

Dahill Gardens Apt. Inc.

House Rules

Building Code and Fire Code Compliance

1. The law requires that all apartments be equipped with smoke/carbon monoxide detectors at all times.
2. It is illegal and dangerous to obstruct hallways, stairwells, and entryways, or to place any object on the outside window sills. Do not leave bicycles, strollers, furniture, boxes, refuse, etc., in hallways, stairwells, trash chute closets, or vestibules. In the event a city inspector imposes a Building Code violation and levies a fine against the Corporation for such an encumbrance, the cost of removing said violation from the city's records and the fine will be charged back to the offending party. It is also illegal to place objects on the fire escapes or on the fire escape railings. In the case of the Fire Department citing the building for a violation and imposing a fine, the costs will be charged back to the offending party.

Safety

3. The Corporation must have access to every apartment in the event of an emergency. Each resident must leave an accessible set of keys either with a neighbor or the superintendent. Apartments will only be accessed in the case of an emergency. A resident failing to provide keys will be subject to any expense incurred in the course of gaining entry to the apartment.
4. Because of safety concerns, access to the roof is prohibited without the express authorization of management or the superintendent.
5. For safety reasons, at 10:00 PM the Minna Street and 12th Avenue basement entrances are locked and elevator access to the basement is also locked. For those tenants with garage access, you may call the elevator if you are located in the basement.
6. Tenants are not permitted to install antennae, satellite dishes, etc., on the roof or on the exterior walls of the building.
7. It is mandatory that all air conditioners that extend beyond the window sill have metal support braces for safety reasons in compliance with our insurance liability policy.
8. It is suggested that if you plan to have a relative or friend apartment-sitting while you are away, you notify management so that the super can be alerted that there will be authorized guests in your apartment during your absence.

Quality of Life

9. It is a violation of the proprietary lease for any shareholder to use his or her apartment or to allow a subtenant to use the apartment for any commercial business enterprise.
10. It is mandatory to cover 80% of apartment floors with area rugs, installed carpeting or furniture. Not included in this requirement are kitchens, bathrooms, and closets.
11. All resident-proprietary lessees (and proprietary lessees, who are subletting) must not 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 lessees.
 - 11.2. No lessee shall play or permit to be played upon any musical instrument, a sound system, a radio or television in the lessee's unit, if the same shall disturb or annoy other occupants of the building.
 - 11.3. No construction or repair work involving noise shall be conducted in any unit except on weekdays (not including legal holidays) and only between the hours of 8:30 am and 5:00 pm (see *Repairs* section).
 - 11.4. Residents must observe quiet hours, which are from 10:00 PM until 8:00 AM daily. During these hours residents are expected to refrain from excessive noise and other disruptive activities. Quiet may be defined during quiet hours as being unable to hear any noise from a room with a closed door 10 feet away, above or below.
 - 11.5. In the event of a noise complaint, the determination as to what is considered disturbing noise will be determined by the Board of Directors and Building Management.
12. Do not allow children to play, rollerblade, skateboard, etc., in the public halls, lobbies, courtyards, basement, or on stairways, fire escapes, or elevators.
13. To minimize the inconvenience of other tenants who wish to use the elevator, moving in and moving out is allowed only during weekdays, Monday through Friday, between the hours of 9:00 AM and 5:00 PM. All moves for 36 and 58 Dahill Rd must be done through the Minna Street entrance of 36 Dahill.
14. To avoid damage to the glass entrance doors, please use the Minna Street entrance of 36 Dahill when using a hand truck or dolly. This applies to all furniture and appliance deliveries. You are also strongly urged to use the Minna Street entrance when using a wheeled grocery cart.
15. Use only the basement entrances on 12th Avenue and Minna Street to bring bicycles in and out of the building. The bicycles may only be carried through the front entrances, if the basement is locked during 10:00 PM – 7:00 AM.
16. Advertisements and illuminated signs are not allowed in windows.

17. Washing machines and dryers are not permitted in apartments.
18. Pet ownership in the building will be governed by the following rules:
 - 18.1. Proprietary lessees may not harbor dogs as pets. Proprietary lessees may harbor other animals as pets after applying for and obtaining approval from the Board of Directors. This entire House Rule 18 applies equally to resident-proprietary lessees and to proprietary lessees who are subletting their apartment.
 - 18.2. According to the Fair Housing Act, § 804 (f)(3)(B) renders it unlawful to discriminate because of a handicap by “a refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling.”

