

**240 PROSPECT PLACE**  
**HOUSE RULES**  
**Revised and Approved September 1, 2011**

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building in the residential unit. Fire escapes will not be obstructed in any way.
2. Children shall not play in the public halls, stairwell or front hall, and are not permitted on the roof unless accompanied by an adult.
3. No public hall in the building shall be decorated or furnished by any Shareholder/Subtenant in any manner without the prior consent of all of the Shareholders to whose apartments such hall serve as a means of ingress and egress; in the event of disagreement the Board of Directors shall decide.
4. No Shareholder/Subtenant 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/Subtenants shall play upon or suffer to be played upon any musical instrument or permit to be operated any audio-visual equipment in such Shareholder's apartment between the hours of eleven o'clock p.m. and the following nine o'clock a.m. 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 between the hours of 8:30 a.m. and 5:00 p.m.
5. No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors, fire escapes, windows, terraces or balconies or placed upon the window sills of the building. In accordance with Fire Department regulations<sup>1</sup>, shareholders with doormats are responsible for any violations issue by FDNY resulting from size, materials, or location.
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 Board.

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<sup>1</sup> **Doormats.** The Fire Department discourages the use of doormats in apartment building hallways, and encourages their placement inside dwelling units. Doormats are commonly manufactured of combustible or highly combustible material and typically are not flameproofed. Doormats also present potential tripping hazards in a location meant to serve as a means of egress. However, in the exercise of its enforcement discretion, the Fire Department will issue violations and direct removal of doormats only where their size, materials or location present an undue fire safety or tripping hazard. Oversize doormats may be deemed to be area rugs, which, as set forth above, must be noncombustible, or flameproofed by an approved method.

7. No baby carriages, strollers, bicycles, scooters or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.
8. **In keeping with recycling regulations**, garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the board, superintendent or the managing agent of the building may direct. **Violators may be subject to fines after a warning has been issued.**
9. Toilets, sinks, 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 others article be thrown into them. The cost of repairing any damage resulting from misuse shall be paid for by the Shareholder in whose apartment it shall have been caused. **Washers/dryers may not be installed until further notice. Existing washer/dryers may not be replaced without the specific consent of the Board.**
10. **No bird or animal shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Board; such permission shall be revocable by the Board.** All approved animals must be carried or put on a leash in public portions of the building. Dogs shall not weigh more than 20lbs and no more than 1 dog per apartment. Dog walkers shall not bring outside dogs into the building when picking up/dropping off a shareholder's dog. Shareholders shall not have their dog defecate/urinate in front of the building. No pigeons or other birds or animal shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalks or streets adjacent to the building."
11. No radio or television aerial or satellite shall be attached to or hung from the exterior of the building without the prior written approval of the Board or the managing agent.
12. The Board shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes. The basement storage space is evenly divided among Shareholders for their exclusive use.
13. No group tour or exhibition for any apartment or its contents shall be conducted, nor shall any auction or other sale be held in any apartment without the consent of the Board or its managing agent.
14. Any consent or approval given under these House Rules by the Board shall be revocable at any time.
15. No Shareholders/Subtenants shall install any plantings on roof, window walls, or fire escapes without the prior written approval of the Board. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be

provided in the boxes to draw off water. It shall be the responsibility of the shareholder to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition. **Any damage caused to the building or any portion thereof as a result of the placement of plantings on terraces or patios shall be repaired at the sole cost and expense of the Shareholder.**

16. The agents of the Board, and any contractor or workman authorized by the Board, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.
17. Shareholders shall use the available laundry facilities during reasonable hours as may be designated by the Board or the managing agent.
18. No Professional offices may be held in the residential building without approval of the Board.
19. Messengers and trades people shall use such means of ingress and egress as shall be designated by the Board.
20. No vehicle belonging to a Shareholder or to a member of the family or guest, subtenant or employee of a Shareholder shall be parked in such manner as to impede or prevent ready access to any entrance of the building.
21. **Moving:** All move-ins and move-outs at 240 Prospect Place, for both purchases/sales and rentals, shall be scheduled through the Managing Agent.
  - a. **Deposits:**
    - i. A refundable \$500 move-out deposit payable to the Coop must be received in the Managing Agent's office one week before any move-out.
    - ii. A refundable \$500 move-in deposit payable to the Coop must be received in the Managing Agent's office one week before any move-in.
    - iii. An inspection will be conducted immediately following the move to ensure that no damage was done and that all trash and recycling have been properly removed. Any damage will be assessed and deducted from the appropriate deposit. If damage exceeds the amount of the deposit, the Shareholder shall be financially responsible for the associated repairs, including legal and managing agent fees. Provided no damage is discovered, the deposit or balance shall be returned within 30 days of the move.
  - b. **Process**
    - i. If a professional moving company is being used for a move, proof of movers' insurance will be required for moving in and out of the

building and must be delivered to the managing agent at least one week prior to the move date.

- ii. All moves shall be conducted 7 days a week, starting no earlier than 8AM and ending no later than 6PM.
- iii. During any move, hallways and other Common Areas shall not be used as staging and storage areas; exit doors and stairways shall not be blocked; all activity shall be systematic, organized, and expeditious.
- iv. All boxing, crating, packing, and unpacking shall occur within the Unit.
- v. All trash and associated moving debris shall be disposed of by the Shareholder. Cardboard boxes shall be broken down and neatly compressed in the trash room; unwanted furniture or other personal items shall be disposed of the same day as the move, off the grounds of the condominium, and are not the responsibility of the condominium. Shareholders shall arrange with an agency to remove large debris, such as unwanted furniture, through a carting agency or charity.
- vi. All damage to the Building, Common Elements, Limited Common Elements, or another Unit caused by the moving or carrying of any article therein shall be paid by the Shareholder responsible for the presence of such article.

**22. Selling/Purchasing**

- a. All sales are subject to approval by the Board.
- b. In order to expedite any sale within the Coop, Shareholders shall give any potential buyer the attached Application with a copy of the House Rules and By-Laws. The completed Application shall be returned to the Managing Agent with the associated fees and deposits. A \$250 application fee payable to the managing agent is due with any purchase application, along with the associated deposits, in order for the application to be considered complete.
- c. The Managing Agent shall process all purchase applications in coordination with the Board. Upon receiving a complete application, the admissions committee will call the applicant to arrange and interview.
- d. A flip tax of .75% of the sales price will be due at closing. Attorney's fees for the coop's attorney will also be due at closing.

**23. Complaints regarding the service for the building shall be made in writing to the Board.**

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