith is the total price being aid in connection with the sale of shares and/or the apartment, its fixtures, its improvements, and its contents.

Seller's Signature

Seller's Signature

Home Telephone Number

Note: The seller must sign this before submitting the application to the management. Otherwise the application will not be processed.

PART II

1. Applicant's Name: _____

2. Date of Birth: _____

2A. Social Security #: _____

3. Home Address: _____

4. Home Telephone Number: _____

5. Name and Address of Employer (provide verification letter from employer):

5A. Business Telephone Number: _____

5B. Occupation: _____

6. Co-Applicant's Name: _____

7. Date of Birth: _____

7A. Social Security: _____

8. Co-applicant's Home Address: _____

9. Co-applicant's Home Telephone Number: _____

10. Name and Address of Co-applicant's employer (provide verification letter from employer): _____

10a. Co-applicant's Business Telephone Number: _____

10b. Co-applicant's Occupation: _____

11. Estimated Annual Income from Occupation (s): _____

12. Will you live in the apartment as your primary residence? _____

13. When will you move in? _____

14. Do you intend to use the apartment to any extent for professional or business purposes?

If so, please state full details: _____

15. Applicant's family consists of: (If there are any children, give ages.) _____

16. Please list name, relationship and age of each person who will reside with you in the apartment:

Name

Relationship

Age

17. Financial References:

List two references – provide documentation:

1. Name _____

2. Address _____

1. Name _____

2. Address _____

18. Present Landlord:

Name: _____

Address: _____

Dates of Occupancy: From _____ to _____

Rent: _____

18A. Previous Landlord (if at present residence less than five years):

Name: _____

Address: _____

Dates of Occupancy: From _____ to _____

Rent: _____

Please have present landlord send letter of reference directly to managing agent, directed to your payment of rent, maintenance of apartment or house, complaints by neighbors.

19. Personal References

1. Name: _____

Address: _____

2. Name: _____

Address: _____

3. Name: _____

Address: _____

Please have each reference send a letter of recommendation directly to the managing agent.

20. If you know any persons presently residing at 2550 Independence Avenue?
Please list their names:

21. Schools and colleges attended by applicant, co-applicant and members of family.
List class and degree in each case:

22. Address of all additional residences owned or leased:

23. Are any pets to be kept in the apartment? _____

24. List exact name or names in which shares are to be owned and lease to apartment is to be issued:

25. Applicant's Attorney's Name: _____

Address: _____

Telephone Number: _____

26. Real Estate Agent's Name: _____

Address: _____

Telephone Number: _____

Real Estate Agent/Broker's Fee: _____

27. Do you intend to do any renovations or make any improvements to the apartment? If so, please state general nature and approximate cost.

28. How do you intend to pay for the apartment? _____

29. If you intend to finance part of the purchase price with a loan, please state lender, amount of loan and monthly payment.

30. Are you a party in any litigation? If so, please state the circumstances. _____

31. Have you ever been sued for not paying a bill? If so, please state the circumstances.

32. Are there any outstanding tax liens against you? If so, please state the circumstance.

33. Are there any other liens outstanding against you? If so, please state the circumstance.

34. Have you ever been turned down for a loan or a credit card? If so, please explain.

35. Provide a copy of the first page of your 1040 as filed for each of the last two years.

36. List total estimated monthly payments for apartment for first year (including maintenance, co-op loan, utilities) and total sources of estimated monthly income.

Estimated Monthly Payments: _____

Estimated Monthly Income: _____

37. Will you have homeowners insurance as of the date of the closing? _____

38. Please list amount of life insurance.

Applicant: _____ Co-applicant: _____

39. Please list weekly benefit of disability insurance.

Applicant: _____ Co-applicant: _____

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEDING
DATE OF APPLICATION**

ASSETS

- | | |
|--|-----------------|
| 1. CASH | \$ _____ |
| 2. CHECKING ACCOUNTS | \$ _____ |
| 3. SAVINGS ACCOUNTS, MONEY FUNDS | \$ _____ |
| 4. TOTAL CASH, BANKS AND MONEY FUNDS | \$ _____ |
| 5. MARKETABLE SECURITIES (furnish cover sheet showing balance of most recent statement for any major account) | \$ _____ |
| 6. LIFE INSURANCE NET CASH VALUE (list below) | \$ _____ |
| 7. SUBTOTAL LIQUID ASSETS | \$ _____ |
| 8. NON-MARKETABLE SECURITIES (list below) | \$ _____ |
| 9. REAL ESTATE OWNED (list below) | \$ _____ |
| 10. VESTED INTEREST IN RETIREMENT FUND | \$ _____ |
| 11. NET WORTH OF BUSINESS OWNED | \$ _____ |
| 12. AUTOMOBILES/PLEASURE BOATS (list below) | \$ _____ |
| 13. MARKET VALUE OF FURNITURE & PERSONAL PROPERTY | \$ _____ |
| 14. NOTES RECEIVABLE | \$ _____ |
| 15. OTHER ASSETS (explain below) | \$ _____ |
| 16. TOTAL ASSETS (explain below) | \$ _____ |

****Please number explanatory material to correspond to numbers on this statement under the notes section****

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEDING
DATE OF APPLICATION**

LIABILITIES

- | | |
|--|----------|
| 17. INSTALLMENT DEBT PAYABLE
(list below) | \$ _____ |
| 18. OTHER UNSECURED LOANS
(list below) | \$ _____ |
| 19. REAL ESTATE LOANS & MORTGAGES
(list below) | \$ _____ |
| 20. AUTOMOBILE/BOAT LOANS
(list below) | \$ _____ |
| 21. OTHER SECURED LOANS
(list below) | \$ _____ |
| 22. OTHER LIABILITIES (explain below) | \$ _____ |
| 23. TOTAL LIABILITIES | \$ _____ |
| 24. NET WORTH (assets minus liabilities) | \$ _____ |

