

ABINGDON COURT OWNERS CORP.

GUIDELINES FOR SHAREHOLDERS

2002

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RESOURCES

KEY CONTACTS

MANAGING AGENT

Ditmas Management Corp. Ross Epstein

516-374-7000 X 136

BOARD OF DIRECTORS

President:	Claire Terraciano	Apt 5H
Vice-President:	Barbara Hartnig	Apt 5E
Secretary:	Susan Cook	Apt 2G
Treasurer:	Herma Rosenthal	Apt 3B
Directors:	Ben Bengtsson	Apt 6P
	Mike Reeve	Apt 6D/E
	Peter Von Ziegesar	Apt 4J/K/L

BUILDING PERSONNEL

Superintendent: Jose Barreiro

Doormen:

Gustavo Aparicio
Andres Serrano
Fitzgerald Rodriguez
Hector Lagares – Part Time

Porter:

Miguel Ayala
Hector Lagares – Sunday Porter

The House phone number, which rings in the Superintendent's apartment, is 206-9791.

The Lobby phone number is 414-9267.

PROPRIETARY LEASE

All shareholders should have been provided an offering plan and all amendments. Included in the offering plan is the “Proprietary Lease.” If you are a shareholder, you have executed a proprietary lease.

The proprietary Lease is an excellent resource. It provides a general outline of the terms governing residence in the building and the mutual rights and responsibilities of the cooperative and its shareholders. The proprietary lease can be found on pages C1 - C51 of your offering plan.

HOUSE RULES

The “House Rules,” which can be amended by the Board of Directors, are part of the proprietary lease and can be found on pages C47 - C51. An amended copy is attached at the end of this document. The intent of house rules is to make the building a pleasant place for all residents; they deal with issues such as the use of common areas and noise.

The “House Rules” will continue to be reviewed to ensure that they remain responsive to the needs of the residents.

REPAIRS AND COMPLAINTS

The Managing Agent, in conjunction with the Board of Directors, initiated a work order system some time ago. In order to have a non-emergency repair taken care of, a work order must be filled out. The book containing the work orders is located in the lobby. The Doorman will assist you in completing your section of the order. The repair should be completed in a reasonable time frame. This will be dependent upon the nature and severity of the repair and the work-load of the Superintendent at the time of the request.

If you need to expedite your request or require further assistance or information, the next step is to contact the Managing Agent. If the problem remains unresolved, please let the Board know. Be advised that, in some instances, the Managing Agent will be unable to act without prior discussion with the Board.

If the repair is an emergency, see the Superintendent immediately.



REPAIRS FOR WHICH THE SHAREHOLDER IS RESPONSIBLE

Page C18 of the Proprietary Lease outlines the items for which the shareholder and **NOT** the co-op is financially responsible. **All of the items listed below are inside the four walls of the shareholder's apartment and are the responsibility of the shareholder.**

1. Painting and decorating.
2. Maintenance and replacement of all plumbing fixtures including sinks, tubs, toilets, faucets, flushometers and attached showerbodies.
3. Repair or replacement of stoves, refrigerators, microwaves and any other appliances.
4. Exposed gas, steam and water pipes including (hot and cold) water and radiator shut off valves, air valves, check valves and any other exposed water or drainage.
5. Repair and replacement of all lighting and electrical fixtures, including switches, receptacles, dimmers, fuses, circuit breakers, meters and electrical conduits and wiring from the junction box at the riser through the apartment. **This means any wiring inside the wall after the riser.**
6. Repair and replacement of all doors (except for entrance), doorknobs, saddles, latches, hinges and locks.
7. Repair and replacement of all walls, ceiling and floors, including vinyl and ceramic tiling.

The superintendent will handle most minor repairs. However, if the super handles those repairs that fall outside of the Co-op's responsibility, you will be billed for time and materials. Shareholders will be asked to sign an acknowledgment of their responsibility to pay.

