# KYROUS REALTY GROUP, INC.

263 West 38<sup>th</sup> Street \*Suite 15E \*New York, NY 10018 Phone: 212.302.1500 \*Fax: 212.302.3855

## 66 West 84th Street Alteration Policy

The following documents along with one full PDF copy of architectural drawings must be submitted via e-mail to carine@kyrousrealtygroup.com.

- 1. Completed & Signed Alteration Agreement. A fully executed Agreement will be returned to you upon Board approval.
- 2. <u>Processing Fee: \$400.00</u> Please make check payable to Kyrous Realty Group, Inc. (non-refundable)
- 3. <u>Alteration Deposit: \$5,000.00</u> -Please make check payable to 66 West 84<sup>th</sup> Street Owners Corp. Inc. The board reserves the right to request additional deposit based on scope of work.

Upon approval and prior to commencement of work, the following documents must be submitted.

- 1. Contractor's Certificate of Insurance: See Alteration Agreement-Exhibit A for insurance requirements.
- 2. Completed Indemnification Agreement signed by contractor(s).
- 3. Copy of contractor(s) license.
- 4. Contractor Checklist filled out

#### Additional Terms and Conditions

Contractors are responsible for cleaning all common areas of the building at the end of each workday. Shareholder will be responsible for any cleanup costs incurred by the Corporation.

#### ALTERATION AGREEMENT

This Agreement, made as of this day of,,
between M & A Residences, Inc (the "Corporation") with an address c/o Kyrous Realty
Group, 263 West 38 Street, Suite 15E, New York, NY 10018 ("Managing Agent") and
(the "Shareholder") having a mailing
address of

#### WITNESSETH:

WHEREAS, the Shareholder hereby requests permission to make/install the equipment and/or make the alterations in the apartment (the "Apartment") (Apt. #\_\_\_\_\_) at (66 West 84th Street, New York, NY 10024) as described in the accompanying plans and specifications (the "Work");

WHEREAS, in order to obtain the Corporation's consent to the Work as required under the proprietary lease (the "Lease") between the Shareholder and the Corporation, the Shareholder agrees to comply with the terms of the Lease and the obligations and policies of the Corporation, including but not limited to, applicable House Rules.

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration the receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. Shareholder's Submissions. Shareholder herewith delivers to the Corporation:
  - a. detailed plans, specifications and drawings of the Work, including a room-byroom list of all alterations to be undertaken, and if required by the Corporation,
    detailed plans and specifications (the "Plans") prepared by a licensed architect
    or engineer (if the nature of the alteration so requires), which shall not be
    modified by the Shareholder after they are approved by the Corporation's
    architect or engineer (the "Corporation's Designated Engineer") without the
    Corporation's Designated Engineer's subsequent approval.
  - b. a check with respect to the security payable in connection with this Agreement in the sum of \$5,000.00 payable to the Corporation in accordance with paragraph 13 of this Agreement, if applicable.
  - c. a check in the sum of \$400.00 payable to Kyrous Realty Group, managing agent for the Building (the "Managing Agent") as a processing fee in connection with this request and the Work, if applicable.

2. Corporation's Review of Work as Proposed. Shareholder acknowledges that the Corporation's designated engineer, may at Shareholder's expense, (a) review the Plans for the Work and (b) from time to time observe the Work to ensure that the Work conforms to the approved Plans and is otherwise in conformity with the requirements of this Agreement. Shareholder shall provide access to the Apartment, from time to time, to permit the Corporation's Designated Engineer, the Managing Agent, the superintendent of the Building, or any other person the Corporation may authorize, to observe and inspect the Work. Shareholder shall make all corrections specified by the Corporation as a result of such inspections, necessary to bring the Work into conformity with the Plans. The Corporation's failure to inspect shall not be considered a waiver of the Shareholder's obligation to comply with this Agreement and the approved Plans. The Corporation shall notify the Shareholder as to when inspections will be required.

Shareholder shall promptly correct all parts of the Work (whether or not such work is fabricated, installed or completed) rejected by the Corporation because of its failure to conform to the Plans and specifications previously approved by the Corporation or with the requirements of this Agreement or the laws, rules, orders or regulations of any governmental authority having jurisdiction over the Building or which violates any policy of insurance maintained by the Corporation. Shareholder shall bear all costs of correcting such rejected parts of the Work, including the compensation for additional services to the Corporation of any architect or engineer made necessary thereby.