****NOTES****

**ESTIMATED BALANCE SHEET FOR LAST DAY OF MONTH FOLLOWING
CLOSING ON APARTMENT**

ASSETS

- | | |
|--|-----------------|
| 1. CASH | \$ _____ |
| 2. CHECKING ACCOUNTS | \$ _____ |
| 3. SAVINGS ACCOUNTS, MONEY FUNDS | \$ _____ |
| 4. TOTAL CASH, BANKS AND MONEY FUNDS | \$ _____ |
| 5. MARKETABLE SECURITIES (furnish cover sheet showing the balance of most recent statement for any major account) | \$ _____ |
| 6. LIFE INSURANCE NET CASH VALUE (list below) | \$ _____ |
| 7. SUBTOTAL LIQUID ASSETS | \$ _____ |
| 8. NON-MARKETABLE SECURITIES (list below) | \$ _____ |
| 9. REAL ESTATE OWNED (list below) | \$ _____ |
| 10. VESTED INTEREST IN RETIREMENT FUND | \$ _____ |
| 11. NET WORTH OF BUSINESS OWNED | \$ _____ |
| 12. AUTOMOBILES/PLEASURE BOATS (list below) | \$ _____ |
| 13. MARKET VALUE OF FURNITURE & PERSONAL PROPERTY | \$ _____ |
| 14. NOTES RECEIVABLE | \$ _____ |
| 15. OTHER ASSETS (explain below) | \$ _____ |
| 16. TOTAL ASSETS (explain below) | \$ _____ |

****Please number explanatory material to correspond to numbers on this statement under the notes section****

**ESTIMATED BALANCE SHEET FOR LAST DAY OF MONTH FOLLOWING
CLOSING ON APARTMENT**

LIABILITIES

- | | |
|--|----------|
| 17. INSTALLMENT DEBT PAYABLE
(list below) | \$ _____ |
| 18. OTHER UNSECURED LOANS
(list below) | \$ _____ |
| 19. REAL ESTATE LOANS & MORTGAGES
(list below) | \$ _____ |
| 20. AUTOMOBILE/BOAT LOANS
(list below) | \$ _____ |
| 21. OTHER SECURED LOANS
(list below) | \$ _____ |
| 22. OTHER LIABILITIES (explain below) | \$ _____ |
| 23. TOTAL LIABILITIES | \$ _____ |
| 24. NET WORTH (assets minus liabilities) | \$ _____ |

****NOTES****

**2550 Independence Avenue Owners Corp.
2550 Independence Avenue
Bronx, New York 10463**

I HEREBY ACKNOWLEDGE THE FOLLOWING:

- 1. No moving is allowed on weekends or holidays**
- 2. No moving across the lobby-Large Items**
- 3. \$500.00 Deposit required moving in and out**
- 4. Sublets are not eligible for a parking space
Buyer must be put on list**

VIOLATION OF ANY HOUSE RULE WILL BE SUBJECT TO A FINE

Applicant Signature

Co-Applicant Signature

Apartment Number

To Prospective Purchaser(s):

Please be advised that if this sale is approved you must arrange for coop-homeowners insurance and proof of same must be provided at closing.

Goodman Management Co.

February 22, 2000

NOTICE TO ALL SHAREHOLDERS

RE: Federal and New York City
Lead Based Paint Laws

Pursuant to recently enacted legislation, all Owners of vacant apartments due to resale (transfer) or sublet and apartments submitting alteration packages in which walls will be scraped and painted or demolished will be required to follow the below procedures:

- 1) All apartments in the above paragraph area subject to Federal Law and New York City Local Law 38. the contractor or shareholder must submit an affidavit that they have followed both the Federal and New York City Local Law 38 requirements (copy of affidavit attached).
- 2) Goodman Management will be using an independent third party company (ALC Environmental) to perform visual inspections (as per Local Law 38) to determine if peeling paint exists and dust wipe sampling to insure that there isn't any lead dust present in each dwelling before occupancy. This will be done in accordance with all Federal, State and City Regulations. This special group rate price of \$125.00 per report will be charged to each purchasing shareholder. Please make your check payable to ALC Environmental. Payment is required at the closing for Resale transfers or as part of your sublet or alteration package.

Violation of Lead Based Paint Law can lead to substantial monetary penalties.

We appreciate your cooperation in complying with the new laws.

Sincerely yours,
GOODMAN MANAGEMENT CO., INC.

By: _____
Richard Goodman, Managing Agent

STATE OF NEW YORK)
) SS:
COUNTY OF NEW YORK)

The undersigned, either the Owner of Record or contractor retained by the Owner of Record, for Apartment ____ at 2550 Independence Avenue, Riverdale, NY does hereby certified that he/it has complied with all federal, state and/or city regulations (including but not limited to Local Law 38) pertaining to lead-based paint.

The undersigned further indemnifies and holds the Corporation 2550 Independence Avenue Owners Corp. and the Managing Agent, Goodman Management co., Inc. harmless from and against any and all damages, costs, expenses, losses or liabilities incurred by the Corporation, the Managing Agent or any of its Officers and Directors resulting from a misrepresentation or breach of the foregoing.

