

## St. George Tower and Grill HOUSE RULES

The St. George is a large co-op with 282 apartments. Our house rules are based upon the proprietary lease, and are designed for the benefit, safety, and comfort of all shareholders and residents and to promote the continued value, safety, and well-being of our building. Many of the house rules are based on common sense and courtesy, others are based on features that are specific to our building or have been developed in response to problems that have cropped up in the past. Please take a few minutes to read through the list, and keep it for future reference.

### **Emergencies**

In an emergency, call the front desk using the intercom in your apartment: press the "Door" button to buzz the desk, then press the "Talk" button and wait for the doorman to answer before speaking. If your intercom is not working, call the front desk at 718-855-2391. If you call for an ambulance, be sure to notify the front desk in order to minimize delay when it arrives.

**IN CASE OF A FIRE, CALL 911 FIRST**, then notify the front desk.

### **Alterations and Renovations**

Shareholders are encouraged to renovate their apartments. Construction, repair work or installations that create noise and involve outside workmen may be done only on weekdays (not including legal holidays) between 8:30 a.m. and 4:30 p.m. Please refer to the accompanying Alteration Procedures package for the complete rules and deposit requirements governing alterations and renovations.

### **Bicycle Storage**

See 'Storage Facilities'.

### **Cable TV**

The co-op has a three-year agreement with Time-Warner Cable, effective September 2005, giving subscribers a discounted price of \$34.14 per month (before taxes and other fees) for basic cable. This represents a 33% discount from the retail rate. If you subscribe to Time-Warner Cable TV, make sure you receive this discounted rate. Residents also receive a \$4.00 per month discount on Time Warner's Road Runner Internet service.

### **Deliveries**

Small packages delivered by mail or courier service and local deliveries (e.g. groceries, dry cleaning) may be signed for by the doorman at the front desk. If there is a delivery

for you, it will be noted on the board next to the front desk with your apartment letter posted next to your floor number. Items indicated by a red letter, such as notes and Fed Ex letters, are held at the desk. Items indicated by a white letter are kept in the package room behind the front desk. Please sign for the delivery when you pick it up.

For large items (e.g., appliances, furniture) that need to be delivered directly to your apartment, please notify the resident manager and front desk in advance of delivery to make the necessary arrangements. Deliveries may be made only between 9 a.m. and 5 p.m. Monday to Friday (except holidays). Deliveries on Saturday and Sunday are not permitted, except in unusual circumstances and only by special permission of the building manager.

### **Garbage, Trash and Recycling**

Garbage should be in tightly closed trash bags and pushed firmly down the garbage chute. There is a garbage chute on each floor inside a small closet near the elevators. Please push the garbage bags all the way through the inner metal door of the chute.

Do not carry wet or dripping garbage down the corridors or put wet or dripping garbage into the garbage chute.

Do not put any loose garbage or trash into the chute. ALL garbage must be securely bagged or wrapped. **Do not throw glass or other sharp objects into the chute (it is hazardous to the staff); put them in the recycling bins.**

Do not leave any trash or garbage on the floor of the chute closet. If a bag or item is too big to fit into the chute, put it on the floor next to the service elevator.

Recycling: Recycling bins are next to the service elevator on each floor. New York City is currently recycling metal, paper, glass, and plastic. The staff separates the various categories of recycling items. Please do NOT put glass bottles or other glass in the regular trash – it is hazardous to the staff because glass often breaks in the chutes and cuts through the bag. Put paper items (newspapers, magazines, etc.) in the top bin, glass, plastic, metal (aluminum trays, cans, wire hangers, etc.) and other items below.

NEVER put dirty or unwashed food containers, unfinished boxes of take-out food, or food residue of any kind in the recycling bins. This attracts roaches and other vermin. Leftover food and dirty food containers must be bagged and put in the garbage.

### **Hallways, Stairs, Windows, Walls, and Public Spaces**

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 building, and apartments and the fire stairwells shall not be obstructed in any way. Articles are not to be left or stored in the

halls, stairways or staircase landings. Bicycles, scooters, baby carriages, and similar vehicles are not allowed to stand in the public halls and passageways of the building.

Children should not use the public halls, stairways, or elevators as play areas. Bicycles, scooters and roller skates must be carried or walked through the lobby and hallways. Children are not permitted on the roof unless accompanied by a responsible adult.

Public halls and corridors may not be decorated or furnished without the prior consent of the board of directors and the consent of all shareholders whose apartments the hall or corridor serves as a means of ingress and egress. In the event of a disagreement among shareholders, the board of directors shall decide.

Political petitioning or campaigning, fundraising for causes other than co-op business, distribution of flyers in hallways or under apartment doors, and other non-co-op-related solicitations are not permitted.