### 3. Pre-Conditions to Commencement of Work by Shareholder. Shareholder agrees:

- a. Prior to beginning the Work, to provide the Corporation with complete and conformed copies of every agreement made with contractors, subcontractors, and suppliers.
- b. If required by laws, rules, orders or governmental regulations or the Corporation's Designated Engineer, to file plans, forms, or applications (including without limitation any asbestos-related forms filed in support of any applications) with, and procure the approval, permits, licenses, consents of all governmental agencies.
- c. At the completion of the Work, the Shareholder will deliver to the Corporation an amended certificate of occupancy and a certificate of the Board of Fire Underwriters, if either be required, and such other proof as may be necessary to indicate that all Work has been done in accordance with all applicable laws, ordinances and government regulations, together with a statement from the architect or engineer who signed the Shareholder's Plans that the Work has been executed in accordance with those Plans. If an amended certificate of occupancy or certificate of the Board of Fire Underwriters is not required, the Shareholder's Designated Engineer must submit a statement to that effect. The determination of the Corporation's Designated Engineer as to the need for an amended Certificate of Occupancy shall be conclusive.

- d. To procure from Shareholder's contractor or contractors the insurance policies described on Exhibit "A" attached hereto, which policies shall name the Corporation, the Corporation's officers, directors, shareholders, Designated Engineer, the Managing Agent, and Shareholder, as parties insured. Such policies shall provide that they may not be terminated until at least thirty (30) days after written notice to the Corporation. All such policies or certificates evidencing the issuance of the same shall be i) with companies that are reasonably acceptable to the Corporation, and ii) delivered to the Corporation before the Work commences.
- 4. <u>Shareholder to Give Notice of Actual Commencement of Work</u>. Prior to commencing the Work, Shareholder shall give at least five (5) days' written notice to the Corporation's Designated Engineer, the superintendent of the Building and the Managing Agent of the date the Work shall commence and the estimated duration of the Work.
- 5. Work Done at Shareholder's Risk. Any damage to the Apartment or other areas of the Building, including, but not limited to the common structure, infrastructure, mechanical systems equipment, elevators, doors and finishes of the Building, caused by or resulting from the Work, shall be covered by the insurance coverage required of Shareholder, or Shareholder's contractor(s) or subcontractor(s), as the case may be.

However, the existence of such insurance shall not relieve Shareholder of any liability. If the Managing Agent advises Shareholder of any damage, which in the Managing Agent's opinion, was caused by the Work, Shareholder shall promptly submit such claim to Shareholder's insurance carrier and to Shareholder's contractor(s) or subcontractor(s) for submission to their insurance carrier, as appropriate. Shareholder agrees to use all reasonable efforts, and to cause the contractor(s) and subcontractor(s) likewise to use all reasonable efforts, to cause any insurance carrier ensuring Shareholder or Shareholder's contractors or subcontractors to expeditiously review and settle damage claims for which they are responsible.

- 6. <u>Indemnification by Shareholder</u>. Shareholder hereby indemnifies and holds harmless the Corporation, the Corporation's Designated Engineer and employees, the Managing Agent, and other shareholders and residents of the Building against any damages suffered to persons or property as a result of the Work. Shareholder shall reimburse the Corporation, the Corporation's Designated Engineer, Managing Agent, and other shareholders and residents of the Building for any losses, costs, fines, fees and expenses (including, without limitation, reasonable attorney's fees and disbursements) incurred as a result of the Work and/or the Shareholder's or any contractor's or consultant's failure to conform with this Agreement or any law or ordinance and which may be incurred by the Corporation in the defense of any suit, action, claim or violation in connection with the Work or the abatement thereof.
- 7. All Costs Associated with Work Done at Shareholder's Expense. Shareholder accepts sole responsibility for the Work and for all costs in connection with the Work. If the Corporation obtains legal, engineering, or architectural advice either prior or subsequent to granting permission for the Work, Shareholder agrees to reimburse the Corporation, on demand, for any reasonable fees (including attorney's fees) incurred. Shareholder understands and agrees that all costs of labor, equipment and materials

incurred by the Corporation, shall be charged to Shareholder as additional rent under the Lease.

