

PARK KNOLL OWNERS, INC.

HOUSE RULES

Amended as of July, 2020

The following House Rules are designed to ensure all Park Knoll residents are afforded the safety, comfort and peaceful enjoyment of their apartment, common areas and grounds.

In addition to the provisions of the Proprietary Lease and By-Laws, the following policies and rules shall govern the use of apartments, facilities, common areas and grounds and the conduct of all shareholders, residents, tenants, visitors and contractors where applicable by law. Any part of the policies and rules may be modified or repealed, and additional rules may be adopted at any time by resolution of the Board of Directors to be effective upon due notification to shareholders. Pursuant to the Offering Plan and Proprietary Lease, the Sponsor may be exempt from certain rules.

SECTION 1. GENERAL

1. Each apartment shall be used only for purposes as defined in the Proprietary Lease and/or House Rules. Each apartment shall be for a single family only, as "family" is defined in relevant Federal, State and Local laws. No part of the property shall be used for any purpose other than for the housing or the common recreational and storage purposes for which it was designed.
2. One-bedroom occupancy up to 3 individuals; two-bedroom occupancy up to 5 individuals.
3. Residents shall not use their apartment, garage or parking space to conduct a commercial business. Commercial vehicles shall not be parked in any garage or parking space.
4. No apartment, garage or parking space, or part thereof, shall be sublet or rented without prior written approval of the Board of Directors.
5. Any Shareholder who has been in arrears for non-payment of maintenance, special assessments, late fees or fines during the 12 months prior to the date of the Annual Meeting shall not be eligible to run for, be elected to, or be re-elected to the Board of Directors.
6. Any Shareholder not in financial good standing shall not be permitted to vote at the Annual Meeting.
7. Pursuant to the Proprietary Lease, unless authorized and approved in writing by the Board of Directors, any other person the Shareholder permits to use or occupy an apartment shall be considered an unauthorized occupant unless the Shareholder also resides in the apartment full time. The Shareholder will be notified in writing that they are in violation of the Proprietary Lease and will be subject to fines and possible legal action up to and including eviction of the occupant and/or termination of the shareholder's Proprietary Lease.
8. Any person over the age of 18 who resides on the premises for two weeks or longer must be **registered with management**.
9. A violation of any provision of the Corporation's Proprietary Lease, House Rules or By-Laws shall subject the Shareholder to a fine, as set forth in the fine schedule.

SECTION 2. MAINTENANCE PAYMENTS, LATE FEES AND FINES

1. Monthly maintenance, including any assessments, fees or fines, is due and payable to Park Knoll Owners, Inc. on the 1st day of each month, whether or not an invoice is received. Payments received after the 10th day of each month shall be considered late and shall be subject to a late fee and/or other remedies provided in the Proprietary Lease.
2. Arrears are subject to legal process for collection. The Shareholder is responsible for all legal fees incurred in connection with the collection of arrears, late fees, fines and penalties.
3. Payments shall be applied first to legal fees, fines and penalties, late fees and prior maintenance arrears before any funds are applied to the current month's maintenance. Payments shall be applied in the following order: (1) legal fees, (2) fines and penalties, (3) late fees, (4) prior maintenance arrears, (5) current month's maintenance.
4. The Board of Directors may commence legal proceedings up to and including termination of the Shareholder's Proprietary Lease when a Shareholder is in arrears in payments due to the corporation.
5. An administrative handling charge of \$50.00 will be applied if, for any reason, a check tendered by a Shareholder for maintenance or other charges is returned by the bank. This charge shall be in addition to any applicable late fee and in no way will limit any other remedies that may be available under the Proprietary Lease.