Doormats are not recommended. They make it difficult for the staff to vacuum the hallways and they are a tripping hazard, and thus a potential liability to their owners. Doormats are also unnecessary as water and dirt are walked off in the hallways, which the staff clean twice a week.

Radio or television antennae, satellite dishes, and related telecommunication devices must not be attached to or hung from the exterior of the building without the prior written approval of the board of directors. Because we are in a landmark district, very strict rules restrict any external changes or additions that can be seen from the street.

Awnings, signs, notices, advertisements or illuminations also are not allowed to be attached or exposed on windows or other parts of the building, unless approved by the board of directors. Similarly, nothing may be hung from the doors, windows, terraces or balconies or placed upon the exterior window sills of the building.

No awnings, window air conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved in writing by the board of directors or the managing agent, nor shall anything be projected out of any window of the building without similar approval. Most apartments have through-wall air conditioning units, and the co-op strongly discourages the use of window air conditioning units. Any window air conditioning units that are used must comply with all applicable local laws, including the use of appropriate exterior brackets to support the unit.

Smoking is not permitted in any interior public spaces (lobby, hallways, stairs, etc.) or in the elevators.

## **House Guests**

As described in the terms of the proprietary lease, only the shareholder(s) or those listed as residents in the original sale/sublet application can live in an apartment at the St. George. Immediate family members can visit and, by prior arrangement with the shareholders, stay temporarily in the apartment even if the shareholder(s) are away from home. However, friends, colleagues, and relatives other than immediate family members can not stay in the apartment if the shareholder(s) are not present, even for a day or two, unless special arrangements are made and permission is granted by the board of directors. Similarly, shareholders may not sublet an apartment without permission from the board, and this can only be granted for short periods under restricted circumstances (see “Sublets” within House Rules). Finally, under no circumstances are shareholders permitted to have room mates, subtenants, or other long-term residents, other than immediate family members or partners, without the permission of the board.

## **Keys**

A copy of your apartment key must be left at the front desk where it can be available for the resident manager or staff in an emergency, such as a leak, in your apartment or in a neighboring apartment. The provision of a key for use by management or the resident manager is a requirement of the proprietary lease. In the case of an emergency, if a key is not available at the desk a shareholder will be required to pay for any damage and repairs to their door, lock, and associated fixtures caused by the need for management, staff, or emergency services such as the Fire Department to gain access to the apartment.

## **Laundry**

Laundry rooms are on floors 5, 8, 11, 14, 17, 20 and 23 located where the hallways turn the corner. Washing machines currently cost \$1.25, and dryers are 25¢ for 15 minutes. The washers and dryers are card-operated using a special debit card, and you can add value to your card or buy a new card using the machines located in the package room next to the front desk. Those machines accept only cash, not credit cards. Baskets are provided for use within each laundry room and are not to be removed. There is a change machine for quarters in the lobby package room.

## **Lobby**

Political petitioning or campaigning, fundraising for causes other than co-op business, or any other non-co-op-related solicitations are not permitted in the lobby or other public spaces in the building.

Flyers, advertisements, menus and other commercial promotions may not be left in the lobby.

The two glass-covered bulletin boards are for board and management notices and announcements, and for sign-up sheets for various co-op purposes. The bulletin board in the mail room and bulletin boards in each laundry room are available for shareholder notices and announcements. Please do not remove other people's notices.

### **Maintenance Payments**

Maintenance payments are due on the first of each month. Bills are prepared and distributed several days in advance by the managing agent, AKAM Associates, Inc. Checks must be made out to St. George Tower & Grill and mailed to AKAM in the envelope provided. Maintenance payments must arrive at AKAM by the 15th of each month or a late fee of \$50 will be charged. A fee of \$75 is charged for a check returned by the bank. Checks may not be left at the front desk or with the building manager; building employees cannot be responsible for your payments. An automated debit system (termed "ACH") is also available through AKAM. With this system, maintenance payments are deducted automatically on the 5th of each month from your designated bank account. Please ask at the management office for an enrolment form.

### **Moving In and Moving Out**

Residents may move in or move out of the building only by prior arrangement with the building manager. There is a fee of \$150 plus a refundable \$500 deposit to cover any damages. Moves may only be arranged for weekdays (Monday through Friday, excluding holidays) between 9 a.m. and 5 p.m. Only one move per day can be scheduled due to the limitations of our single service elevator. Please arrange your moving date with the building manager.

### **Noise and Related Issues**

Residents and their guests will not make or permit loud or disturbing noises in the building nor do or permit anything in the building that will interfere with the rights, comfort or convenience of other shareholders and tenants. Residents or guests will not play a musical instrument or use a television, radio, stereo, or similar appliance in their apartment between the hours of 11 p.m. and 8 a.m. if this disturbs or annoys other occupants of the building.