The Co-op will replace switches, faucets, drainpipes, light fixtures, etc., in those instances where the individual shareholder supplies the parts. Minor repairs, such as adjusting doors, installing washers, tightening plumbing connections, are also provided by the Co-op and will be done by the Super.

If a question arises concerning an item not clearly identified above or in your Proprietary Lease, please contact the Managing Agent.



It is the policy of the Board to require that the Superintendent have access to your apartment should an emergency occur. The Proprietary Lease states that a key must be made available at all times.

Access must be granted in an emergency. Plumber and/or building staff must be able to get to all risers, branch lines, valves, etc., inside and outside of the walls. Should this require the removal of wall or floor covering (tile, paper, etc.) it is the sole responsibility of the shareholder to replace such wall or floor covering, not the Co-op. Co-op will prepare surface for replacement or painting. It is recommended that all shareholders have Homeowners Insurance to cover costs should this occur.

POLICIES AND PROCEDURES

MOVING IN/MOVING OUT



The procedure for moving in or out of the building is as follows:

1. Moving in or out of the building may only take place between the hours of 8:00 AM and 5:00 PM Monday through Friday. No one may move in or out of the building on a holiday.
2. Notify the Managing Agent two weeks prior to the move, in writing, indicating the date and approximate time of the move. The Managing Agent **must** receive the notification two weeks before the move. Managing Agent must confirm move date prior to any move.
3. Include in the above notice a personal check for \$1000.00 made payable to Abingdon Court Owners Corp. This is the building's security against damages caused by the move, i.e. hallway floors and walls, etc. **This is fully refundable if there has been no damage.** Repair costs for damages will be deducted from the check. In the event that building staff worked overtime or your move requires special attention, these costs will be deducted from deposit.
4. Shareholders must make sure that their movers take steps to protect the building's floors, walls and elevators prior to moving.

RENOVATIONS

As provided in the Proprietary Lease (see C22), the Co-op may establish procedures to ensure that renovations are safely designed and conducted. There is a \$400.00 fee to review your proposed renovation plan and a required security deposit of \$1,000. The risk involved in working outside these procedures is that the work done may damage your apartment as well as others. Should the latter happen, you may find your neighbors and your insurance carrier very unhappy.



1. At least thirty days prior to beginning work, submit in writing your request for renovations and/or alterations to the Managing Agent. No work may begin without written approval from the Board.
2. Include in the above, scale drawings submitted by licensed engineer or architect and/or specifications of any structural changes you anticipate making and the name of the licensed contractor(s) who will be doing the work. Your contractor, architect or engineer should provide you with the drawings.
3. Predetermine that your contractor has the following minimum insurance coverage:
 - a. \$1,000,000 comprehensive liability
 - b. \$1,000,000 property damage liability
 - c. Worker's Compensation and employee's liability covering all employees of the contractor and any subcontractor.
 - d. Permits from NYC Building's Department, if necessary

RENOVATIONS (cont.)

4. Submit certificates of insurance naming the Corporation, the Managing Agent and You as additional parties insured, as their interests may appear. The certificates must provide that such insurance will not be terminated unless at least 10 days' written notice is given the Managing Agent. This step essentially provides the Corporation, the Managing Agent, and you the protection of the insurance outlined in item 3.
5. Advise your contractor that work is only permitted between 8:00 AM and 5:00 PM Monday through Friday. No work is permitted on holidays or on weekends.
6. Waivers of Mechanic's Liens against the Co-op Corporation and Condominium must be submitted prior to commencement of work. This indemnifies the apartment corporation from contractor or sub-contractor placing any mechanic's liens against the co-op or condominium for unpaid fees from shareholder.

The above information is submitted to the Board by the Managing Agent for approval. Inspection visits may be required before and after the work to insure compliance with plans. Should an engineer be required, the shareholder will be billed for fees.

If there is any question, submit the request in writing.