SECTION 3. TRANSFERS OF SHARES OF STOCK (RE-SALES)

1. Shareholders who wish to transfer shares of stock must first obtain written approval from the Board of Directors by contacting the Managing Agent. Transfers may require re-application and approval.
2. No sale or transfer of shares of stock will be approved by the Board of Directors nor will a sale be permitted to close if any violation of the Proprietary Lease, House Rules or By-Laws exists.
3. Shares assigned to garages and parking spaces must always be appurtenant to an apartment unit.
4. Prospective buyers must submit a completed Application for Sale or Sublet, including all required documents and application fees, to the Management Agent.
5. The Board of Directors reserves the right to interview all prospective residents of the apartment.
6. Approval in writing from the Board must be obtained before any commitments are made to prospective buyers.
7. The transfer of shares may only be performed by the Co-op's Transfer Agent and only after all requirements are met and all appropriate fees are paid as outlined in the Application.
8. Pursuant to the By-Laws, the Board of Directors has the authority to impose reasonable fees in connection with the proposed transfer of shares.
9. Realtor "lock boxes" are permitted only on the railing outside the Superintendent's office (137 Columbus Avenue) and only for a period of six (6) months at a time. They must be clearly identified with the realtor contact information and date of installation, and they must be removed when the apartment is sold.
10. No sale, auction, group tour or "open house" of any apartment or its contents shall be conducted or held in any apartment without prior written approval from the Managing Agent.

SECTION 4. SUBLETS

1. All requests to sublet must be approved by the Board of Directors. This policy applies to all prospective tenants, including family members.
2. Shareholders must have resided in their apartment ("owner occupied") for a period of twenty-four (24) consecutive months, and have been current in all their financial obligations for at least the previous twelve (12) months, prior to requesting permission to sublet.
3. Subletting is permitted for a maximum of two (2) years only: that is, two one-year leases.
4. Pursuant to the Proprietary Lease, a request to sublet cannot be considered until the Shareholder submits a letter or other official document from their mortgage lender stating that the Mortgage Agreement or other Lien Agreement permits subletting. If the Shareholder's mortgage has been satisfied (i.e., paid in full), a letter or other official document (payoff notice) from the mortgage lender must be submitted.
5. Requests to sublet shall be submitted in writing to the Managing Agent and must include (a) documentation required by paragraph 4 above, and an explanation of the Shareholder's need to sublet.
6. Lease Agreements, in a form acceptable to the Board, are permitted for a period of one (1) year at a time, and shall not include an option to renew the lease or a provision for automatic renewal.
7. Shareholders must pay an annual Sublet Fee each year the apartment is approved for sublet.
8. All prospective tenants must submit a completed Application for Sale or Sublet, including all required documents and application fees, to the Managing Agent.
9. Board approval in writing must be obtained before any commitments are made to prospective tenants.
10. Pursuant to the Proprietary Lease, unless authorized and approved in writing by the Board of Directors, any person who resides in the apartment, whether full time or part time, unless the shareholder also resides in the apartment full time, shall be considered an unauthorized occupant (see Section 1. Paragraph 8, above).
11. If management becomes aware of an unauthorized sublet, unauthorized occupant(s) or other violation of the Sublet Policy, the shareholder will be notified in writing and must cure the violation(s) immediately. The Shareholder will be subject to fines and/or legal action up to and including eviction of the tenant and/or termination of the Shareholder's Proprietary Lease (see Section 1, paragraph 8 above).
12. Requests to sublet for a second year:
 - a. The Shareholder must have been current in all his/her financial obligations for at least the prior twelve (12) months. If not, permission to sublet for a second year may be denied and any existing tenant must vacate the apartment immediately upon termination of the existing lease.
 - b. For an Existing Tenant: A request to sublet for a second year must be submitted by the Shareholder in writing to the Managing Agent at least two (2) months prior to the expiration of the existing lease, and a new Sublet Lease must be submitted along with the request. If a written request is not received by that date. Board approval to sublet for a second year may be denied.
 - c. For a Prospective New Tenant: A request to sublet for a second year must be submitted by the Shareholder in writing to the Managing Agent at least three (3) months prior to the expiration of the existing lease. If the Board approves the request, the Shareholder must submit a completed Application for Sale or Sublet, including all required documents and fees, to the Managing Agent at least two (2) months prior to

the expiration of the existing lease. If a completed sublet application package is not received by that date, Board approval to sublet for a second year may be denied.

