

666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805



Dear Shareholders and Residents,

Please direct all questions and concerns about the property and maintenance of the buildings to 666 Staff and Garthchester Realty, as follows:

- Contact the Managing Agent, Garthchester Realty, for any financial, administrative, or other business matters
- Contact 666 Staff or the Property Manager with any concerns related to the physical building

Garthchester Realty - Your Management Team

Main Office: (914) 725-3600

(Monday - Friday: 9 AM - 5 PM)

Office closes at 1:30 pm on Summer Fridays

Property Manager Jenna Valdovinos	x 3107	jvaldovinos@garthchester.com	
Assistant Property Manager Kim Sandoval	x 1901	ksandoval@garthchester.com	
Billing / Receivables / Sales Adele Frutkin	x 3103	afrutkin@garthchester.com	
Alterations / Renovations Rose Marie Sotero	x 3115	rsotero@garthchester.com	
STAR Rebate Lee Lanzano	x 3116	llazano@garthchester.com	

Property Overview: <https://garthchesterrealty.com/property/666-apartment-corp>

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Superintendent:	(914) 557-6771
Emergency (after hours)	(866) 246-0370

- **Staff Hours:** 7 days, 8:00 AM - 5:00 PM; contact the emergency number after hours, and Holidays
- **HEALTH, FIRE, SAFETY or PERSONAL EMERGENCIES - **CALL 911****

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HOUSE RULES

1. All Shareholders are required as per the Proprietary Lease and your screening interview to provide key(s) to their unit. Should any Shareholder replace their apartment door lock(s) a new key must be immediately supplied. This will be strictly enforced. Failure to comply will result in a \$25 **monthly** administrative fee. Should we need to break your locks or door in case of an emergency, it will be a shareholder responsibility to cover such cost.
2. The public halls and stairways of the building should not be obstructed or used for any purpose other than entering and exiting from the apartments in the building.
3. Children are prohibited from playing in the public halls, courts, elevators and stairways, and lobby.
4. No public hall should be decorated or furnished by any Lessee in any manner without prior consent of the Board of Directors.
5. No Lessee should make or permit any disturbing noises in the building or do or permit anything be done therein which will interfere with the rights, comfort or convenience of other Lessees, especially between the hours of 10:00 PM. and the following 8:00 AM. Sound travels, so please be mindful of all common areas during quiet hours which include the lobby, elevator area, mailroom and hallways. Please keep voices down and cell phone conversations to a minimum.

No construction or repair work (unless an emergency) or other installation involving noise should be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 AM. and 4:30 PM.

6. No article should be hung (clothing, towels, laundry, etc.), shaken or thrown from the doors, windows, terraces or balconies or placed on the windowsills of ledges of the building.
7. Awnings, window air-conditioning units or ventilators are prohibited except those that have been approved by the Lessor or the managing agent. Nothing can project out of any window of the building without similar approval.
8. No garbage disposal unit, portable dishwasher, laundry washer or dryers are allowed in individual units.
9. No sign, notice, advertisement or illumination can be inscribed or exposed on or at any window or other part of the building, except those that have been approved in writing by the Lessor or the managing agent.
10. No motorcycles, bicycles, scooters, baby carriages or other wheeled items are allowed to stand in public halls, passageways, stairwells, exits and entrances or the courtyard of the building.
11. Messengers and trades people must use those doors designated (Back Door A) by the Lessor for entrance and exit and are not permitted to park in fire lanes or other shareholders parking spots, except those that have been approved in

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writing by the Lessor, the managing agent or shareholder. Service vehicles / moving trucks are permitted to park near the pool fence with proper identification placards provided by the Superintendent.