Board approval is NOT needed to paint an apartment or sand floors. As with renovations, however, no noisy work may occur on holidays, weekends, or between the hours of 5:00 PM and 8:00 AM. and no heavy equipment may be transported in the elevator.

RESALES

The Board has adopted a number of policies with regard to resales to insure the financial stability and integrity of the Co-op:

1. A minimum of 20% down payment is required.
2. All prospective purchasers must file and execute an "Application to Purchase Cooperative Stock" prior to transfer. This may be obtained from the Managing Agent.
3. It is required that the Board of Directors interview the proposed purchaser(s) as well as all prospective residents. The Board of Directors and/or its Committees are not required to state its reasons for approving or disapproving an application, provided that the decision is made in good faith and is not discriminatory.

RESALES (cont.)

4. Costs for application processing and credit, reference and background checks associated with the purchase of an apartment are borne by the purchaser. The cost of the Flip Tax (Transfer Fee) and the Transfer Agent fee will be borne by the seller.
5. The completed "Application to Purchase Cooperative Stock," supported by the following documents, must be sent to the Managing Agent (after a loan commitment letter is received, if financing) before an interview will be scheduled by the Board of Directors.
 - a. Executed copy of the Contract of Sale
 - b. Completed "Request for Background Information" form for each applicant, including Credit Authorization form
 - c. Copy of loan application
 - d. Bank commitment letter
 - e. Last 3 years income tax returns for each applicant
 - f. Two personal and two professional references for each applicant
 - g. Name of and contact information for current landlord or Managing Agent
 - h. Letter from employer stating length of employment and current salary, for each applicant
 - i. Aztec Recognition Agreement if purchaser is obtaining financing
6. A non-refundable fee of \$400 for processing, credit and background checks, paid by the purchaser, must be enclosed with the above, made payable to the Management Company, when the "Application to Purchase Cooperative Stock" and the above supporting documents in item 5 are submitted to the Managing Agent.
7. The terms and provisions of the moving policy must be adhered to by the seller and the buyer. No one will be permitted to move in until after the closing has taken place.

This package will then be forwarded to the Admissions Committee. The Admissions Committee will set up an interview within 30 days of receipt of package. It is suggested that prospective sellers not wait until the last minute to submit the required documentation.

SUBLETS

1. Abingdon Court Owners Corp. is a residential apartment corporation. It is the goal of the Board of Directors of the Co-op to maintain an owner occupied building. Therefore, no shareholder will be permitted to sublet his/her apartment for more than 3 years in any 10-year period.
2. All Shareholders will be required to establish residence in the building by occupying their apartments for 3 years prior to being allowed to sublet.
3. There shall be no more than 12 sublets in the building at any one time.
4. A Shareholder who wishes to sublet his/her apartment must request permission from the Board of Directors. The term of any sublease agreement may not be less than 6 months nor more than 1 year. The Board of Directors must approve all sublets, and sublet renewals, in advance. If it appears that a Shareholder does not intend to re-occupy that apartment for him/herself, the Board of Directors is prepared to deny continuation of the sublet.
5. Any Shareholder who wishes to sublet his/her apartment must obtain a Sublet Application Packet from the Managing Agent.
6. A Shareholder who seeks permission to sublet his/her apartment must make a written request to the Managing Agent, with a copy to the President of the Board of Directors, 30 days in advance of the beginning of the period of the proposed sublet.
7. A request for permission to sublet must include:
 - a) a statement of reasons why the Shareholder must sublet
 - b) a statement of the proposed term of the sublet
 - c) a copy of the proposed sublease agreement to be used in the sublet, including the rent to be charged the Subtenant
 - d) the names of all individuals who would occupy the apartment under the terms of the sublease agreement
 - e) the completed sublet application packet described in #5 above
 - f) a non-refundable fee of \$400 for application processing and credit checks, made payable to the Managing Agent
 - g) an acknowledgment of the Move In/Move Out Policy signed by all parties.