13. The Board reserves the right to interview all prospective residents of the apartment.
14. No sublet shall be approved until the Shareholder furnishes a duplicate key for all apartment door locks to the Superintendent.
15. Shareholders are responsible for insuring that their tenants abide by the Park Knoll Owners, Inc. House Rules in their entirety. Violation of the House Rules by a tenant will be communicated in writing to the Shareholder. The Shareholder must cure all violations immediately and may be subject to fines and/or legal action, up to and including, eviction of the tenant and/or termination of the Shareholder's Proprietary Lease.
16. Once the maximum number of sublets permitted for the Co-op is reached, Shareholders who request permission to sublet will be placed on a Waiting List.

SECTION 5. MOVES IN AND MOVES OUT

1. No person is authorized to move in or out of any apartment unless he/she has first provided proper written notice. The required Move In/Move Out Request Form must be submitted to the Managing Agent and Superintendent at least one (1) week prior to the move.
2. Moves are permitted only on Monday through Saturday (except legal holidays) between the hours of 9:00 a.m. and 4:00 p.m. Moves are not permitted on Sunday. If the scheduled move goes beyond the authorized hours, an hourly supervision fee shall be charged to cover the cost of the maintenance staff.
3. All moves require a "walk through" inspection of the building with the Superintendent to inspect the common areas prior to and after the move.
4. If movers and/or a moving company are employed to perform a move, a Certificate of Insurance naming Park Knoll Owners, Inc. as additional insured must be submitted with the Move Request Form.
5. All moves require a security deposit (certified check or money order payable to Park Knoll Owners, Inc.), which shall be used to repair any damage to the common areas of the property. If no damage occurs, the deposit shall be refunded. If damage exceeds the amount of the deposit, the shareholder shall be charged the excess amount. The deposit shall also be used to pay for removal of any abandoned property left in the apartment, garage or storage area after a move out.
6. If proper procedures have not been followed, the security deposit shall be forfeited.
7. The maintenance staff is not available to assist in any move.

SECTION 6. DELIVERIES

1. Delivery of large items (e.g. appliances, furniture, carpeting, construction materials, etc.) is permitted only on Monday through Saturday (except legal holidays) from 9:00 a.m. to 4:00 p.m.
2. The Superintendent must be notified **48 hours in advance** of such delivery to permit inspection of the common areas. Failure to do so will subject the Shareholder to a fine.
3. If damage occurs to any indoor or outdoor common area of the property, a fine plus the cost of repair will be billed to the shareholder.
4. The maintenance staff is not available to assist in any delivery

SECTION 7. SAFETY & SECURITY

In case of fire, suspected gas leak or medical emergencies, ALWAYS call 911 first!

1. In case of a building emergency (e.g., no heat, no hot water, broken pipe, etc.), Shareholders should always call the Superintendent first (914-946-3202). If a timely response is not received, call the Managing Agent. If a building emergency occurs before 7:30 a.m. or after 4:00 p.m., residents should call the after-hours emergency number (1-800-537-5997).
2. Building doors shall NEVER be propped open or left ajar.
3. No person shall "buzz-in" or hold the door open for any unknown person(s).
4. Any person over the age of 18 who resides on the premises for two (2) weeks or longer must be registered with management.
5. No hazardous or combustible material shall be kept on or within the property, including but not limited to apartments, garages, basements and storage areas. Hazardous fluids, including but not limited to gasoline, motor oil, anti-freeze, paint, propane gas, Freon or battery acid, shall NOT be drained or discarded on or within the property. Such fluids must be disposed of according to Federal, State or Local laws.
6. Shareholders are required to provide the Superintendent with a duplicate key to their apartment door, storage room and garage door locks (or automatic garage door key or entry code) for use by authorized personnel in an emergency or to make a needed repair. If a key or entry code is not available, all costs incurred to gain access shall be borne by the Shareholder.