Fair Housing Act § 802 (h) defines handicap as: (1) A physical or mental impairment which substantially limits one or more of such person’s major life activities; (2) A record of having such an impairment; or (3) Being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance (as defined in section 102 of the Controlled Substances Act (21 USC 802)).

Consistent with the FHA policy to provide fair housing, service animals are not considered pets and are exempted from the pet policy. As service animals are not considered pets, the pet policy does not apply to them or intend to prohibit them.

- 18.3. So called “therapy animals” intended to provide therapeutic benefits to people through contact with the animal are not considered “service animals.” They therefore fall under the category of pets subject to House Rule 18.1.
- 18.4. The Board of Directors tolerates pets that were allowed and approved by the Board prior to the March 2010 revision of this House Rule. Tolerance of those particular pets is not a waiver of the Board’s objection to pets who violate this House Rule or to pets who violated the previous rule.
- 18.5. Proprietary lessees will a) provide proper grooming of any pets; b) ensure that a pet receives proper veterinary care when needed; c) be responsible for keeping all areas (where pets are housed) - clean, safe, and free of parasites, including worms and fleas; d) ensure that pets not disturb or annoy neighbors; e) ensure that all approved pets must be spayed or neutered, as no pet offspring are permitted.
- 18.6. Cat owners must place soiled litter daily into a strong, tied, plastic bag and dispose of the bag by placing it in the garbage cans provided in the

basement and not utilize the garbage chute or toilet to dispose of soiled litter.

- 18.7. Violation of any of the provisions outlined in these rules will result in the tenant being required to remove the pet from the premises.
19. The exterminator visits the building twice each month. The sign-up sheet is posted prior to the visit in the lobby. Please allow access to your apartment during the scheduled time. The exterminator will be accompanied by a member of the building staff, if a resident leaves an apartment key and is not present during the visit. If bedbugs are found, all adjacent apartments (next door on the same floor, as well as the apartments above and below) must allow access for inspection.

Trash, Recycling and Food Scrap Disposal

20. Recycling is mandatory and must be adhered to by all residents. Do not leave recyclables in the compactor room on your floor as these materials may attract cockroaches. For further information about how to sort your recyclables, refer to the information you received from the New York City Department of Sanitation.

Paper (including newspapers, magazines, junk mail and other “white” paper, and small pieces of smooth and corrugated cardboard) should be disposed of in the GREEN barrel in the basement.

Clean boxes made of both corrugated and smooth cardboard should be placed next to the GREEN barrel. (Pizza boxes with food particles should be broken down and placed in the large brown food scrap bin.)

Metal (including cans, wire hangers, and pots) should be disposed of in the BLUE barrel in the basement.

Plastic rigid plastic bottles and jugs should be placed in the BLUE barrel along with metal.

Juice and milk cartons should be placed in the BLUE barrel along with metal and plastic jugs.

Glass should be placed in the BLUE barrel along with metal items and plastics. **Broken glass or sharp metal items** should be packaged safely, marked and placed on the side of the BLUE barrel.

Non-recyclable garbage may be placed down the compactor chute, located on each floor. However, if your garbage bag will not fit in the chute, take it to the basement and place it in the GRAY barrel.

Do not put glass or cat litter down the compactor chute as it is a hazard to the building staff. Soiled litter must be placed daily into a strong, tied, plastic bag and put inside the garbage barrels in the basement.

Food Scraps should be placed in the brown bins outside at the Minna side of the

building. Bins should be secured shut after each use. The following are also permitted to be placed in the brown bins:

- Food scraps, including fruit, vegetables, meat, bones, dairy, and prepared food.
- Loose (unbagged) leaf and yard waste
- Food Soiled Paper: Napkins, paper towels, tea bags, paper plates, coffee filters, pizza boxes
- Paper and compostable bags

Do **not** place in the brown bins:

- Non-compostable plastic bags
- Non-paper packaging or non-paper takeout containers
- Containers of cooking grease or fats
- Anything that should be recycled: Metal, glass, plastic, cartons, clean paper, and cardboard
- Anything that should be in the trash: Wrappers, pet waste, medical waste, diapers, foam, hygiene products, plastic bags.