Unless the above, along with any additional forms that may be required by the Board of Directors, is complete, the Packet will be considered incomplete and will be rejected by the Managing Agent.

SUBLETS (cont.)

8. No sublease shall be effective until the Board of Directors has granted, in writing, permission to sublet. All sublease agreements must state that it is contingent upon approval by the Co-op's Board of Directors.
9. An interview with all proposed Subtenants by the Board of Directors is required. The Board of Directors will approve no sublease without an interview with the proposed Subtenant(s).
10. A Shareholder who sublets his/her apartment must show proof of a minimum of \$100,000 of liability insurance covering the apartment, the Shareholder, and the Subtenant. Proof of insurance, in the form of a copy of the insurance policy and any appropriate riders to the policy, must be submitted upon approval of sublet.
11. Pursuant to paragraph Q (c) of the Fifth Amendment to the Offering Plan, a Shareholder is responsible to pay the Apartment Corporation an amount equal to 5% of the total rent to be collected from a subtenant during the term of a sublease agreement. This amount must be paid by the Shareholder prior to the time of occupancy of a Subtenant. This amount must also be paid upon execution of any renewal of a sublease agreement.
12. Shareholder and Subtenant must adhere to the terms and provisions of the Move In/Move Out policy.
13. The Shareholder will be responsible to pay a security equal to one month's maintenance. This security will be returned when the Shareholder re-establishes residence in the building.
14. Permission of the Board of Directors to sublet does not diminish a Shareholder's obligation to pay maintenance by the date due. The Shareholder must follow all established rules regarding the payment of maintenance. In addition, the Subtenant will be asked to sign an agreement in which the Subtenant agrees that, in the event that the Shareholder is in arrears for more than 1 month, the Subtenant will pay the rent directly to the Apartment Corporation.
15. The Shareholder must provide the Managing Agent with an address and telephone number where they can be reached during the term of the sublease.

HOUSE SITTING APPLICATION/AFFIRMATION

Shareholders who find it necessary to be away from home for a short period of time, not more than two months, and wish to have someone stay in the apartment during that

period of time may file a House-Sitting Application with the Managing Agent. Contact information must be provided and temporary residents must be made aware of all rules. A House-Sitter Affirmation must be filled out by these temporarily residents indicating their knowledge of the coop rules and their willingness to vacate the apartment within 48 hours should the rules not be followed. Board approval is mandatory.



MAINTENANCE

Maintenance payments must be received by the 15th of the month. Payments received after the 15th are subject to a \$25.00 late fee. An additional \$25.00 late fee will be added for every month, up to 3 months, that this payment is delinquent. The maximum surcharge that any shareholder will be charged for any one delinquent month will be \$75.00. Payments not received 45 days after the original due date are referred to the Co-op's attorney, pursuant to the terms of the Proprietary Lease.

The Corporation's operating account is charged for each check that bounces. Any shareholder whose check bounces will be charged that fee. Our operating account is funded entirely by monthly maintenance payments; it is not in the best interest of all shareholders for the operating account to absorb these fees. Shareholders with a history of bad checks may be required to pay by certified check and reestablish their payment record.



SECURITY

The intercom system was installed to provide an additional measure of security for building residents. Please use it to screen all visitors. If you are expecting a guest, please take the precaution of speaking to them before allowing them to enter. Do not just press the door release button because you are expecting someone. In addition, please advise your guests that our Doormen have been told to stop all visitors and request that they communicate with the resident via the intercom. The system will only work if we use it.

Cable TV subscribers also have the option of tuning their television to channel 77 for a view of the front door. This should be used whenever there is a question of who has buzzed for building entry.

As an additional measure, residents should not hold the door open to provide access to non-residents or residents who are not familiar to you. In the interest of building security, residents will surely forgive a possible discourtesy.

FACILITIES

COMPACTOR ROOMS

There is a compactor room for garbage disposal on every floor. We rely on everyone to use these properly, not only in the interest of sanitation, but to ensure the well-being of our compactor and to comply with New York City's recycling laws.