Sworn to before me this
day of _____



FOR SELLER TO COMPLETE

RESALE TRANSFER FEE – FLIP TAX
2550 Independence Avenue Owners Corp.
COMPUTATION OF PROFIT/TRANSFER FEE

NAME: _____

APT. _____

SELLER PRICE	\$ _____
ORIGINAL PURCHASE PRICE	\$ _____
BROKER’S COMMISSION (MAX. 6%)	\$ _____
ATTORNEY’S FEE (MAX. \$1,000.00)	\$ _____
CLOSING FEE (MANAGEMENT)	\$ _____
STOCK TRANSFER TAX (\$.05 PER SHARE)	\$ _____
 SUB-TOTAL	 \$ _____
 10% OF PROFIT EQUALS TRANSFER FEE	 \$ _____

CREDIT RELEASE FORM

GOODMAN MANAGEMENT CO., INC.
5683 RIVERDALE AVENUE- SUITE 203
RIVERDALE, NY 10471
718-796-5022 FAX: 718-796-5026

<p style="text-align: center;">APPLICANT</p> <p>Name _____</p> <p>Date of Birth _____ S.S. # _____</p>	<p style="text-align: center;">SPOUSE/ CO- APPLICANT</p> <p>Name _____</p> <p>Date of Birth _____ S.S. # _____</p>
<p style="text-align: center;">APPLICANT RESIDENCY</p> <p>Present Address: _____</p> <p>Apt #: _____ City: _____ State: _____ Zip: _____</p> <p>Home Tel.: _____ Monthly Rent: _____</p> <p>Date From _____ to _____ Utilities Included? _____</p> <p>Present Landlord's Name: _____</p> <p>Landlord's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Date: From _____ to _____</p> <p>Landlord's Telephone # _____</p> <p>Has a Landlord ever sued for non-payment of rent or repossession? _____</p>	<p style="text-align: center;">SPOUSE/ CO- APPLICANT</p> <p>Present Address: _____</p> <p>Apt #: _____ City: _____ State: _____ Zip: _____</p> <p>Home Telephone: _____ Monthly Rent: _____</p> <p>Date from _____ to _____ Utilities Included? _____</p> <p>Present Landlord's Name: _____</p> <p>Landlord's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Date: From _____ to _____</p> <p>Landlord's Telephone # _____</p> <p>Has a Landlord ever sued for non-payment of rent or repossession? _____</p>
<p style="text-align: center;">APPLICANT EMPLOYMENT</p> <p>Present Employer _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel # _____ Supervisor _____</p> <p>Position _____ Annual Salary _____</p> <p>Employment Date: From _____ to _____</p> <p>Previous Employer _____</p> <p>(If less than 1 yr)</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel # _____ Supervisor _____</p> <p>Position _____ Annual Salary _____</p> <p>Employment Date: From _____ to _____</p> <p>Other Monthly Income _____ Source _____</p> <p>(Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)</p>	<p style="text-align: center;">CO- APPLICANT EMPLOYMENT</p> <p>Present Employer _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel # _____ Supervisor _____</p> <p>Position _____ Annual Salary _____</p> <p>Employment Date: From _____ to _____</p> <p>Previous Employer _____</p> <p>(If less than 1 yr)</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel # _____ Supervisor _____</p> <p>Position _____ Annual Salary _____</p> <p>Employment Date: From _____ to _____</p> <p>Other Monthly Income _____ Source _____</p> <p>(Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)</p>

Proposed Occupants including children (other than those listed above):

Name	Date of Birth	Relationship to Applicant	Income (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____

Are you now in the Service or dependant of serviceman? _____

This application is made subject to the approval of _____

And may be without designating cause be disproved by them, it being agreed that any such disapproval shall not be considered a reflection upon the applicant. This application is to be made part of the lease entered into by the applicant and the landlord. The truth of the information contained herein is essential and if the aforementioned property deems any answer or statement herein to be false, or misleading it shall be considered that any lease granted by virtue of this application may be canceled at their option. I/We hereby authorize Goodman Management Co., Inc. to use any consumer reporting, credit bureau, or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics. And mode of living, to obtain a consumer report and such other credit information which may result thereby and to disclose and refurnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right under section 606B of the Fair Credit Reporting Act to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation

Signature of Applicant

Signature of Co- Applicant

EMERGENCY CONTACT FORM

HOME NUMBER

between the hours of

_____ and _____

WORK NUMBER

between the hours of

_____ and _____

ALTERNATE ADDRESS

EMERGENCY CONTACT

Name: _____

Relationship _____

Address: _____

Phone: _____

*between the hours of * _____ and _____

2550 INDEPENDENCE AVENUE OWNERS CORP.
2550 INDEPENDENCE AVENUE
RIVERDALE, NY 10463

HOUSE RULES

- (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) Children shall not play in the public halls, lobby, courts, stairways, laundry rooms, fire towers, elevators, indoor and outdoor parking lots, or any other public areas of the building and shall not be permitted on the roof unless accompanied by a responsible adult.
- (3) No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors.
- (4) 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 permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following morning eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. Construction or repair work or other installation involving noise shall be conducted in any apartment on weekdays (not involving legal holidays) only between the hours of 8:30 A.M. and 5:00 P.M. and on Saturday and Sunday only between the hours of 10:00 A.M. and 5:00 P.M. Deliveries of materials involved in construction or repair work shall be made only between the hours of 10:00 A.M. and 4:00 P.M.
- (5) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the outer window sills of the building.
- (6) No awnings 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.
- (7) No sign, notice or advertisement 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 the managing agent.
- (8) No tricycles, bicycles, scooter or similar vehicles or baby carriages shall be allowed to stand in the public halls, passageways, areas or courts of the building.
- (9) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (10) Kitchen supplies, market goods, and packages of every kind are to be delivered only at the service entrances of the building.
- (11) Trunks and heavy baggage shall be taken in or out of the building, through the service entrances.
- (12) Garbage and refuse from the apartments shall be disposed of in such manner as the superintendent or the managing agent of the building may direct.
- (13) Water closets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings, rubbish, rags, or other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (14) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
- (15) No bird or animal shall be kept or harbored in the building unless the same in each instance be 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 unless carried or walked on a leash. In no event shall dogs be permitted to be walked through the lobby. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.
- (16) 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.
- (17) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employess of a Lessee shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle, or to impede or prevent ready access to any legally assigned parking space.
- (18) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.
- (19) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry room.
- (20) Unless expressly authorized by the Board of Directors In each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyer.
- (21) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.