12. Delivery of large kitchen, bath and other household appliances and furniture can be delivered only by way of the rear entrance (Door A) of the building and by prior arrangement with the Lessor or Superintendent, Monday - Saturday (not including legal holidays) and only between the hours of 8:00 AM to 4:30 PM.
13. Bicycles, trunks and heavy baggage should be taken in or out of the building through the rear entrances.
14. Garbage and refuse from the apartments shall be disposed of only at such times and in such a manner as the superintendent or the managing agent of the building may direct. Cat litter must be triple bagged, closed and left on the compactor room floor (not thrown down chute); newspapers and magazines should be left on the compactor room shelves. Bagged disposable garbage must be put down the chute - do not leave on the floor. Milk cartons, juice cartons, glass, cans, and plastic containers must be rinsed out for recycling and left on the shelves in the compactor room. Empty pizza boxes are recyclable; please remove inner paper and food and leave boxes on shelves. Larger items and trash must be carried down to either the 1st floor compactor room or garbage storage area by front driveway. Breakdown all boxes.
15. Kitchen drains, bathroom, shower drains and toilets in the building should not be used for any purpose other than those for which they were constructed, nor should any sweepings, rubbish, rags, cat litter (even those that claim to be "flushable"), or any other article be thrown into the toilets. The cost of repairing any damage resulting from misuse of any drain /toilet will be paid for by the Lessee in the apartment that caused it.
16. No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
17. Dogs are strictly prohibited. Cats, birds, reptiles or any other animal shall not be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Lessor: such permission shall be revocable by the Lessor. No pigeons or other birds or animals should be fed from the windowsills, terraces or in the yard, court spaces or other public portions of the building or on the sidewalks or streets adjacent to the building.
18. No radio or television aerial shall be attached to or hung from the exterior of the building.
19. Sublets must be for a period of one year. Prospective tenants are subject to screening. Intent to renew must be reported to Management 90 days in advance of lease end date and renewals are subject to Board approval. Shareholders who rent their unit should inspect their apartment on an annual basis to confirm the apartment is being maintained properly.
20. **No vehicle belonging to Lessee or to member of the family or guest subtenant licensee or employee of a Lessee shall be parked in another shareholder's spot without prior consent** or in a manner that impedes or prevents ready access

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to any entrance of the building by another vehicle. Parking is strictly prohibited in any of the marked restricted areas and the vehicle will be towed at the owner's expense. All vehicles parked on the property must bear valid license plates and registrations. No commercial vehicles shall be allowed.

21. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or parking. All parking spaces return to the parking pool for reassignment whenever a change in status occurs, e.g. a sale or different sublet. Sublets shall only be assigned one single space and will not be eligible for a second space.
22. No group tour or exhibition of any apartment or its contents can be conducted, nor shall any auction or sale be held in any apartment without prior consent of the Lessor or its managing agent.
23. The Lessee shall keep the windows of the apartment clean and in good condition. In the case of refusal or neglect of the Lessee during 10 days notice in writing from the Lessor or the managing agent to clean or replace the windows. Failure to comply, will allow the cleaning and / or replacement may be done by the Lessor, who shall have the rights, by its officers or authorized agents to enter the apartment for the purpose of such cleaning and / or replacement and to charge the costs and all other expenses incurred to the Lessee.
24. Windows with broken seals, fogging or are causing leaks and damages to interior walls and/or the building structure will be repaired / replaced by Lessor. Please contact management for evaluation.
25. Complaints regarding the service of the building or infractions of the House Rules shall be made in writing to the management company. Suggestions to the Board of Director can be left in the Suggestion Box in the mailroom.
26. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
27. No Lessee shall install umbrellas on terraces or any plantings on the terrace, balcony, or roof without prior written approval of the Lessor. 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 or draining material shall be provided in the boxes to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage materials and weep holes in operating condition.
28. If it is determined by the Lessor or Board of Directors that pests are a problem which the Lessee has not taken care of, the Lessor is permitted to enter the apartment at any reasonable hour to correct the problem at the Lessee's expense.
29. No Lessee shall proceed with any alteration as per Section 21 of the Proprietary Lease without prior consent of the Board of Directors or the managing agent.

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Requirements shall include:

- A. A signed alteration agreement
- B. An insurance certificate indemnifying Board Members, Management and the 666 Apartment Corporation.
- C. Proof of licensed and insured contractors and / or trades people.
- D. A cash guarantee as per Rule 29 of the House Rules.
- E. The Alterations shall be performed only between the hours 8:00 AM and 4:30 PM and work which will produce unusual noise or might be disturbing to other shareholders shall not commence before 9:00 AM. No work shall be performed on Saturdays, Sundays or Holidays.