Vehicles and Parking Garage

21. Residents using the garage should not store objects other than their cars in their parking space.
22. For those tenants who rent a parking space in the garage, please check for oil and fluid leaks and promptly repair them for the safety of the building.
23. For tenants who own cars, please keep your vehicle's noise level to a minimum, whether parking in the garage or on the street. This includes prompt attention to your car alarm, proper care of the muffler, and using the horn only in an emergency.
24. Only shareholders and residents may rent parking garage spaces; that shareholders may not sublet parking garage spaces; that residents who move out of the building must forfeit parking garage spaces; and that upon sale of unit, parking garage spaces reverts to the Corporation.

Repairs

25. Construction work in apartments done in compliance with the corporation's Alterations Policy is permitted only during weekdays (Monday through Friday) between the hours of 8:30 AM and 5:00 PM. Construction work is not permitted on holidays or on a Monday when the holiday occurs on the weekend but is celebrated that Monday. The Board of Directors and Building Management will make the sole determination as to what days are considered holidays for purposes of this policy.

26. Shareholders assume the responsibility for the maintenance of their apartments. However, the superintendent may make certain minor repairs. A work order form, which can be found outside the superintendent's office in the basement, should be completed. Shareholders will be responsible for the cost of any parts and materials provided by the Corporation. These items include, but are not limited to, flush valves, light fixtures, light bulbs, faucets, spindles, shower heads, piping under kitchen and bathroom sinks, door knobs and locks. The charge for materials will appear on a shareholder's maintenance statement.

Insurance

27. All resident-proprietary lessees (and proprietary lessees, who are subletting) must have co-owner's (renter's) property and liability insurance.
- 27.1. The insurance policy must have a minimum of \$25,000 in personal property coverage, and a minimum of \$200,000 in liability coverage. In addition to insured certificate holders, the insurance policy must name additional parties:
1. Dahill Gardens Apt. Inc.
 2. New Bedford Management Corp.
- 27.2. New residents must submit to the management company the certificate of insurance. The certificate should be submitted upon closing and prior to moving in.
- 27.3. Existing residents must also submit a copy of the certificate of insurance to the property management office upon annual policy renewal.

No Smoking

28. Smoking and using e-cigarettes of any kind is not permitted in any of the common areas of the building, or within 25 feet of the building's entrance. Pursuant to New York City Admin. Code § 17-505, smoking is prohibited in any of the common areas, including, but not limited to the lobby, roof, hallways, laundry room, stairways, elevators, entrances, and basement.
- 28.1. For purposes of these House Rules, the definition of "smoking" includes the use of cigarettes, cigars, pipes, hookahs, marijuana or non-tobacco shisha, electronic cigarettes and other smoke or vapor causing devices.
- 28.2. Shareholders and all other building residents, including their visitors and guests, shall only be permitted to smoke within an apartment if the owner takes all necessary measures to prevent smoke and odors from emanating from the apartment, including, but not limited to, installation and use of an air filtration system of a capacity satisfactory for the apartment, sealing of electrical outlets and switches and the closing of all gaps within the apartment to prevent smoke from emanating from the apartment.

- 28.3. The Board of Directors, in its sole discretion, shall from time to time determine the adequacy of such measures. In the event of secondhand smoke emanating from one apartment to another or into the common areas, the Shareholder of the apartment that is the source of the secondhand smoke will be liable for remediation costs to seal both apartments as well as the professional fees to cover the costs incurred to seal both apartments.
- 28.4. If a Shareholder receives a notice of violation of this Smoking Policy and fails to comply or have the residents in his or her apartment comply with any requested remedial measures set forth herein within thirty (30) days of receipt of the notice, the owner of the offending apartment will be fined \$250 for the first violation. If the offending owner or resident continues to violate this Policy after the imposition of the original fine set forth herein, additional fines of \$250 will be assessed against the owner of the offending apartment thirty (30) days later or on the first day of the next calendar month, whichever comes later, and such \$250 fines will continue to be assessed on the first day of each calendar month thereafter until the smoking issue is reasonably resolved based on an assessment by Building Management and the Board of Directors.

Future Revisions

29. These house rules may be added to, amended, or repealed at any time by resolution of the Board of Directors.

Previous House Rules Revision Dates

Effective December 1, 2003;
Amended March 18, 2005 (20);
Amended July 1, 2005 (1, 15 and 18) and (27 added) Insurance;
Amended December 1, 2005 (24 added) Vehicles and Parking Garage;
Amended March 31, 2010 (1, 18, 19);
Amended April 28, 2010 (11, 15, 16, 25, 27);
Amended February 23, 2011 (11);
Amended May 30, 2012 (28);
Amended February 11, 2025 (19, 20, 28).