- 8. Shareholder's Contractor to Cooperate with Building Labor. All of Shareholder's contractors and subcontractors shall employ only such laborers as shall not conflict with any of the trade unions employed in the Building or otherwise cause disharmony with any Building service union. The Contractor shall acknowledge this Agreement and agrees to and shall cause all subcontractors to abide by all of the rules and regulations of the Corporation.
- 9. Shareholder's Responsibility for Consequences of Work. Shareholder and any successor-in-interest assume(s) all risks of damage to the Building and its mechanical or electrical systems, and to persons and property in the Building which may result from or be attributable to the performance or existence of the Work and the maintenance and repair of any alterations and installations in the Apartment after completion. This responsibility covers all aspects of the Work, whether or not structural, including without limitation, weather-tightness of windows, exterior walls or roofs, waterproofing of every part of the Building directly or indirectly affected by the Work, and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the Building, or any of its equipment, is adversely affected by the Work, Shareholder, when so advised, shall promptly remove, or correct the cause of the problem as determined by the Corporation. Shareholder agrees that any air conditioning units, terrace plantings and/or structures, wherever located in the Building, may be removed by the Corporation for the purpose of repairs, upkeep, or maintenance of the Building, at the sole expense of the Shareholder. If the Shareholder does not promptly remove or correct the problem, the Corporation may have the problem corrected and the Shareholder shall be liable for all costs and expenses incurred therein.
- 10. <u>Prohibited Construction Methods</u>. Shareholder recognizes that there will be no change in the operation of the Building's heating system, ventilation system or airconditioning system, if any, to facilitate the functioning of any heating or airconditioning units Shareholder may be installing. Shareholder will not interfere or permit interference with the Building's intercom system, gas, electric, plumbing or any other service. Shareholder agrees that exterior masonry walls shall not be penetrated.
- 11. Completion of Work. The Shareholder shall use the Shareholder's best efforts to ensure that the Work is completed expeditiously, but in any event all Work shall be completed within \_\_\_\_\_\_\_ days from the date of commencement of the Work, or such other period as the Corporation, in writing, designates (the "Completion Date"). The Corporation expresses no opinion regarding the feasibility of completion of the Work within this time period. If the Work shall not have been completed by the Completion Date, the Corporation shall be entitled to apply, from the security funds provided pursuant to paragraph 1(b) of this Alteration Agreement, the sum of \$250.00 per day for each calendar day the Work remains incomplete. These amounts are acknowledged to be liquidated damages, and not a penalty, to compensate the Corporation and the Corporation's shareholders for the costs and inconvenience of the continuation of the Work, it being understood that the damages caused by continuation of the Work would be difficult to determine. The Corporation's application of the security funds provided pursuant to paragraph 1(b) of this

Agreement as aforesaid shall be without prejudice and in addition to all other remedies the Corporation may have. If the security funds provided pursuant to paragraph 1(b) are fully applied, the Shareholder agrees to pay all amounts due under this paragraph to the Corporation in weekly installments. The determination of whether the Work is completed shall be made by the Corporation, and the Corporation's determination shall be conclusive. The Shareholder agrees that any consent by the Corporation to perform Work after the Completion Date may be revoked by the Corporation immediately if the Shareholder fails to comply with any requirement of this Agreement or extension of the Completion Date.

