



Garthchester Realty Associates

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June 29, 2026

Re: Palmer House—Revised Sublet Policy—August 2026

Dear Shareholders,

The Board of Directors would like to inform shareholders of an update to the annual subletting fee structure and live in premises requirement.

Historically, the annual subletting fee has been calculated at \$1.25 per share. We are raising the annual sublet fee to \$2.00 per share.

This change is intended to provide a more equitable approach by aligning the fee with each unit's ownership interest in the cooperative.

The Board recognizes the importance of maintaining a healthy financial position and ensuring that sufficient resources are available to address ongoing operational expenses, building maintenance, repairs, capital improvements, and other costs that arise throughout the year.

ALSO, WE HAVE CHANGED THE SUBLET LIVING ON PREMISES RULE

1) All existing Shareholders must live in units for a minimum of 2 years before they can request to sublet. This has not changed.

2) All New Shareholders from August 2026 and forward must live in the unit 3 years before they can request to sublet their unit.

If you would like to be considered for subletting your unit, please reach out to Dawn Martin, dmartin@garthchester.com, to be added to the list. The coop needs to keep the limit of 10% of units being subletted.

We appreciate your understanding and cooperation. Should you have any questions regarding these changes, please contact management.

Regards
Board of Directors