- (22) The Lessee 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 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.
- (23) No Lessee shall give keys to the building to other than residents of the building.
- (24) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor,
- (25) Any consent or approval given under these House Rules by the Lessor shall be revocable at anytime.
- (26) If there be a garage in the building, the Lessee will abide by all arrangements made by the Lessor with regard to the garage and the driveways thereto.
- (27) The following rules shall be observed with respect to incinerator or compactor equipment:
- i. Throwing carpet sweepings, containing naphthalene, camphor balls or flakes, floor scrapings, oil soaked rags, empty paint cans or other inflammable or highly combustible substances into the charging flue is unlawful and the offender is subject to a penalty.
 - ii. All garbage should be well drained, wrapped in a compact package that will not drip or burst while being transported to and deposited into the compactor hopper panel. It also should be wrapped so that it will not come apart in its descent into the basement equipment.
 - iii. Vacuum cleaner bags should not be emptied directly into the hopper; such dirt or powdered waste should be securely wrapped or bagged before disposal.
 - iv. Nothing of an explosive nature should be deposited into the charging flue.
 - v. Cartons, boxes, wood crates, sticks, boards or other solid matter should be placed in the garbage sheds outside the North and South service entrance. Any unusual amount should be called to the attention of the superintendent for special immediate attention.
 - vi. If it is noted that the flue is blocked, or smoking, inform the superintendent at once.
- (28) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings should be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony, or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor if drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.
- (29) 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.
- (30) No smoking or carrying of lit smoking materials shall be permitted in the elevators.
- (31) The superintendent must be given at least one day prior notice of deliveries and/or moving of household furnishings in or out of the building so that elevator pads may be installed. Deliveries are permitted only between the hours of 10:00 A.M. and 4:00 P.M.
- (32) Any Lessee renting a parking space in the indoor garage or either of the outdoor parking lots shall abide by the rules and regulations as set forth by the Lessor with regard to the use of said parking space which include but are not limited to:
- i. The Lessee shall not park or permit any person to park any automobile other than the vehicle assigned to that spot unless prior notification is given to, and permission is received from, the Lessor or the managing agent.
 - ii. The Lessee shall not create a nuisance or any unsafe conditions.
 - iii. The Lessee shall not use the space for storage of property other than the vehicle assigned to that space.
 - iv. The Lessee shall not keep any vehicle in any part of the parking lot except in the designated parking space.
 - v. The Lessee shall not block access to any parking space or driveway or passage to the parking lot or any other portion of the premises.
- (33) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.



December , 2009

*To All Residents of
2550 Independence Avenue
With Terraces*

Re: Use, Maintenance, and Enclosure of Terraces

Ladies and Gentlemen:

We have just installed special coating on all of the terrace floors, fascia, and ceilings. In order to protect the Co-op's investment and the manufacturer's warrantee, the Board, in consultation with its professionals, has adopted the attached rules governing the use and maintenance of the terraces. Also included are rules for those residents who wish to enclose their terraces. All of these terrace rules have been made a part of the House Rules and must be adhered to by all residents whose apartments have a terrace.

For your information, there is a sample of the rubber glides mentioned in point (a) of the Use and Maintenance section of the terrace rules available at the Doorman's desk.

You will be advised by a written notice when the terrace work is completed and your terrace is available for you to use. Your cooperation and compliance with the terrace rules is appreciated. If you have any questions, please call Arthur Meltser at Goodman Management.

Sincerely yours,
GOODMAN MANAGEMENT CO., INC.
A/A/F 2550 INDEPENDENCE AVENUE OWNERS CORP.

By: _____
Arthur Meltser, Property Manager

Terrace Use and Maintenance (also see House Rules section 1 items (f) and (j))

- (a) Nothing may be placed on the terrace that will penetrate through the coatings.
Care shall be taken to avoid unnecessary abrasion of the terrace coatings. For example, metal lawn furniture or other objects shall not be dragged across the floor. Plastic or rubber glides must be placed on the bottom of the legs of all chairs, tables, etc.
- (b) No indoor/outdoor carpeting, tile, or any other type of flooring material shall be placed over the Sika Balcony Coating, since flooring material retains moisture and will negatively affect the top-coat portion of the system and void the warranty. Any flooring material that is installed over the coating will be removed by the Apartment Corporation at the resident's expense.
- (c) During periods of snow and ice, residents shall not use metal ice scrapers or snow shovels. Soft bristle brooms may be used to sweep the snow off the terrace surface.
- (d) Residents may not use chemicals to clean the terrace. Chemicals may discolor and/or attack the coating. The floor coating may be cleaned by using mild liquid cleaner and warm water applied with a soft bristle scrub brush.
- (e) Residents shall not allow pets to defecate or urinate on the terrace surfacing since it may discolor and/or attack the coating.
- (f) Residents shall not paint any surface of the terrace, including the underside of the upper terrace or the brick.
- (g) If a resident notices any damage, it should be brought to the attention of the Superintendent and the Managing Agent as soon as possible.
- (h) Residents will be held responsible for any violation of these use and maintenance rules and/or for any action they take that voids the terrace warranties.