- 12. Work Hours and Noise. The Work shall be performed, only between the hours of 8:30 a.m. and 5:00 p.m. The Work shall not be performed on Saturdays, Sundays, and holidays. The Corporation shall be the sole arbiter should there be any doubt as to noise levels which may be disturbing.
- 13. Shareholder's Security Deposit. As security for the faithful performance and observation by Shareholder of the terms and conditions of this Agreement, Shareholder has deposited the sum indicated in paragraph 1(b) with the Corporation. In the event that Shareholder or persons engaged by Shareholder to perform the Work cause loss, cost or expense to the Corporation, including without limitation any loss, cost or expense arising from or relating to (a) the fees of the Corporation's Designated Engineer to review the plans and specifications or to review from time to time the progress of the Work; (b) the fees of the Corporation's attorneys engaged in the event of Shareholder's breach or alleged breach of the provisions of this Agreement, or otherwise in connection with the Work; (c) damage to the carpeting or wallpaper in the Building's hallways or to any common area (including without limitation, the cost of cleaning, shampooing, painting or repairing the same if soiled or otherwise damaged); (d) delays in completion of the Work, as more specifically referred to in Paragraph 11 of this Agreement, or (e) any other expenses incurred by the Corporation in connection with any complaints or breach of this Agreement. Shareholder agrees that the Corporation may use, apply, or retain the whole or any part of the security so deposited and the interest earned thereon, if any, to the extent required for the payment thereof. If the deposit is diminished by one-half of the original amount, Shareholder shall replenish it to the full amount within (3) days after written demand. Shareholder's failure to so replenish the security deposit shall be a material breach of this Agreement and shall entitle the Corporation to stop the Work, and/or exercise any remedies it has hereunder. If Shareholder shall comply with all of the terms and conditions of this Agreement, the security deposit and interest or remaining balance thereof, if any, shall be returned to Shareholder.
- 14. <u>Accessibility</u>. Shareholder agrees that all water, steam, and gas valves will be reasonably accessible. If any portion of the Work should enclose such valves, contrary to the provisions of this Agreement, if requested by the Corporation's Designated Engineer, such portion shall be uncovered at Shareholder's expense for observation. Such enclosure shall be opened and replaced at Shareholder's expense.

- 15. <u>Use of Public and Common Areas During Work</u>. Shareholder will not allow the halls, sidewalks, courtyards, and other public areas to be used for the storage of building materials or debris and agrees that the floor of the back halls to be used in connection with the Work will be covered with construction paper during the Work. If the Work mars or damages the back hall, stairs, or elevators, the Corporation may repair them at Shareholder's expense upon the completion of the Work. Shareholder will take or cause their contractors to take all precautions necessary to prevent damage to the carpeting and wallpaper in the Building's hallways, elevators (including the doors and appurtenances) and to other common areas during the progress of the Work. If Shareholder shall fail to promptly perform any repair, Shareholder shall promptly pay all reasonable bills for such repairs.
- 16. Shareholder to Maintain Certain Safety Precautions. Shareholder agrees that functioning fire extinguishers and smoke alarms will be maintained in the Apartment during the Work. Shareholder agrees that the Work shall not block access to any fire exits in the Building. Shareholder shall have smoke detectors installed within 15 feet of every sleeping area on the ceiling or wall pursuant to Local Law 62 of 1981 of the City of New York, and Shareholder shall install window guards if a child or children 10 years old or under lives or resides in the Apartment pursuant to Section 131.15 of the New York City Health Code.

#### 17. Shareholder to Control Refuse, Dirt, Dust, Lead Based Paint, etc.

- a. All precautions will be taken by Shareholder to prevent dirt and dust from permeating other parts of the Building during the progress of the Work. Materials and rubbish will be placed in barrels or bags before being taken out of the Apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the Building and removed from the Apartment at Shareholder's expense. Shareholder recognizes that only the service elevator may be used for such removal and only at such times as the superintendent of the Building may direct. Shareholder shall not permit any dumpster or garbage container to be left overnight in front of the Building and shall not permit any dumpster or garbage container to be left for more than five (5) consecutive days at the sides of the Building. Notwithstanding the foregoing, the placement of any dumpsters must comply with all governmental regulations, including without limitation, obtaining any necessary permits.
- b. The Federal Task Force on Lead-Based Paint Hazard Reduction has recommended certain maintenance practices, including (1) limiting access to the work area to only workers, (2) isolating the work area with polyethylene plastic or equivalent, (3) protecting the workers, (4) protecting the Shareholder's belongings by covering or removing them from the work area, (5) wetting the painted surfaces before disturbing the paint and (6) wetting the debris before sweeping. The Task Force has indicated that certain removal practices are unsafe, including (1) open flame burning, (2) power sanding or sandblasting (unless a special vacuum attachment is used to contain dust), and (3) dry scraping more than a de minimis surface area (de minimis means an area of less than one square foot per room). The Shareholder shall cause the Shareholder's contractors and/or workers to