SECTION 8. PETS

1. Dogs are PROHIBITED, with the exception of an assistance animal.
2. No resident shall keep any pet that constitutes a nuisance or a danger to others. For example, pets that create noise that can be heard outside the apartment; that create odors; that defecate or urinate in the common areas of the buildings or grounds; that are aggressive or threatening; and/or that damage Co-op property.
3. Pets, including visiting pets, must be on a leash, carried, or otherwise confined (caged) at all times when they are in or around any indoor or outdoor common areas. No pets shall be walked or permitted to roam on the property.

SECTION 9. HOMEOWNER'S INSURANCE

All Shareholders are strongly urged to purchase and maintain an up-to-date Co-op Homeowner's Insurance Policy and to renew it annually.

SECTION 10. SMOKING

1. Smoking is **NOT PERMITTED** in any indoor common area, including but not limited to hallways, basements, laundry rooms and storage rooms. Smoking also is not permitted outdoors within 30 feet of any building.
2. Cigarettes, cigars or other tobacco remnants must be placed in an ashtray or other appropriate container and disposed of properly. DO NOT discard on lawns, plantings, sidewalks or gutters.

SECTION 11. EXTERIOR OF BULDINGS

1. Building door keys shall NOT be given to home/health care aides, housekeepers, cleaning services, contractors or guests.
2. The feeding of birds, cats, squirrels or any other animals from apartment windows, or placing food for any animal anywhere on the property, **IS STRICTLY PROHIBITED.**
3. No Shareholder or Resident is permitted to paint the exterior surfaces of windows or doors.
4. No sign, notice, advertisement, decoration or illumination shall be hung out of apartment windows, inscribed or exposed on or at any area of the buildings or other common area without prior written approval of the Board of Directors.
5. No item of any kind shall be thrown out of or shaken from any window or doorway. No personal items shall be hung on any exterior area of the building or common area for any reason including to dry.
6. No alterations are permitted to the exterior of any building or to any part of the common areas (e.g., patios, platforms, decks, etc.)
7. No radio or television antennas or satellite dishes shall be installed on the exterior of the buildings or roofs.
8. Residents shall keep all apartment windows clean and screens properly maintained. If screens are torn or broken they will be fixed by PKO the first time. Thereafter, such repair will be at the expense of the Shareholder.
9. Windows must be appropriately covered by shades, blinds or draperies. The Shareholder will be required to remove any window covering that is not appropriate.
10. Outdoor common areas shall not be obstructed, littered, defaced or misused in any manner.
11. Items may not be stored in hallways and will be removed by the Staff if not removed by the Shareholder.
12. Shareholders shall be liable for all damage to the common areas and property caused by their family, guests, tenants, invitees, home/health care aides, housekeepers, contractors, cleaning or other service providers. Willful and/or malicious destruction or defacement shall result in legal action.
13. **PLANTING:**
 - a. Residents are permitted to plant flowers in the areas adjacent to their front entry doors.
 - b. Plantings shall be confined to existing beds and must not spill over onto walkways, grow taller than the height of the first-floor window, or climb onto the building, railing or other plants (e.g. no vines).
 - c. Flowerpots and containers are not permitted on entryway landings ("stoops"), stairs, sidewalks, or anywhere on the property that will impede the work of the Co-op's landscapers or impede access to front door.
 - d. Hanging planters shall not obstruct the entrance way or sidewalk.
 - e. Flowerpots, hanging planters and shepherd's hooks must be removed during storms with high winds and removed completely during the off-season.
 - f. Gardens must be properly maintained throughout the year.
14. Water spigots in the front of the buildings may be used only for watering plants and lawns. The spigots on the side of 161 Columbus Avenue and behind 107 Columbus Avenue may be used for washing personal motor vehicles in the driveway. You must provide your own hose.

