



AS REVISED THROUGH JULY 12, 2005

**LARCHMONT HILLS OWNERS CORP.**

**HOUSE RULES**

**A VIOLATION OF HOUSE RULES NO. 13, 17, 22, 25, 26, 27, 28  
AND 29 SHALL BE DEEMED TO BE A VIOLATION OF A SUBSTANTIAL  
OBLIGATION OF THE TENANCY OF THE LESSEE.**

- (1) The public halls and stairways of the buildings shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the buildings.
  - (2) Children shall not play in public areas unless accompanied by a responsible adult.
  - (3) No public hall of a building shall be decorated or furnished by any Lessee.
  - (4) No Lessee shall make or permit any disturbing noises in a building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight 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 on weekdays (not including legal holidays) and only 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, or windows, or placed upon the window sills of the buildings.
  - (6) No awnings, window shades, window blinds, window air-conditioning units or ventilators shall be used in or about a building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.
  - (7) No sign, notice, advertisement or illumination shall be inscribed or
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exposed on or at any window or other part of a building, except such as shall have been approved in writing by the Lessor or the managing agent.

(8) No baby carriages, shopping carts, bicycles or other like paraphernalia shall be allowed in or be permitted to remain in the halls passageways, areas or courts of the buildings. No garbage can, kitchen supplies, or other articles shall be placed or left in the halls or landings.

(9) Messengers and trades people shall use such means of ingress and egress as shall be designated by the Lessor.

(10) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent may direct.

(11) Water closets and other apparatus in a building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.

(12) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee. No employee, as such, shall accept, receive, hold or become bailee for any property belonging to, delivered to, or for any Lessee. If, however, such person shall nevertheless do so, he shall do so, as the agent, servant or employee of the Lessee and no responsibility shall be assumed by the Lessor.

(13) No dog, cat, bird or animal shall be kept or harbored at the premises, excepting only those particular animals which were harbored at the premises prior to February 1, 1991. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of a building, or on the sidewalk or street adjacent to a building. Dogs are to be walked through the basement passageway and rear exit not through the lobbies.

(14) No radio or television aerial shall be attached to or hung from the roof or exterior walls of a building.

(15) The lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.

(16) The Lessee shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.



(17) The Lessee shall keep 80% of all floors covered with carpeting and appropriate padding, or other equally effective noise reducing material, except in kitchen, closets and bathroom.

(18) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for such purpose and to charge the cost of such cleaning to the Lessee.

(19) Complaints regarding the services of the building shall be made in writing to the managing agent of the Lessor.

(20) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(21) The agent of the Lessor, and any contractor or workman authorized by the Lessor, 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.

(22) No washing machines or other heavy appliances shall be installed in the demised premises, nor shall the Lessee use any appliances or machine therein, which in the sole opinion of the Lessor, shall overburden the electric, gas or plumbing lines of the apartment or building.

(23) The playgrounds, if any, are provided for the exclusive use of the lessees, and playpens, bicycles or any outdoor activities will not be permitted upon the landscaped portions of the Lessor's premises.

(24) Alteration or replacement of the main entrance door lock or the installation of knockers or other attachment upon any door is forbidden. The Lessor has retained a pass key to the premises. In the event the written consent of the Lessor is obtained to install a supplemental entrance door lock, the Lessee shall provide the Lessor with an additional key for the use of the Lessor pursuant to the Lessor's right of access to the demised premises.

(25) (a) Shareholders shall not be permitted to either sublease or assign  
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their parking spaces.

(b) Upon the sale of any apartment (sale of shares and assignment of Proprietary Lease), the parking space which had been utilized by the selling shareholder shall revert back to the Lessor for reassignment. Any parking space which otherwise becomes available and vacant will similarly revert to the Lessor for reassignment.

(c) No person shall be permitted to rent a second parking space if there are residents on the waiting list who do not have a first parking space.

(d) The Lessor's managing agent will maintain a parking waiting list for all parking space assignments.