The floors of each apartment must be covered with rugs, carpeting, or equally effective noise-reducing material to cover at least 80% of the floor area of each room with the exception of kitchens, bathrooms, and foyers.

### **Package Room**

The package room behind the front desk is for temporary storage of packages, dry cleaning, laundry, and other deliveries for residents. This room also contains the machines for adding money to laundry cards and some maintenance equipment used by the staff on a day-to-day basis. Please do not use the package room for *ad hoc* storage of car seats, strollers, golf clubs, household items, or other belongings.

## **Pets**

Animals must be kept on a leash, in a carrying case or cage, or carried in your arms at all times in all public areas of the building (lobby, hallways, elevators, stairs, etc.).

Owners must not allow dogs to relieve themselves outside the front door of the building or on the planters in front of the building on Hicks Street. Please curb your dog.

No individual may walk more than three dogs at any one time within the common areas of this building. Residents employing dog walkers must give the dog walkers' names to the front desk.

Dogs and other pets are not allowed on the roof garden under any circumstances.

## **Repairs**

Shareholders are responsible for all conditions and repairs within their apartments, although building staff will do minor repairs, such as fixing a leaky faucet. The co-op is responsible for maintenance and repair of everything inside the building walls and in all public spaces. The co-op will repair walls, ceilings, and original flooring, and provide one coat of paint, for damage caused by what is inside the walls – pipes, etc.

Shareholders are responsible for replacing or repairing damage to their personal property or to renovated floorings or other renovations, and should have insurance to cover such eventualities. The co-op's insurance does not cover residents' personal property.

For minor repairs and to report other problems, please fill out a Work Order at the front desk. When a Work Order is submitted, the resident manager inspects the reported problem, leaves a note for the resident saying what will be done and assigns someone to fix it, that day if possible. If a problem cannot be fixed right away, or is beyond the responsibilities or abilities of the building staff, the resident manager will so advise the resident and will forward the Work Order to the building manager or to the director in charge of the House Committee for follow up.

Other questions and problems may be addressed to our building manager Patty Marcus, whose office is in the back hallway on the first floor. Leave a note for her at the front desk or telephone her at 718-802-1976 (Manager@111hicksstreet.com).

## **Roof Garden**

The roof garden is one of our greatest assets. It provides stunning views of Manhattan, the East River, New York harbor, Brooklyn, Queens and New Jersey. It is a wonderful place to relax and to bring visitors. Please be safety-conscious and courteous when using the roof garden and follow these few important rules:

Formal parties, private receptions, musical instruments, radios (without earphones) and loud noise are not allowed.

Children must be accompanied by adults while on the roof.

Dogs and other pets are NOT allowed on the roof under any circumstances.

Glass items (beer bottles, wine glasses, etc.) are not allowed on the roof. Use plastic cups.

NEVER throw anything off the roof or over the railings.

Do not leave trash or litter on the roof – take it away with you or put it in the trash can near the entrance.

Smoking is permitted on the roof. Please use the red “fire” buckets, NOT the planters or the floor, for cigarette butts.

Outdoor grills and cooking of any sort are prohibited on the roof.

## **Storage Facilities**

**General storage:** Storage cages are available in the basement for annual fees of approx. \$10/sq ft (currently \$120 to \$480 per cage per year, depending on size), although there may be a waiting list. Please direct inquiries to the on-site manager. Shareholders may not rent more than one storage cage. A waiting list is available for shareholders wanting to ‘trade-up’ to a larger storage cage as larger cages occasionally become available.

**Bicycles:** Bicycle storage is available at no charge in the basement Bicycle Room, but you must sign up for a slot in the bike rack in order to store your bike in this room. If a slot is not available, you will not be able to use the bike room. Speak with the doorman to sign up for space in the book at the front desk.

## **Sublets**

After shareholders have lived in their apartments for at least two years, the board of directors may allow them to sublet their apartments. Sublets are approved for a period of one year at a time, with a maximum time of two years. Sublet applications are available from the building manager. A sublet fee of two months’ maintenance is charged for the first year of an authorized sublet, and an additional fee of three months’ maintenance is charged for the second year of an authorized sublet.

## **Terraces**

NEVER throw anything from a terrace or allow guests to flick cigarette ashes or butts over the railings.

Outdoor grills and cooking of any sort are prohibited on terraces or any other open space by order of the Fire Department.

### **Window Air Conditioners**

No awnings, window air conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved in writing by the board of directors or the managing agent, nor shall anything be projected out of any window of the building without similar approval. Most apartments have through-wall air conditioning units, and the co-op strongly discourages the use of window air conditioning units. Any window air conditioning units that are used must comply with all applicable local laws, including the use of appropriate brackets to support the unit.