- perform their work consistently with the recommendations of the Task Force and shall upon completion of the work perform specialized cleaning of the work area using methods designed to safely remove dust and debris which may contain lead.
- c. No more than sixty (60) days prior to beginning renovation activities in the Apartment, the contractor shall provide the Shareholder with the Environmental Protection Agency (the "EPA") pamphlet entitled, Protecting Your Family from Lead in the Home, (the "Pamphlet"). If the Apartment is occupied by other than the Shareholder, the contractor shall provide the occupant with the Pamphlet. The contractor shall be responsible for obtaining the Shareholder's or the occupant's written acknowledgment of receipt of the Pamphlet or a certificate of mailing evidencing same. The Shareholder hereby acknowledges that the Corporation has no liability or obligation in connection with this notification requirement of the EPA.
- 18. Shareholder to Comply with Laws, etc. Shareholder shall not do or permit any act or thing to be done contrary to law, or which will invalidate or be in conflict with any provision of any liability, multi-peril casualty or other insurance policies carried by Shareholder or for Shareholder's benefit. Shareholder shall comply with all federal, state, and local laws, rules and regulations pertaining to asbestos and other hazardous material, as the same have been or may be promulgated, supplemented or amended from time to time prior to and during the abatement-work.

# 19. <u>Acceptance of Responsibility by Shareholder and Shareholder's Successor in Interest.</u>

- a. The Shareholder releases the Corporation, the Managing Agent, the Corporation's agents, and employees from any liability for damage to the portions of the Apartment affected by the Work which may occur in the performance of building maintenance repairs. Notwithstanding anything to the contrary contained in the Lease, the Shareholder accepts sole responsibility for the Work and costs in connection with the maintenance, repair, restoration or replacement of any portions of the Apartment affected by the Work and acknowledges that such responsibility shall pass to the Shareholder's successor-in-interest in the Apartment.
- b. Shareholder or Shareholder's successor-in-interest (i) shall advise each subsequent purchaser of Shareholder's interest in the Corporation's shares appurtenant to the Apartment (a "Purchaser") of the Work undertaken by the Shareholder and the Purchaser's obligations under this Agreement; (ii) shall provide copies of the Plans and this Agreement to the Purchaser; (iii) shall waive any claim or cause of action against the Corporation, the Board of Directors or the Managing Agent, for advising a potential Purchaser of the obligations of the owner of the Apartment under this Agreement, (iv) have the Assumption of Alteration Agreement executed by any successor-in-interest.

- 20. Work is of Shareholder's Sole Design. Shareholder recognizes that by granting consent to the Work, the Corporation does not express any opinion as to the design, feasibility, or efficiency of the Work.
- 21. <u>Miscellaneous</u>. This Agreement may not be changed orally. This Agreement shall be binding on legal representatives, successors, and authorized assigns. Captions are for the purposes of convenience of reference only and are not to be considered in interpreting this Agreement.
- 22. Shareholder's Breach and Corporation's Remedies. SHAREHOLDER'S FAILURE TO COMPLY WITH ANY OF THE PROVISIONS HEREOF SHALL BE DEEMED A BREACH OF THE PROVISIONS OF THE LEASE, PURSUANT TO WHICH THE CORPORATION'S CONSENT HAS BEEN GRANTED, IN ADDITION TO ALL OTHER RIGHTS, THE CORPORATION MAY ALSO SUSPEND THE WORK AND PREVENT WORKERS FROM ENTERING SHAREHOLDER'S APARTMENT FOR ANY PURPOSE OTHER THAN TO REMOVE THEIR EQUIPMENT. IN SUCH EVENT, THE CORPORATION MAY ALSO REVOKE PERMISSION FOR SHAREHOLDER TO UNDERTAKE THE WORK. ANY DEVIATION FROM THE WORK APPROVED IN THIS ALTERATION AGREEMENT SHALL VOID IN ITS ENTIRETY THE PERMISSION GRANTED HEREIN.
- 23. <u>Permission</u>. By executing this Agreement, the Corporation is granting permission to the Shareholder to perform the Work pursuant to the Plans and this Agreement. This permission can be revoked at any time on written notice to the Shareholder as a result of Shareholder's or its agent's violation of the terms of this Agreement. The Corporation also agrees to perform its obligations under this Agreement.