ALL GARBAGE BAGS ARE TO BE PUT DOWN THE CHUTE. Please make sure that bags do not remain in the hatch bin. Do not leave the chute blocked with garbage. Make sure that the garbage bags that you use are small enough to fit down the chute easily. Please make sure that your bags are securely tied.

Garbage bags and recyclables are not to be left on the floor of the compactor room. Garbage left on the floor contributes to infestations. In addition, it is both a hazard and an obstacle to others attempting to dispose of garbage.

There are some items that **must not be thrown down the chute**. These items should be brought down to the basement and placed near the recycling area:

Aerosol Cans	Lightbulbs
Batteries	Hangers
Umbrellas	Rags
Rugs	Tile
Linoleum	Metal Objects
Clothes	Hardcover Books
Ceramics	Mirrors
Cans of paint, stain & other flammable substances	

Kitty litter is not to be thrown down the chute. Please bring this downstairs and place it in the garbage can near the recycling area. Do not put the kitty litter in the blue recycling garbage pail.

Specific items are **recyclable** by New York City law and should **not** be thrown in the chute or left on the floor: There are four categories of recyclable materials;

- **NEWSPAPERS, PHONE BOOKS, MAGAZINES**
- **CORRUGATED CARDBOARD**
- **METAL/GLASS/PLASTIC** - plastic bottles & jugs, all metal containers/cans, wax milk/juice containers, glass bottles and jars, all household metal items that are at least 50% metal
- **MIXED PAPER** - junk mail, envelopes, smooth cardboard, empty toilet paper/paper towel rolls, computer paper, soft cover books, cardboard egg cartons (not Styrofoam)





RECYCLING CENTER

The recycling program in New York City has recently been expanded. Containers for disposing of recyclable products are located in the basement, by the east and west side elevators, and are clearly labeled. Please check the blue signs posted on the walls and dispose of your recyclable items correctly. Any fines received for improper recycling will be passed on to offending Shareholder.

BLUE PLASTIC GARBAGE PAIL - All recyclable items except newspapers, magazines, corrugated cardboard, and refundable plastic soda bottles. Do not put items in the pail in a plastic bag. The plastic bag is not recyclable.

CONTAINER FOR REFUNDABLE PLASTIC BOTTLES - We have a separate container for non-glass refundable bottles. These items are periodically given to the homeless by our building staff.

WOODEN BOX FOR NEWSPAPERS - All newspapers, magazines, etc. should be placed in this box.

Cardboard boxes and other corrugated cardboard should be left on the floor neatly in the recycling area.

Recycling materials are currently picked up in our area on Thursday.

Remember - Recycling is the law. The Board reserves the right to impose appropriate fines for offenses.



LAUNDRY ROOM

Laundry facilities are located in the basement on the west side of the building. There are five washers, including two front loaders, and four dryers. The laundry room is open for use from 8:00 AM to 11:00PM. The Co-op owns the equipment; CoinMach presently provides the service contract. Should you encounter a problem, alert the Super. On-going difficulties should be brought to the attention of the Managing Agent.

ROOF

The roof is not available for general access. Doors are currently kept locked and alarmed.

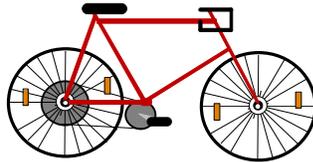
STORAGE ROOM

The storage room has been equipped with a limited number of storage lockers. These lockers were made available to all residents, for a fee (\$13 per month for a locker without a shelf, \$15 per month for a locker with a shelf) on a first-come, first-serve basis. Anyone interested in acquiring a locker should contact the Managing Agent. If a locker is not currently available, your name will be placed on a waiting list. The storage room is kept locked. Keys are given to residents with lockers.