(e) In the event that (a) a shareholder has failed to pay maintenance (rent) to Lessor for two (2) consecutive months or, (b) a shareholder has demonstrated a consistent failure to pay maintenance in a timely manner within the previous twelve (12) month period, then, in either such event, the Board of Directors may terminate the shareholder's use of his/her parking space. Upon such termination, the parking space shall be reassigned by Lessor in accordance with the parking waiting list.

(26) Maintenance is due on the first day of the month. In the event Lessee shall fail to pay rent (maintenance) by the tenth day of the month due, the Lessor, in addition to all other remedies provided by the Proprietary Lease, shall impose a late charge of \$25.00.

(27) Move in-Move out security program: The lessor has established a move in-move out security program designed to ensure that the public hallways are not damaged by residents moving into or out of the premises and that residents moving into the premises install carpeting as required by House Rule 17. Any shareholder who intends to sell his/her apartment must file a completed Purchase Application Form with the office of the managing agent. Along with the Purchase Application Form, the shareholder must submit a check from the shareholder (seller) in the sum of \$750.00, together with a check from the prospective purchaser, also in the sum of \$750.00, both of which checks are to be payable to the order of Lessor (Larchmont Hills Owners Corp.). The checks will be deposited into the Lessor's account. After the shareholder moves from the premises, the superintendent will make an inspection and complete a Security Inspection Report. If there is no damage to the public areas, the security deposit will be refunded to the seller. The same procedure will be followed when the purchaser moves into the premises. If (a) there is no damage to the public areas, (b) the purchaser installs carpeting in compliance with House Rule 17 within three months of purchasing and/or taking occupancy of the apartment, whichever is later, and (c) the purchaser provides



Lessor with duplicate keys to the apartment as required by Proprietary Lease paragraph 25 and House Rule 24 within three (3) months of purchasing and/or taking occupancy of the apartment, whichever is later, the security deposit will be refunded to the purchaser. The security deposit will be forfeited and shall become the property of Larchmont Hills Owners Corp. if carpeting in compliance with House Rule 17 is not installed within three months of purchasing and/or taking occupancy of the apartment, whichever is later, or if the purchaser fails to provide Lessor with duplicate keys to the apartment within three (3) months of purchasing and/or taking occupancy of the apartment, whichever is later.

(28) Apartment alteration, renovation and remodeling: Any Lessee who desires to alter, renovate, or remodel his/her apartment, must complete a Remodeling Request Form, and submit it to the managing agent along with a security deposit in the sum of \$450.00. (The Remodeling Request Form is available from the office of the managing agent.) The Lessee may proceed with the requested work obtaining the written consent of the Lessor (see Proprietary Lease, paragraph 21(a). The security deposit will be utilized by the Lessor to repair any damage caused to the public areas or to the building's standard equipment or to other property of the Lessor. In addition, the Lessee shall forfeit the security deposit if there is any violation of the provisions of this House Rule, the requirements, terms and conditions set forth in the Remodeling Request Form, or other requirements or conditions specified by Lessor. Upon the completion of the work, and provided there was no such damage or violation, the security deposit will be refunded to the Lessee.

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

#### HOUSE RULES FOR TERRACES

1. Sprinkler Systems: Except for a "drip type" system, no automatic sprinkler irrigation or automated system designed for the emission of water, or other liquid substance, to be used for the purpose of growing or maintaining plants, flowers, vegetables, trees, or shrubs, shall be erected, installed, or used in, on, or about, any portion of the building. No "drip type" watering system may be installed or used without prior written approval by the Lessor.

2. Terrace or Balcony Plantings: (a) Any plantings on the terrace or balcony decks shall be maintained in sturdy self-contained planters containing weep holes in the bottom, to allow for drainage and to prevent heavy saturated soil conditions from developing. Each such container shall be constructed of non-flammable light-weight materials so as to securely contain the soil.



(b) No planter (including soil and plantings) shall be permitted to be maintained on the terrace or balcony decks whose load, without dunnage, exerts a force in excess of 30 pounds per square foot, so that each such planter shall be light enough to be moved, by hand, by two men. No planter shall be more than 18” wide by 36” long.