Terrace Enclosures

- (a) No terrace may be enclosed without the prior written consent of the Board of Directors. Detailed plans of the proposed work must be provided to the Managing Agent for review and approval by the Board of Directors in accordance with the Co-op's alteration policy. The enclosure and its installation must conform to the New York City Building Code as well as any other mandatory codes or guidelines. If required, the work must be submitted to the NYC Department of Buildings (DOB) for a work permit by the resident's architect or contractor, and all enclosures must be approved by the DOB.
- (b) The installation of the enclosure shall not adversely affect the drainage of the terrace.
- (c) If unobstructed access to the terrace is required by the Co-op to perform maintenance, repair or replacements, the terrace enclosure must be removed at the resident's expense.
- (d) Residents will be held responsible for any violation of the terrace enclosure rules and/or any voiding of the warranties.

June 14, 2010

**NOTICE TO SHAREHOLDERS
2550 INDEPENDENCE AVENUE
RIVERDALE, NEW YORK 10463**

Re: Financial Requirements for Purchase of Apartment

Dear Shareholders:

There has been some confusion over the past months concerning the required minimum down payment for the purchase of apartments. This will clarify the financial requirements for purchasing an apartment in this building.

- The minimum required down payment is 10% of the sales price.
- The monthly mortgage payments, maintenance, and all other debt payments should not exceed 38% of the purchaser's gross monthly income.
- The Bank Recognition Agreement must use the Aztec form.

Sincerely yours,

GOODMAN MANAGEMENT CO., INC.
A/A/F 2550 INDEPENDENCE AVENUE OWNERS CORP.

cc: Tarshia Champagne

*2550 INDEPENDENCE AVENUE OWNERS CORP.
2550 INDEPENDENCE AVENUE
BRONX, NY 10463*

July 1, 2011

TO ALL RESIDENTS

RE: Use of Backyard and Community Garden

The backyard will be open for use by residents and their guests for longer hours this summer. Since the opening of the backyard to this extent is a new experience, we have established the attached rules to ensure that everyone may benefit from the quiet enjoyment of this area.

We have set aside a section of the space for use as a community garden with rules to ensure that each gardener's assigned plot is treated with respect.

The Backyard and Community Garden Rules are now included as part of the House Rules.

A waiver prepared by the Co-op's attorney is also attached.

- Please sign the waiver and leave it with the doorman before you use the backyard for the first time.
- In order to be assigned a plot in the community garden, please sign the waiver and leave it with the doorman.

We hope everyone will enjoy the extended use of this lovely area. If the rules are followed, this can be a pleasurable addition to our community living.

Wishing everyone a happy summer.

Board of Directors

*2550 INDEPENDENCE AVENUE OWNERS CORP.
2550 INDEPENDENCE AVENUE
BRONX, NY 10463*

RULES for USE of BACKYARD and COMMUNITY GARDEN

Backyard

1. The backyard area will be open for quiet enjoyment by the residents of the building from April 1 to November 30 every year, except it will be closed whenever there is snow or ice on the ground.
2. The area will be open during the following hours:
Monday – Thursday: 9:00 a.m. – 9:00 p.m.
Friday: 9:00 a.m. – 10:00 p.m.
Saturday and Sunday: 11:00 a.m. – 10:00 p.m.
3. Use of the area is intended for activities such as reading, picnicking, and quiet conversation.
4. Residents should be mindful of noise, cleanliness, and safety when using the area.
5. Children 14 years of age and under must be supervised by an adult.
6. Noise should be kept to a minimum and devices such as radios, TVs, MP3 players, etc. should always be used with headphones so they are not audible to others.
7. A covered garbage pail will be provided which will be emptied by the Doorman before going off shift. All residents using the area should clean up after themselves.
8. No pets.
9. No smoking.
10. No sports, ball playing, frisbees, etc.
11. Residents should make sure the door locks behind them when entering the lobby if there is no Doorman on duty.

Community Garden

1. An area in the northeast corner of the backyard is set aside as a community garden.
2. Gardeners must enter the community garden area through the north parking lot entrance. Please be mindful of the cars near the gate.
3. Gardeners may plant vegetables, fruits, and flowers.
4. Each gardener is responsible for the maintenance and upkeep of his or her garden plot. Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the gardener. Gardeners may arrange for other gardeners to water their plots.
5. Children 14 years of age and under are welcome in the garden but must be accompanied by an adult and must be supervised at all times.
6. Each gardener must complete a Waiver of all Claims form before any work in the garden can begin.
7. Garden plots should be cared for at least once a week. If any plot remains unattended for more than three weeks, that plot is subject to reassignment if there is a waiting list.
8. The application of herbicides (weed killers) to the garden plots is prohibited.
9. Assignment of garden plots will be awarded by a lottery system.
10. Gardeners may harvest vegetables, fruits, and flowers from their garden only.
11. At the end of the growing season, gardeners are responsible for clearing their plot of all plant material and leaving the plot as they found it in the spring.
12. Plot sizes are to be approximately two feet by four feet staked out by the Co-op and labeled with the gardener's name.
13. Plots must have been planted by May 15 of each year or be forfeited to someone on the waiting list.

14. All paths and plots must be kept free of trash, grass, weeds, etc., by the plot holders.
Gardeners must box and bag any trash from his or her plot and dispose of it in the north side garbage shed.
15. No trees or perennials should be planted.
16. Crops must be harvested once they are mature.
17. If a gardener wants someone to work his or her plot or pick vegetables when he or she is sick or away, the gardener should give that person a signed note.
18. After the last frost all dead plants, weeds and stakes must be removed from the plot.
19. All gardeners must keep plants in their own plots. They should not let plants or weeds creep into the aisles or into a neighbor's plot.
20. All gardening tools and equipment must be stored in the gardener's apartment.