Shareholder
Shareholder
66 West 84th Street Owners Corp.
By:

#### **EXHIBIT A**

Shareholder's Contractor shall provide insurance of the types and in not less than the limits set forth below with a company or companies satisfactory to the Corporation, licensed to do business in the State of New York, and all such policies shall name the Corporation, the Shareholder and the Corporation's managing agent (the "Managing Agent") as additional insured. No diminution of limits of insurance will be permitted.

- i. **Worker's Compensation** as required by all applicable Federal, State, or other laws including Employers Liability in accordance with the statutory requirements of the State of New York, together with Disability Benefits Insurance required by the State of New York. This coverage to be a minimum of \$5,000,000. Employer's liability coverage to be not less than \$500,000.
- ii. **Commercial General Liability** coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury Coverage, which shall include mental anguish as well as standard conditions, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage. Insurance shall also cover the following: premises and operations liability, products/completed operations, broad form property damage, broad form contractual liability, personal injury, and independent contractor's liability.
- commercial General Liability coverage to extend for a period of one year following termination of the Work and Contractual Indemnity Coverage is also to extend for one year following termination of the Work. The policy is also to include (a) Owners Protective Liability Coverage, (b) Knowledge of Occurrence and Notice of Occurrence endorsements and (c) Unintentional Errors and Omissions clause. The policy shall also include coverage with respect to asbestos exposure if the Work involves any asbestos-containing material.
- iv. **Commercial General Liability** coverage \$1,000,000 BODILY INJURY & PROPERTY DAMAGE (combined single limit).
- v. **Comprehensive Automobile Liability**, including non-ownership and hired vehicle coverage, as well as owned vehicles: \$1,000,000 BODILY INJURY & PROPERTY DAMAGE (combined single limit).
- vi. **Umbrella Liability** for BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE COMBINED. It will have a limit of \$3,000,000 per occurrence and a general aggregate of \$3,000,000.

If umbrellas are written in more than one company any layers above the first one shall follow the form of the primary umbrella.

Prior to the commencement of any work hereunder, detailed certificates of insurance shall be furnished to the Corporation showing that such insurance is in full force and the premiums due there under have been paid. Such certificates shall provide that the said insurance may not be canceled, terminated, or modified without thirty (30) days written advance notice thereof to the Corporation. The Contractor shall promptly furnish the Corporation with copies of any endorsements subsequently issued amending insurance coverage or limits. In the event of the failure of the Contractor to furnish and maintain such insurance, the Corporation shall have the right, at its option, at any time, to revoke permission to perform the work and to deny entry into the Building to all workers.

Amounts of insurance required may be higher for major renovations as designated by the Board of Directors.

The Contractor's insurance policy shall also contain in substance the following endorsement:

"This insurance shall not be invalidated should the insured waive, in writing, prior to a loss, any or all right of recovery against any party for the loss occurring to the property described herein."

Nothing in this Exhibit "A" shall constitute a waiver of or limitation of any other rights or remedies the Corporation may have for consequential damages or otherwise.

# 66 West 84 Street Owners Corp. House Rules Amended- November 1, 2024

- 1- The public halls and stairways of the building shall not be obstructed or used for any purpose other than an entrance to and exit from apartments in the building.
- 2-Children shall not play in the public halls, courts, stairways, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- 3-No public hall above the ground floor of the building shall be decorated or furnished by and Shareholder in any manner without the prior consent of all the Shareholders on that floor. If there is disagreement among Shareholders or a question about the decoration or furnishing of the ground floor, the Board of Directors shall decide.
- 4-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 windowsills of the building.
- 5-No baby carriages, bicycles, scooters or similar vehicles shall be stored in a passenger elevator nor shall any of the above-mentioned vehicles be allowed to stand in the public halls and passageways of the building.
- 6-Awnings or window air conditioning units, washing machines, dishwashers or dryers may not be used in or about the building except as shall have been expressly approved by the Corporation No objects shall be projected out of any window of the building without the express approval of the Corporation.
- 7-No sign, notice, advertisement or illumination shall be, written or hung from window or other part of the building, except as has been approved in writing by the Corporation or its managing agent.
- 8-No radio or television antenna shall be attached to or hung from the exterior or the building without the prior written approval from the Corporation.
- 9-No shareholder 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 shareholders. No shareholders shall play or allow to be played musical instruments or permit to be played a phonograph or a radio or television in a loud manner between the hours of eleven (11:00) o'clock p.m. and eight (8:00) o'clock a.m. the next morning so as to 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 8:30 a.m. and 5:00 p.m.