(c) Any planters that break apart or become open at the seams, shall be removed from the balcony and/or terrace, or repaired immediately.

(d) Planters shall be raised off the roof’s surface by pressure treated sections of wood dunnage beams, measuring no less than 2”. Other materials, such as hard burned brick or quarry tile may be used. Dunnage shall be arranged in a manner to allow free flow of surface run off water draining from all areas of the balcony or terrace deck to the drain.

(e) Planter soil shall be composed of one third garden soil, one third peat moss and one third perlite or vermiculite, which is commonly known as “light weight soil.” Maximum depth of soil shall be 12”.

(f) No plant, shrub or tree shall be placed on any surface or be allowed to grow past the maximum size as established from time to time by the Board of Directors of the Lessor. All plants, shrubs and trees must be pruned as often as is necessary to stay within the maximum allowable size.

(g) Planters shall not cover more than ten percent of the terrace deck surface area. Clustering of planters should be avoided to eliminate excessive loading.

(h) It shall be the responsibility of the Lessee, at the Lessee’s own cost, to maintain the containers and dunnage in good condition, to keep the roof drains clear of debris and to move or remove the planters when requested to do so when such planters will interfere with the making of repairs to the building.

(i) No plants or other objects may be hung or suspended from balcony or terrace ceilings or soffits. Plant boxes or flower pots shall not be hung over the interior or exterior of balcony or terrace railings or from the parapet walls. No objects or planters may rest on the terrace parapet walls.

(j) No climbing plants shall be allowed to adhere directly to any surface of the building.

(k) All planters shall conform with all of the requirements of the Town of Larchmont Department of Buildings and the Town of Larchmont Building Code as well

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as all memoranda issued by Westchester County Agencies having jurisdiction.

(1) All planters shall be placed no closer than 6” from the perimeter walls in order to facilitate cleaning and maintenance of the deck area.

3. Terrace or Balcony Maintenance: It shall be the responsibility of the Lessee to keep the terrace, balcony, or portion of the roof appurtenant to his apartment, including all planters and furniture, clean and free from rust, loose soil, snow, ice, leaves and other debris and such Lessee shall maintain all screens and drain boxes in good condition and free of all obstructions. No surface areas may be coated or decorated without the approval of the Lessor.

4. Additional Requirements for Terraces and Balconies: (a) No planter or furniture may be erected as a permanent fixture to any terrace without the prior approval of the Lessor.

(b) No planter or furniture may be placed so as to block any means of egress.

(c) Terrace areas may not be used for storage.

(d) All terrace furniture and planters must be of sufficient weight or secured in such a manner as to prevent them from blowing over.

(e) Wood fencing or sheds may not be erected on terraces. Neither may sun umbrellas be placed onto the terraces.

(f) All electrical fixtures and wiring on terraces must conform with Building code requirements and must be approved for outdoor use. All electrical installations must be performed by a licensed electrician.

(g) No laundry may be hung from any terrace or balcony.

(h) No cooking shall be permitted on the terrace or balcony of an apartment.

(i) Lessor reserves the right to require the removal of any planter, furniture or fixture on the terrace. Any such removal shall be at the Lessee’s expense.

5. Damage to Building: Any damage caused to the building, the roof, parapet walls or balcony or terrace decking as a result of tenant’s negligence, including the

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installation of planters not in compliance with the above specifications, shall be repaired at the sole cost and expense of the Lessee. The Lessee shall be responsible for the removal of all planters as required by the Lessor for building maintenance.

#### RIDER

#### LANDSCAPING OF TERRACE OR BALCONIES

1. The Shareholder agrees not to cause or permit, without the Corporation's specific prior written approval, the placement on any terrace or balcony of any plantings or other structures.
2. The shareholder agrees that any plantings or other structures placed on a terrace or balcony may be removed or restored by the Corporation for the purpose of repairs, upkeep or maintenance of the building, at the sole expense of the Shareholder.