SECTION 12. INTERIOR OF APARTMENTS AND BUILDINGS

1. Co-op management, staff, contractors and authorized workers shall be permitted to visit and enter any apartment or garage assigned to a Shareholder at any reasonable hour of the day, provided 24 hours advance notice has been given, to inspect the need for and/or to perform required maintenance, repairs and/or extermination services. In case of an emergency, 24 hours is not required.
2. All electrical and plumbing upgrades and all remodeling, renovations and alterations, require prior written approval by the Board of Directors. (See Section 15. Renovations)
3. Shareholders are responsible for all maintenance and repair work to internal installations of each unit, located in and servicing the unit, including electrical wiring from the circuit breaker/fuse panel to the outlets, telephone, cable TV, etc. This includes plumbing fixtures and dishwashers that break or are in poor repair which, if ignored, would affect other apartments or common areas.
4. Shareholders are responsible for any damage and/or liability caused by their failure to perform proper maintenance and repair work.
5. Shareholders shall install and maintain in good working order at least one (1) properly installed smoke detector and one (1) properly installed carbon monoxide detector in their apartment.
6. Only one (1) air conditioner is permitted per apartment unless the electrical service in the apartment has been upgraded to 220V.
7. The common areas of the buildings, including but not limited to hallways and stairways, shall not be obstructed or used for any purpose other than ingress to and egress from the apartments.
8. Personal items shall not be stored in hallways or stairways. Management may remove and discard such personal items without notice.
9. Common areas shall not be obstructed, littered, defaced or misused in any manner.
10. Shareholders shall be liable for all damage caused by their family, guests, sub-tenants, contractors, invitees or delivery persons. In addition to fines, willful or malicious destruction or defacement may result in legal action.
11. Extermination service is provided on a monthly basis for vermin, insects, bedbugs and other pests. All residents are required to make their apartment available for extermination services. Shareholders may request extermination service, without charge, except for carpet beetles which shall be payable by the shareholder.
12. A contractor or worker authorized by Co-op Management, with 24 hours advance notice to the shareholder, may enter any apartment at any reasonable hour of the day to inspect the apartment to ascertain whether measures are necessary or desirable to control or exterminate vermin, insects or other pests.

SECTION 13. RUGS/CARPETING

1. It is the Shareholder's responsibility to ensure that at least 80% of the floors in the apartment, not including the kitchen, bathroom, foyer and closets, are covered with area rugs or carpeting, each with padding or other effective noise-reducing material.
2. This requirement applies to both first and second floor apartments.

SECTION 14. PLUMBING

1. Clothes washing machines and/or dryers are expressly prohibited in apartment units. If Co-op management or staff becomes aware of any violation of this policy, the appliance(s) must be removed immediately by a licensed and insured contractor.
2. Garbage disposals are not permitted.
3. Sinks, toilets and bathtubs shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings, trash, rags, household garbage or other materials be thrown into the drains or toilets.
4. Only toilet tissue shall be disposed of in toilets.
5. No grease or other non-dissolving materials shall be poured into any plumbing fixture.
6. The cost of repairing any damage resulting from misuse, carelessness or negligence shall be the responsibility of the Shareholder of the apartment in which the problem originated.