10-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.

11-Toilets and other plumbing fixtures in the building shall not be used for any purposes other than those for which they are constructed, nor shall any sweepings, rubbish, rags or any other articles be thrown in toilets. The cost of repairing any damage resulting from misuse of any toilets or other plumbing fixtures shall be paid for by the Shareholder responsible for the damage.

12-No shareholder shall send any employee of the Corporation out of the building on any private business of a shareholder.

13-In no event shall any bird, reptile or animal be permitted in any of the public portions of the building, unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windowsills or other public portions of the building or on the sidewalk or street adjacent to the building.

15-Pets are not permitted, with the exception of existing pets in the building.

16-Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

17-Any consent or approval given under these House Rules by the Lessor shall be revocable at any time, unless contrary to applicable law.

18-No Lessee shall install any plantings on the roof, or fire escapes without the prior written approval of the Board of Directors.

19-In the event that the Lessor has reasonable cause to believe that it is necessary to inspect an apartment for the purpose of determining whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests; to look for the cause of leaks of gas or water; to determine the source of any noxious odors or for other harmful but non emergency reasons, then the Lessor shall give the tenant 7 days written notice of the need to enter the apartment. If the lessee has provided the Lessor with a telephone number and/or e-mail address notice shall also be given via telephone and/or e-mail. If the lessee does not provide access to the apartment within the seven days then, with the approval of the President of the Board of the Lessor, 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; to look for the cause of leaks of gas or water; to determine the source of any noxious odors or to assist in controlling other harmful conditions. The President of the Board shall consult with the other members of the Board before giving approval to the entering of a lessee's apartment. required, the Lessor may take measures necessary to control or exterminate insects or vermin, to repair leaks of gas or water or to ameliorate noxious odors or control other harmful conditions. Whenever a contractor or workman is authorized by the Lessor to enter the premises pursuant to this paragraph, he/she shall be accompanied by a representative of the Lessor such as a managing agent, superintendent or Board member.

20-A penalty equivalent to ten percent (10%) of a shareholder's monthly maintenance charge will be imposed for any shareholder and/or their tenants violating the house rules. The penalty shall continue to be imposed for each month that the shareholder remains in violation. In addition to any specific charges set forth in these rules, the shareholder shall be responsible for the cost of remedying any condition which has been created as a result of a violation of the house rules.

21-The Lessee shall provide the Lessor and its managing agent a telephone number where the Lessee may be reached at home and at the Lessee's place of business or mobile and shall also provide the Lessor an emergency contact name and telephone number.

22-No one is permitted on the roof except in an emergency.

23-All paper, plastic, glass, metal, and foil deemed appropriate by city ordinance for recycling shall be disposed of in the appropriate containers located outside of the building.

24-All guests staying in the apartment in the absence of the owner for more than two weeks must register with the managing agent. Such guests are not allowed to stay in the apartment for a period of more than thirty days without the owner's presence. After thirty days, such guests must complete a sublet package and be approved by the Board or Directors and sublet fees shall be applicable. This rule is consistent with paragraph fourteen of the Proprietary Lease where it provides for occupancy from time to time by guests for periods of time not exceeding one month. The Proprietary Lease provides that no guests may occupy the apartment unless one or more of the permitted adult residents are then in occupancy. In occupancy as used in the Lease refers to the lessee maintaining the premises as an apartment for their use and enjoyment and not having vacated the apartment by removal of their personal items.

25-Residents of the COOP may hire the building's superintendent to do certain work for them, provided that such work is not the type of work that would require the Board of Directors' approval. Any such agreement shall be a separate agreement between the superintendent and the resident, and in no way shall any actions of the superintendent be construed as actions of the COOP, nor shall the superintendent be acting as an agent of the COOP in these situations. The COOP shall not be a party to these agreements, and as such will not be liable under same.