The Board of Directors reserves the right to amend these rules or rescind the gardening privilege for any or all residents at the Board's discretion.

2550 Independence Ave. Owners Corp.
Backyard/Community Garden Waiver

Print Name(s) _____

Apartment: _____

I, _____ have reviewed, understand, and agree to abide by the rules and regulations of 2550 Independence Ave. Owners Corp. (the "Corporation") relative to use of its Backyard/Community Garden and understand that use of the Backyard/Community Garden may be denied if policies or rules are not followed.

I understand that my use of the Backyard/Community Garden is voluntary and I do so, and permit members of my family, co-occupants of my apartment and my guests to do so at my own and their own risk. To the extent I participate in the use of the Community Garden, I understand that gardening is a potentially hazardous activity and hereby agree to expressly assume and accept all risks associated with gardening and the use of the Community Garden including, but not limited to, those caused by terrain, facilities, soil conditions, temperature, physical exertion, insect/rodent exposure, chemical exposure and actions of other people.

In consideration of my being permitted, and my family members, co-occupants of my apartment and any of my guests being permitted to use and access the Backyard/Community Garden, I hereby agree on behalf of myself, and on behalf of any other person to whom I provide access to the Backyard/Community Garden, to waive, release, forever discharge and hold harmless 2550 Independence Ave. Owners Corp., its officers, directors, agents and employees from and against any and all responsibilities and liability for injuries (including death), damages or loss (to personal property or otherwise), including claims or causes of action, resulting from or arising from the use of or any activities relating to the use of the Backyard/Community Garden.

Signature Date _____

Signature Date _____

*2550 INDEPENDENCE AVE. OWNERS CORP.
2550 INDEPENDENCE AVENUE
RIVERDALE, NY 10463*

November 1, 2011

Dear Resident:

Attached is a copy of the revised House Rules for 2550 Independence Avenue. They apply to all residents (shareholders, tenants, and subtenants) and visitors to the building. They are intended to provide for the safe, clean, and orderly operation of the building while also insuring that everyone's rights are protected. They were prepared by a joint committee of shareholders and members of the Board of Directors.

Please read them carefully.

Unfortunately, some residents do not voluntarily abide by these rules, resulting in the infringement upon the rights of other residents. Therefore, the Board of Directors has found it necessary to institute the following penalties for violation of any House Rules:

- 1st violation: You will receive a warning letter from the Managing Agent.
- 2nd violation: You will receive a fine of \$50.00.
- 3rd violation: You will receive an additional fine of \$100.00.
- 4th violation: The matter will be referred to the Apartment Corporation's attorney for legal action.

The building staff is responsible for enforcing these House Rules and is required to advise the Managing Agent of constant violators.

The Board would like to thank the members of the Legal Committee — Milton Birnkrant, Penelope Campoli, Randolph Evans, Omer Neumeier, Ann O'Sullivan, Sheila Schlamowitz, and Scott Schneider — for their dedication and commitment in producing this document. The members of the Board of Directors and the Legal Committee sincerely hope that we will all respect our neighbors and voluntarily abide by these House Rules making the penalties for enforcement unnecessary.

Thank you all for your cooperation.

Board of Directors
2550 Independence Ave. Owners Corp.
Ana Del Castillo
Susan Dounn
Francoise Fishel
Linda Frohlich

**2550 INDEPENDENCE AVE. OWNERS CORP.
2550 INDEPENDENCE AVENUE
RIVERDALE, NY 10463**

**House Rules
(as amended November 1, 2011)**

1. Use of Public Areas and Exteriors

- (a) The public halls and stairways of the building must not be obstructed or used for any purpose other than entrance into and exit from the apartments in the building.
- (b) Children must not play in the public halls, lobby, stairways, laundry rooms, elevators, indoor and outdoor parking lots, or any other public areas of the building. No one is permitted on the roof except in emergencies.
- (c) Residents may not sit in the lobby for prolonged periods of socialization or distract the doormen from their duties.
- (d) Public halls of the building may not be decorated or furnished by any resident in any manner.
- (e) Tricycles, bicycles, scooters, or similar vehicles, baby carriages, or shopping carts are not allowed to stand in the public halls or passageways of the building.
- (f) Articles may not be placed in the halls or on the staircase landings. Nothing may be hung or shaken from the windows, terraces, or balconies, or placed upon the outer window sills or fire escapes of the building.
- (g) Satellite dishes may not be attached to or hung from the exterior of the building, nor placed on the roof of the building without the prior written approval of the Managing Agent.
- (h) Awnings may not be used in or about the building and nothing may be projected out of the window of the building without the prior written approval of the Managing Agent.
- (i) Signs, notices, or advertisements may not be inscribed or exposed on or at any window or other part of the building without the prior written approval of the Managing Agent.
- (j) Residents may not install any plantings on the terraces, balconies, or garage roof without the prior written approval of the Managing Agent. It is the responsibility of the resident to maintain any permitted plant containers in good condition, and keep the drains free from obstructions.
- (k) Smoking or carrying any lit smoking materials is not permitted in any of the public areas within the building.