The Board is currently allowing air conditioners to be stored in the basement storage room on shelves. These items do not have to be placed in a storage locker. No other items may be stored outside of a locker.

All items stored in the storage room are done so at the risk of the owner. The Co-op assumes no responsibility for any item placed in the basement.

BICYCLE RACKS



Bicycle racks are installed in the basement and slots have been assigned on a first-come, first-serve basis. The following priority list will be followed should the requests for bicycle spots outnumber the availability:

1. Official shareholders of record and their children
2. Live-in domestic partners of official shareholders of record
3. Renters
4. Requests for multiple slots from official shareholders of record

Contact the Managing Agent to request a slot.

All bicycles stored in the basement are done so at the risk of the owner. The Co-op assumes no responsibility for any item placed in the basement.

HOUSE RULES

HOUSE RULES

- 1) The public halls and stairways of the Residential Unit 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 or escapes shall not be obstructed in any way.
- 2) No public halls above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to whose apartment such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.
- 3) 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 11PM and the following 8AM if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8AM and 5PM.
- 4) No article shall be placed in the halls or on the staircase landings or fire towers or escapes, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.
- 5) No awnings, window air-conditioning units or ventilators 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.
- 6) No sign, notice, advertisement or illumination 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.
- 7) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.
- 8) Toilets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, or any other article be thrown into the toilets. The cost of any damage resulting from misuse of any toilets shall be paid for by the Lessee in whose apartment it shall have been caused.

- 9) No Lessee shall send any employee of the Lessor on any private business of a Lessee during the employee's working hours.
- 10) No bird or animal shall be kept or harbored in the building unless the same in each instance has been expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. However, lessees who owned or harbored any domesticated pet on the date of the original closing shall be entitled to keep and maintain or replace such pet with another pet of similar size and temperament without Lessor's permission. In no event shall animals be permitted on elevators or in any of the public portions of the building unless carried or on leash. No pigeons or other birds shall be fed from the windowsills, terraces, balconies or in the yard, court or public spaces or public portions of the building, or on the sidewalks or streets adjacent to the building.
- 11) 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.
- 12) 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.
- 13) No laundry facilities, i.e. clothes washer and/or dryer, shall be allowed in individual shareholders' apartments.
- 14) The Lessor shall have the right to curtail or relocate any space devoted to storage or laundry purposes.
- 15) 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, bathrooms and closets.
- 16) No group tour or group exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held without the consent of the Lessor or its managing agent.
- 17) 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.
- 18) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.
- 19) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

- 20) The following rules shall be observed with respect to refuse disposal:
- a) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the compactor chute.
 - b) Debris should be completely drip free before it leaves the apartment, carried to the compactor room in a careful manner and drip free container and placed into the compactor hopper so it will drop down the flue for disposal.
 - c) Nothing is to be left on the floor of the compactor room. All garbage must either be put down the chute or brought down to the basement for disposal.
 - d) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive or highly combustible or noxious substances or lighted cigarettes or cigars be thrown into the compactor.
 - e) Vacuum cleaner bags must never be emptied into the flue. Such dirt, dust, etc. should be wrapped in a securely tied bag or package and then placed through the chute into the flue.
 - f) The superintendent shall be notified of any droppings or moist refuse appearing on compactor room floors and corridors.
 - g) Medical supplies and/or waste such as surgical syringes should not be disposed of with normal household garbage. It must be disposed of in a safe and appropriate manner.
 - h) Recyclables must be brought down to the basement and placed in the appropriate disposal receptacle.
- 21) No Lessee shall install any plantings on the exterior of the building without the prior written approval of the Lessor. Plantings shall be contained in boxes lined with metal or other material impervious to dampness.
- 22) The agents of the Lessor, 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 such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost shall be payable by the Lessee.
- 23) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.
- 24) Lessees or the holders of Unsold Shares may hire employees of the Apartment Corporation provided that such employment does not interfere with the employees' regular duties and working hours.

APPENDIX