26-Any delivery, either in or out of the building, of large items such as furniture or appliances, must be scheduled in advance with the managing agent. The resident is responsible for any damage caused to any of the common areas of the building during

a delivery of items to or from the resident's apartment. The elevator is to be protected with padding during any move of such items. To the extent that the resident or the delivery company does not have such protective padding, the resident shall coordinate with the managing agent or the superintendent to obtain the building's elevator padding.

27- Pursuant to the proprietary lease, building personnel have a legal right to force entry into the apartment in the event of an emergency and the Lessee is obligated to pay for repairs. A resident who has provided the managing agent and/or the building superintendent with duplicate keys to his/her apartment may reduce the cost of such repairs.

28-In the event the building receives a violation or fine as the result of the action or inaction of any Lessee or the failure of a Lessee to comply with local, state or federal rules, regulations or laws, the cost of such fines or removing such violations shall be borne by the Lessee.

29-It is permissible to move into or out of the building only Monday through Friday, excluding legal holidays- 9:30 am to 4:30 pm. No move into or out of the building will be allowed unless it is scheduled five business days in advance with the managing agent. The superintendent will oversee all moves to help expedite the move, ensure minimal disruption to other residents and to ascertain if any damage occurred to the premises as a result of the move. The individual moving into or out of the building shall pay for all repairs that must be made to the common areas of the building as a result of the move. All such repairs, restorations, and replacements shall be in quality and class equal to the original work or installations.

30-A move in/out deposit fee of \$1000 is required to be given to the managing agent prior to the move. For a move out on a sale of an apartment, payment must be by certified check. For a subtenant, shareholder is responsible if subtenant does not pay or pays by a check that is dishonored. The deposit will be returned after it has been determined that there was no damage done to the building. If there has been damage the deposit may be retained and damages sought for all damage caused by the move.

31-The term "residents", "tenants" or "Lessee" is intended to include shareholders, lessee/shareholders, lessees, and sub lessees who reside in the building pursuant to subleases approved by the Board of Directors in accordance with the proprietary lease. In addition, guests, subtenants, and occupants of a lessee apartment (whether or not approved by the lessor in accordance with the proprietary lease) shall be subject to and abide by the House Rules and proprietary lease. A violation of the House Rules by such occupants, subtenant or guests shall be deemed a violation of the proprietary lease or House Rules as applicable, by the shareholder whose apartment is occupied, subleased, or is visited by such occupant or guest. All references to term "lessor" or "corporation" or "COOP" shall mean the 66 W. 84<sup>th</sup> Street Cooperative, the Board of Directors, the managing agent or any authorized agent. These terms are used interchangeably throughout. However, references to the Board of Directors shall refer to the Board of Directors only.

32-As of the date of adoption of this rule, smoking is prohibited in all of the common areas of the building as required by all applicable laws, including in the elevators, hallways, stairways, roof, lobby, air shafts as well as in areas within 25 feet of any entrance door egress from the building. No person shall smoke in the areas where smoking is prohibited by this rule or permit smoking by any occupant, agent, tenant, invitee, guest, friend, or family member in such areas.

Provided that it does not create unreasonably disturbing secondhand smoke that interferes with the rights, comforts, or conveniences of other residents, and subject to applicable law and the cooperative's governing documents, smoking is currently permitted inside a resident's individual apartment unit. The shareholder is responsible for any secondhand smoke entering the common areas or other apartment units from the resident's individual apartment unit and has an obligation to put into effect measures to ensure secondhand smoke does noto enter into common areas or other apartment units.

The term "smoking" as used in this rule includes inhaling, exhaling, burning, carrying or otherwise handling or controlling any lit, heated or smoldering cigar, cigarette, electronic cigarette, herbal cigarette or non-tobacco smoking product, water pipe, vaping device, pipe, or any form of lighted object or device which contains tobacco or tobacco products.

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

Note: All references to "Shareholder" in theses House Rules also apply to family, guests and subtenants of the Shareholder.

Duly adopted by the Board of Directors of the 66 West 84 Street Owners Corp. on the 1st day of November 2024.