SECTION 15. RENOVATIONS, ALTERATIONS, REMODELING

1. All renovations, alterations, structural changes, electrical or plumbing upgrades or alterations, or other remodeling, including but not limited to sanding or refinishing floors and painting performed by a contractor, require the prior written approval of the Board of Directors.
2. A Shareholder who desires to renovate, alter or remodel their apartment must first obtain a Renovation Request form from the Managing Agent. The completed form, including all required documents, fees, permits and a security deposit shall be submitted to the Managing Agent for review and written approval by the Board of Directors before any work can commence.
3. Renovations, alterations or remodeling work is permitted only on Monday through Saturday (except legal holidays) from 9:00 a.m. to 4:00 p.m.
4. All work must be performed by licensed and insured contractors or trades people, and must comply with all Town of Harrison ordinances, building codes and fire codes.
5. All hallway carpeting must be protected with commercial grade, self-adhesive plastic sheeting (e.g. Carpet Shield) installed in the proper manner to prevent any tripping hazard.
6. All renovation work must be completed within 30 days. If the renovation goes beyond 30 days, the contractor will be required to post a Completion Bond.
7. All required permits shall be obtained by and are the responsibility of the Shareholder. The Shareholder must "close out" all permits with the Town of Harrison, and submit proof to the Managing Agent within five (5) days after the work is completed.
8. The Shareholder is responsible for damage to the common areas of the building caused by any renovation, regardless of whether the shareholder, a contractor or a trades person causes the damage.
9. The Superintendent shall inspect the indoor and outdoor common areas of the property (hallways, doors, lawns, plantings, etc.) before any work is begun and after the work has been completed. If no damage has occurred, the security deposit shall be refunded. If damage has occurred, the security deposit will be forfeited and any additional cost to repair will be billed to the Shareholder.
10. If proper procedures are not followed, the security deposit will be forfeited and the Shareholder will be subject to fines.
11. The Shareholder shall coordinate the scope and schedule of work with the Managing Agent and Superintendent.

12. Shutting off the hot or cold water or electrical service must be scheduled with the Superintendent 72 hours in advance. No water or electrical shut-off will be permitted on weekends.
13. The Shareholder and their contractors are responsible for the removal of all debris. Under no circumstances shall debris remain on Co-op property.
14. The Shareholder is responsible for any fines or penalties imposed by the Town of Harrison or other government agency.
15. All contractors must sign-in and sign-out at the Superintendent's office each day, indicating arrival and departure times and location where work is being performed.
16. Any violation of the Renovation Policy will subject the Shareholder to a fine.

SECTION 16. NOISE AND ODORS

1. No one shall make or permit any disturbing noises or do or permit anything to be done which will interfere with the rights, comfort or convenience of others.
2. The volume of televisions, speakers, radios, musical instruments, video games or other sound producing equipment must be moderated between the hours of 10:00 p.m. and 8:00 a.m. so as not to disturb other residents.
3. Construction, repair work and/or other installation involving noise shall be conducted only on Monday through Saturday (except legal holidays), between the hours of 9:00 a.m. and 4:00 p.m.
4. No one shall make or permit any noxious odors, smoke or fumes to emanate from an apartment into other apartments or common areas.

SECTION 17. GARAGE, PARKING SPACES AND DRIVEWAYS

1. No garage or parking space shall be used for any purpose other than that for which it was designed.
2. Garages and parking spaces shall be used only for the parking of registered and insured motor vehicles.
3. No commercial vehicles, commercial equipment, trucks other than passenger vehicles, boats, recreational vehicles, motor homes or trailers shall be permitted to park on the property.
4. Garages shall not to be used for storage purposes.
5. No commercial business shall be operated from a garage.
6. Motor vehicles without current license plates, registration and inspection stickers, or those left unattended for an extended period with or without license plates, shall be considered abandoned. They shall be removed from the property by an authorized towing company and stored at the owner's expense.
7. Garages shall be maintained in a clean and safe condition and in compliance with Town of Harrison ordinances, Building and Fire Codes.
8. The Co-op is not liable for theft from a garage or parking space.
9. The use of any type of electrical extension cord in garages is strictly prohibited.
10. All automatic garage door openers must be installed by a professional garage door installer, and the Shareholder must advise the Superintendent at least 24 hours prior to any installation.
11. Only residents are permitted to occupy garages and parking spaces, and only Shareholders are permitted to purchase a garage or parking space. A garage or parking space cannot be sold or rented independently from selling or subletting the apartment with which it is associated.