2. Use of Terraces

- (a) Terrace Maintenance and Usage (also see House Rules section 1 items (f) and (j))
 - (i) Nothing may be placed on the terrace that will penetrate through the coatings. Care shall be taken to avoid unnecessary abrasion of the terrace coatings. For example, metal lawn furniture or other objects shall not be dragged across the terrace surface; plastic or rubber glides must be placed on the bottom of the legs of all chairs, tables, etc.
 - (ii) Indoor/outdoor carpeting, tile, or any other type of flooring material, shall not be placed over the Sika Balcony Coating. Flooring material retains moisture, and will negatively affect the top-coat portion of the system and void the warrantee.
 - (iii) During periods of snow and ice, residents must avoid the use of metal ice scrapers or snow shovels. Soft bristle brooms may be used to sweep the snow off the terrace surface.
 - (iv) Residents may not use chemicals to clean the terrace. Chemicals may discolor and/or attack the coating. The floor coating may be cleaned by using mild liquid cleaner and warm water applied with a soft bristle scrub brush.

- (v) Residents shall not allow pets to defecate or urinate on the terrace surfacing since it may discolor and/or attack the coating.
 - (vi) Residents shall not paint any surface of the terrace, including the underside of the upper terrace or the brick.
 - (vii) If a resident notices any damage, it should be brought to the attention of the superintendent and the Managing Agent as soon as possible.
 - (viii) Any flooring material that is installed over the coating will be removed by the Apartment Corporation at the resident's expense. Residents will be held responsible for any violation of the maintenance and usage rules and/or any voiding of the warranties.
- (b) Terrace Enclosures
- (i) If a resident wishes to enclose the terrace, detailed plans must be provided to the Managing Agent for review and approval by the Board of Directors. If required, the work must be submitted to the NYC Department of Buildings (DOB) for a work permit by the resident's architect or contractor, and all enclosures must be approved by the DOB. An Alteration Agreement, in the form then required by the Apartment Corporation, shall be required with respect to any approved enclosure work.
 - (ii) The installation of the enclosure shall not adversely affect the drainage of the terrace.
 - (iii) The installation of the enclosure must conform to the New York City Building Code as well as any other mandatory codes or guidelines and the requirements of the Apartment Corporation and its architect and/or engineer.
 - (iv) If necessary to allow for unobstructed future maintenance work on the terraces, the enclosure must be removed at the resident's expense.
 - (v) Residents will be held responsible for any violation of the terrace enclosure rules and/or any voiding of the warranties.

3. Use of Backyard and Community Garden

- (a) Use of Backyard
- 12. The backyard area will be open for quiet enjoyment by the residents of the building from April 1 to November 30 every year, except it will be closed whenever there is snow or ice on the ground.
 - 13. The area will be open during the following hours:
Monday – Thursday: 9:00 a.m. – 9:00 p.m.
Friday: 9:00 a.m. – 10:00 p.m.
Saturday and Sunday: 11:00 a.m. – 10:00 p.m.
 - 14. Use of the area is intended for activities such as reading, picnicking, and quiet conversation.
 - 15. Residents should be mindful of noise, cleanliness, and safety when using the area.
 - 16. Children 14 years of age and under must be supervised by an adult.
 - 17. Noise should be kept to a minimum and devices such as radios, TVs, MP3 players, etc. should always be used with headphones so they are not audible to others.
 - 18. A covered garbage pail will be provided which will be emptied by the Doorman before going off shift. All residents using the area should clean up after themselves.
 - 19. No pets.
 - 20. No smoking.
 - 21. No sports, ball playing, frisbees, etc.
 - 22. Residents should make sure the door locks behind them when entering the lobby if there is no Doorman on duty.
- (b) Use of Community Garden

21. An area in the northeast corner of the backyard is set aside as a community garden.
22. Gardeners must enter the community garden area through the north parking lot entrance. Please be mindful of the cars near the gate.
23. Gardeners may plant vegetables, fruits, and flowers.
24. Each gardener is responsible for the maintenance and upkeep of his or her garden plot. Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the gardener. Gardeners may arrange for other gardeners to water their plots.
25. Children 14 years of age and under are welcome in the garden but must be accompanied by an adult and must be supervised at all times.
26. Each gardener must complete a Waiver of all Claims form before any work in the garden can begin.
27. Garden plots should be cared for at least once a week. If any plot remains unattended for more than three weeks, that plot is subject to reassignment if there is a waiting list.
28. The application of herbicides (weed killers) to the garden plots is prohibited.
29. Assignment of garden plots will be awarded by a lottery system.
30. Gardeners may harvest vegetables, fruits, and flowers from their garden only.
31. At the end of the growing season, gardeners are responsible for clearing their plot of all plant material and leaving the plot as they found it in the spring.
32. Plot sizes are to be approximately two feet by four feet staked out by the Co-op and labeled with the gardener's name.
33. Plots must have been planted by May 15 of each year, weather permitting, or be forfeited to someone on the waiting list.
34. All paths and plots must be kept free of trash, grass, weeds, etc., by the plot holders. Gardeners must box and bag any trash from his or her plot and dispose of it in a trash receptacle.
35. No trees or perennials should be planted.
36. Crops must be harvested once they are mature.
37. If a gardener wants someone to work his or her plot or pick vegetables when he or she is sick or away, the gardener should give that person a signed note.
38. After the last frost all dead plants, weeds and stakes must be removed from the plot.
39. All gardeners must keep plants in their own plots. They should not let plants or weeds creep into the aisles or into a neighbor's plot.
40. All gardening tools and equipment must be stored in the gardener's apartment.
41. The Board of Directors reserves the right to amend these rules or rescind the gardening privilege for any or all residents at the Board's discretion.