30. Lessee shall place a \$1,000.00 cash guarantee with Lessor as assurance against damages to common property as outlined below:

- A. To procure approval of alteration agreement
- B. Prior to moving in and/or out of the building, whether one is an owner or sub lessee

The \$1,000.00 cash guarantee is to be refundable following inspection and approval by The Board of Directors and / or its managing agent within 48 hours of notification or completion of move and/or construction. Lessee is responsible for damages in excess of above \$1,000.00 cash guarantee.

Should you not follow the proper channels when renovating your unit, you will be assessed a \$1,000 administrative fee which will be reflected on your maintenance account.

31. Lessee shall, with **prior notice to the superintendent, move only within the following hours:**

Monday - Saturday (not including legal holidays)

9:00 AM to 5:00 PM

No moves are permitted on Sundays

Lessee shall move in and out of the building from the rear entrance (Door A) only.

32. The 666 Apartment Corporation common areas (halls, stairways, lobby, exits and entrances) constitute a smoke-free environment. Smoking is strictly forbidden anywhere in these common areas excluding Lessee's apartments. Sealant and air filters are required at lessee's expense to ensure no odors or smoke go into the common areas and neighboring apartments.

33. All shareholders are required to have co-op homeowners' insurance policies. It is generally recommended that at least \$300,000 in liability coverage be carried. The Board requires evidence of such coverage on the anniversary date of the

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policy and this documentation must be produced and sent to the managing agent annually. Each shareholder or resident shall obtain and continually maintain in effect, at all times, individual insurance commonly known as a "Condominium and Cooperative Apartment Owners Policy" which is often also referred to as an HOI policy. Shareholders and residents are required to present annually on the anniversary date of the policy to Lessor, or otherwise upon request, proof of insurance and evidencing the minimum amount required in the form of a certificate of insurance. Failure to comply with the terms of the foregoing insurance requirements, or failure to timely provide proof of same, shall result in an administrative fee of \$125 for each month (or portion thereof) of noncompliance. Management has "Suggested Insurance Coverage for 666 Apartment Corp" documentation for Shareholder review upon request.

34. Unless expressly authorized by the Board of Director in each case, the floors of each apartment must be covered with carpeting, inclusive of padding or equally effective noise-reducing material, to the extent of at least eighty percent (80%) of the flooring area excluding kitchens, pantries, bathrooms, and closets.
35. In accordance with City & State Fire Codes NO propane or charcoal barbecue grills are allowed to be used on any terrace, balcony, deck or patio. Electric barbecue grills are permitted according to City Fire Codes, but must be monitored at all times. Failure to abide with this House Rule can and will result in City summonses, and legal action by the Coops attorney at the Lessee and / or sub lessees' expense.
36. Lessee shall pay administrative fees for violation of any part of each House Rule as outlined below:

First notification	Written warning only
Second Violation	\$50.00 administrative fee
Third Violation	\$200.00 administrative fee
Fourth Violation	Legal fees incurred
Unauthorized Renovation	\$1,000 administrative fee
Keys to Apt. Door	\$25 monthly administrative fee
Homeowners Insurance	\$125/monthly administrative fee

37. Pool Rules are distributed to Shareholders at the beginning of each season. Any infraction of a Pool Rule is considered an infraction of a House Rule.
38. Bike Room. Space in the bike room is limited. One bike allowed per occupant per apartment (2 occupants – 2 bikes). Exceptions will be made for families with small children. All bicycles must be properly labeled with tenants' name and apartment number. **Motorized (electric) bicycles are not permitted in the bike room or apartments as they are a fire hazard.** Failure to follow the bike room rules may result in loss of privileges.

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- 39. Those Shareholders who fail to pay their maintenance after 60 days will lose the privilege of using the pool use, second parking space and bike room storage.
- 40. Shareholders are responsible for any action (or lack of action) they take that damages another apartment or the common areas of the building, including, but not limited to, damage caused by fixtures and equipment located within the apartment for which shareholders are responsible, such as wax gaskets, heat valves, speedy valves, water shut off valves, refrigerator lines, etc. Shareholders shall be responsible to make, or cause to be made, all necessary repairs with respect to the foregoing to both their apartment and the apartment of another and/or the common areas of the building. In the event that a vendor for the Lessor makes any of the foregoing repairs, the costs for said repairs shall be billed back to the responsible shareholder.
- 41. These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors of the Lessor.