12. Parking two cars in one parking space or garage or parking in front of a garage is prohibited.
13. Vehicles parked in a parking space assigned to another shareholder or resident, in a designated fire zone, or in any way deemed to impede the flow of traffic will be removed from the property by an authorized towing company and stored at the vehicle owner's expense (particularly in the driveways at 49 Columbus Avenue, 137 Columbus Avenue, 161 Columbus Avenue and at the entrance to the A/B garages on Columbus Avenue.
14. No motor vehicles are permitted on landscaped areas, lawns, curbs, fire lanes or walkways.
15. Use of bicycles, roller blades, skateboards, etc., is prohibited in driveways and parking areas and on sidewalks.
16. Shareholders, residents, their families, guests, invitees and contractors are subject to parking regulations posted on the property.

SECTION 18. POOL, BARBEQUE & RECREATION

1. The pool is for the exclusive use of Shareholders, residents and their guests. Residents and guests are subject to restrictions in order to abide by social guidelines.
2. No one is permitted to be in the pool unless a lifeguard is on duty.
3. An ID pass is required for all Shareholders and residents and may be obtained from the Superintendent. Additional guest passes may also be purchased when seasonal rules allow.
4. No one will be admitted without a pool or guest pass.
5. Guests MUST be accompanied by Shareholder/Resident.
6. Pool Rules and hours of operation are distributed seasonally to all residents each year prior to the opening of the pool. Rules and hours can change from one year to the next.
7. No kiddie pools or wading pools are permitted anywhere on the property.
8. Barbequing is permitted only in the designated "picnic area" located between 97 and 103 Columbus Avenue. Only adults over the age of 18 are permitted to barbeque and shall do so in a manner respectful of others at all times.
9. The Co-op provides a gas grill from Memorial Day through Labor Day. It is the responsibility of the user to use proper safeguard measures and follow all proper protocol for the usage of a gas grill.
10. Access to the grill can be obtained by contacting the Super's office.
11. Do not forget to turn off and lock the grill.
12. Barbecuing is not permitted anywhere else on the property.
13. Use of bicycles, roller blades, skateboards, etc., is prohibited on sidewalks or in driveways or parking areas.

SECTION 19. GARBAGE, BULK TRASH AND RECYCLING

1. All residents shall dispose of household garbage and other refuse at the locations and in the manner specified in the House Rules, by Management or by the Superintendent.
2. All household garbage and other refuse must be bagged and tied securely in drip-free plastic bags and disposed of in the trash sheds located throughout the property. All wet debris must be completely drip-free before it leaves the apartment. Diapers must be disposed of in sealed bags made specifically for that purpose.
3. Bulk trash items (e.g., appliances, TV's, household furnishings, mattresses) must be disposed of by contacting the Superintendent (914-946-3202) to arrange for a bulk pick up by the private carting company that services Park Knoll. The Superintendent will advise you of the specific date and curbside location to place the items.

4. Only after the Superintendent provides the specific date and location for bulk pick up shall the items be placed at the specified curb location the night before the scheduled pick up. Any violation or fine imposed on the Co-op by the town of Harrison or other government agency will be passed along to the offending shareholder/resident.
5. Under no circumstances shall any household trash or bulk items be “dumped” in areas adjacent to the trash sheds, at the curb, in wooded areas or anywhere else on the property. This applies but is not limited to household furnishings, appliances, boxes and recyclable materials.
6. It is not the responsibility of the maintenance staff to pick up, move or arrange for the disposal of trash improperly “dumped” by residents.
7. All refrigerator doors must be removed and the Freon drained before placing at the curb. Freon must be disposed of at an appropriate hazardous disposal facility as mandated by law, and must not be disposed of anywhere on the property or in the wooded areas.
8. All residents shall comply with state and local laws regarding recycling. Recyclable items and materials must be separated and disposed of in the barrels located in the basements. Note: Cardboard boxes must be “broken down” and flattened.
9. Westchester County recycling guidelines are posted. Copies are available from the Superintendent.