4. Garbage Disposal

The following rules must be observed with respect to compactor rooms and chutes:

- (a) Garbage and refuse from the apartments must be disposed of in accordance with the New York City recycling rules. All recyclable items must be washed before disposal.
- (b) Throwing empty paint cans or any other flammable or highly combustible substances into the compactor rooms or chutes is unlawful and the offender is subject to a penalty. These items must be given to the superintendent, handyman, or porter for proper disposal.
- (c) All garbage must be well drained and wrapped in plastic bags that will not drip or burst while being transported to and deposited into the compactor chute. It also must be packaged so that it will not come apart in its descent into the basement equipment.
- (d) Vacuum cleaner bags and kitty litter trays must not be emptied directly into the compactor chute. Such dirt or powdered waste must be securely wrapped or bagged before being deposited into the chute.

- (e) Large cartons, boxes, wood crates, sticks, boards, or other solid matter must be placed in the garbage shed outside the South service entrance. The superintendent must be notified of unusual large items intended for disposal.
- (f) The cost of repairing any damage resulting from misuse of the compactor rooms or chutes will be paid for by the resident who caused the damage.

5. Deliveries and Moving

- (a) Messengers and food deliverers must use the main entrance of the building.
- (b) Furniture, large appliances, and construction materials must be delivered through the service entrances of the building. These deliveries are permitted seven days a week between the hours of 8:00 a.m. and 8:00 p.m.
- (c) Moving in or out of the building is not permitted on Saturdays, Sundays, or holidays. Moving is permitted Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. and must be arranged for in advance with the Managing Agent and Superintendent.
- (d) The superintendent must be given at least one day prior notice of deliveries and/or moving of household furnishings in or out of the building so that elevator pads may be installed.
- (e) Any damage to the elevator(s) or any parts of the elevator(s) caused by a resident or the resident's agent while moving large objects or household furnishings will be paid for by the resident.

6. Noise

- (a) Residents may not make or permit any disturbing noises or perform any activities which will interfere with the rights, comfort, or convenience of other residents.
- (b) Residents may not play, or permit to be played, any musical instrument in the resident's apartment between the hours of 11:00 p.m. and the following 8:00 a.m. if it disturbs or annoys other occupants of the building.
- (c) Residents may only operate, or permit to be operated, a sound system (such as a radio, television, stereo speakers, etc.) in the resident's apartment between the hours of 11:00 p.m. and the following 8:00 a.m. at such reasonable volume as does not disturb or annoy other occupants of the building.
- (d) Construction or repair work or other installation involving noise may only be conducted in any apartment as follows:
 - on weekdays (not including legal holidays) between the hours of 8:00 a.m. and 5:00 p.m.
 - on Saturdays, Sundays, and holidays between the hours of 10:00 a.m. and 5:00 p.m.
- (e) The floors of each apartment must be covered with rugs or carpeting, or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms, and closets.

7. Pets

- (a) Birds or animals may only be kept or harbored in the building with the written permission of the Managing Agent. Such permission may be revoked by the Managing Agent.
- (b) Dogs are only permitted on elevators or in the public areas of the building when carried or on a leash.
- (c) In no event are dogs permitted to be walked through the main entrance of the building.
- (d) Pigeons or other birds or animals may not be fed from the window sills, terraces, balconies, or in the yard, parking lots, or other public areas of the building, or on the sidewalk or street adjacent to the building.

8. Repairs and Maintenance

- (a) Work order forms are available from the superintendent or the doorman.
 - Residents must submit a work order to the superintendent for repairs and/or maintenance needed in their apartments or in the public areas of the building.

- If the situation is not rectified within three (3) days, the resident should 'notify the Managing Agent.
 - If the Managing Agent does not resolve the situation within three (3) business days, the resident should notify the Board of Directors in writing.
- (b) Complaints regarding the service in the building should be made in writing to the Managing Agent.

9. Renovations and Alterations

No renovations or alterations will be permitted in any apartment without the prior written approval of the Managing Agent. Plans, insurance certificates, renovations agreements, etc. will be submitted to the Managing Agent in accordance with the requirements set by the Board of Directors. No work may begin until written approval is obtained from the Managing Agent.

10. Parking

- (a) Residents will abide by all rules adopted, posted, or disseminated from time to time by the Board of Directors with regard to the garage and the driveways.
- (b) Vehicles may not be illegally parked blocking access to the building, driveways, or other parking spaces.
- (c) Any resident renting a parking space in the indoor garage or either of the outdoor parking lots must abide by the rules and regulations set forth by the Board of Directors. These include but are not limited to:
- (i) The resident may not permit any person to park any vehicle in a space other than the vehicle assigned to that space, other than on an occasional basis. The resident may not charge a fee for the occasional exceptions.
 - (ii) The resident may not use the space for storage of any property other than the vehicle assigned to that space and a shopping cart.
 - (iii) The resident may not keep more than one vehicle in any parking space at any time.
 - (iv) Vehicles may not be parked in any other part of the garage or parking lots except the designated parking spaces.
 - (v) The resident may not block access to any parking space.

11. Miscellaneous

- (a) Residents may not send any employee of the Apartment Corporation out of the building on any private business of the resident during the employee's regular working hours.
- (b) The Board of Directors has the right to curtail or relocate any space devoted to storage or laundry purposes.
- (c) Residents must provide the Managing Agent or his contractors access to the apartment for the purpose of ascertaining whether measures are necessary to control or exterminate any vermin, insects, or other pests, and for the purpose of taking such measures as may be necessary to remedy the situation.
- (d) The Managing Agent or superintendent must be informed in advance of any group tour, open house, or exhibition of any apartment or its contents. No auction sale may be held in any apartment without the consent of the Board of Directors or the Managing Agent.
- (e) Any consent or approval given under these House Rules by the Board of Directors or the Managing Agent may be revoked at any time.

12. Amendments

These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors of the Apartment Corporation.