SECTION 20. STORAGE

1. Limited storage space is available in the basements of some buildings. The Superintendent provides space allocation and access. Shareholders are required to stack items neatly and clearly mark them with your name, address and apartment number.
2. In compliance with Town of Harrison ordinances and fire codes, no hazardous or combustible materials may be kept in storage areas.
3. No upholstered or fabric furniture or mattresses are permitted to be stored.
4. If stored property needs to be discarded, the Shareholder is solely responsible for the cost. The Co-op is not responsible or liable for any loss, damage or theft of the personal items stored on the property.
5. The Board of Directors shall have the right from time to time to curtail or relocate any space allocated to storage.

SECTION 21. LOCK OUTS

1. Assistance by the maintenance staff to unlock an apartment door is provided as a courtesy. If assistance is required before 7:30 a.m. or after 4:00 p.m., a fee will be billed to the shareholder.
2. If a key is not available, all costs incurred in gaining access shall be borne by the shareholder.
3. The maintenance staff is not permitted to climb into apartment windows or to provide a ladder.
4. Lockouts are not a building emergency. Please do not call the emergency 800 number; they will be unable to assist you.
5. Replacing a front door key is at the expense of the Shareholder and must be requested through the Superintendent.

SECTION 22. MAINTENANCE STAFF

1. All Shareholders, residents and guests are asked to cooperate with Park Knoll Maintenance Staff, who can be identified by a Photo I.D. card and Park Knoll Shirt.
2. No shareholder or resident shall send any Co-op employee off the property on any private errand or private business.
3. No employee, as such, shall accept, receive or hold any property belonging to or delivered to any resident or Shareholder. If such employee nevertheless does so, he/she shall be acting as the agent or employee of the shareholder or resident. The Co-op shall assume no responsibility or liability.
4. Maintenance Staff are not permitted to perform personal repair services or any other task for any shareholder or resident during their normal working hours of 7:30 a.m. to 4:00 p.m.

SECTION 23. VIOLATIONS, FINES AND FEES

1. Any Shareholder or resident who violates any provision of the Corporations' Proprietary Lease, House Rules or By-Laws shall be subject to a fine. When a fine is imposed, it shall in no way constitute a waiver of any other right the Board of Directors may have. The Board, at its discretion, may also pursue remedial and/or legal action up to and including termination of the shareholder's Proprietary Lease.
2. The Board of Directors has the right to impose fines for continuing violations, and for discrete violations.
3. All fines and fees will be billed to the Shareholder's account regardless of when Co-op management or staff becomes aware of the violation or when the violation is cured.
4. In the event of remedial and/or legal action, all legal fees incurred shall be the responsibility of the Shareholder without liability for any damages on the part of the Board of Directors. The failure of the Board to act in any instance shall not be deemed a waiver of its right to do so.
5. All fines and fees will be billed to the Shareholder on the monthly maintenance invoice and must be paid in full. Payment will be applied as stated in Section 2. Maintenance Payments and Late Fees.
6. A schedule of Fees, Fines and Administrative Charges is available from the Management Agent.
7. The Board reserves the right to revise the Schedule of Fees and Fines from time-to-time, at its discretion, upon due notification to shareholders.

SECTION 24. CONCERNS

1. All concerns regarding maintenance of the property or services provided by Co-op staff or contractors hired by the Co-op shall be made, in writing, to the Management Agent.
2. Shareholders, residents and guests shall not give direction to nor confront the maintenance staff or contractors hired by the Co-op.

CONTACT NUMBERS

Superintendent (Daniel Cruz) 914-946-3202 (7:00 a.m. to 4:00 p.m.)
Emergency 1-800-937-5997
Managing Agent (Prime Locations) 914-963-7400