



“The Mannahatta”
House Rules
150 West 87th Owners Corp.

150 West 87th Street has long been a close-knit, genial community. The House Rules include procedures and guidelines meant to ensure that it remains a peaceful, friendly, safe environment.

The primary house rule is simple: Be a good neighbor.

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Section One: Living in the Building

1) Why Have Rules?

Nobody actually *likes* rules. But they exist to help keep our building as safe, comfortable, and welcoming as possible for all residents.

Some rules spring from the Corporation's Bylaws, Proprietary Lease, or liability insurance. Others reflect federal, state, and local laws governing such things as fire, sanitation, or smoking in public places. Most are just expressions of common courtesy. All residents (and their guests and employees) must follow the rules, and will be held liable for damages or complaints caused by family members, visitors, or employees who violate Coop Rules.

2) Making Yourself Heard

We all have reason to complain about something once in a while. (Complaining is part of a New Yorker's DNA.) And as a good neighbor, you should be vigilant if you see House Rules being violated, or if there are issues that degrade the quality of life or safety for all.

Concerns about house staff

If you believe that a building employee has acted inappropriately or is not performing up to snuff, contact the Managing Agent. (Please *don't* argue with the employee on the spot.) If you feel that the Managing Agent has not followed up fully, feel free to contact the Board of Directors—but the Managing Agent should be your starting point.

Concerns about building services

Contact the Superintendent if you have complaints about insufficient heat or hot water, elevator problems, hallway cleaning, etc. If you feel that your concerns are not being adequately addressed, contact the Managing Agent.

Concerns about neighbors

It's always best to try and resolve conflicts with neighbors (about noise, etc.) informally and directly, neighbor-to-neighbor. A friendly conversation and a little consideration go a long way. If problems persist despite an avuncular smile and a neighborly chat, contact the Managing Agent.

How to contact someone

The "Contact" page of the Coop website has e-mail addresses for the Managing Agent, for the Board of Directors (an e-mail to the Board address reaches all Board Members), as well as addresses for the webmaster and the editor of the building's newsletter. Visit the website at: www.150west87.com.

3) The House Staff

The staff of the building includes a Superintendent and Security Guards.

The Superintendent

The Super is responsible for day-to-day operation of the building, including maintaining public spaces and equipment owned by the building (such as the boilers and the pumps), cleaning, general repairs, and monitoring renovations.

The Security Guards

The Guard's primary responsibility is to monitor comings and goings in order to ensure the safety of the building. Other duties *may* include accepting deliveries, helping with packages, opening taxi doors when possible, etc. But please don't expect Guards to leave their post. Their primary task is to monitor the front door and ensure security.

Personal Requests

It is not appropriate to ask staff members to leave the building in order to run an errand, conduct personal business for you, or watch your children. (You may, however, make separate arrangements with the staff *on their own time*.)

4) Security at the Door

All of us share an interest in ensuring that only those with legitimate business are allowed in. This is the primary task of the Security Guard—but also the responsibility of all residents.

Registering Guests

If you have regular visitors who don't need to be announced (e.g., relatives who visit often, household staff, people doing work in your apartment during your absence, etc.), you can add their names to a Visitor Form for your apartment at the Security Desk. You also can leave a key for arriving guests at the Guard's "lock box." Please notify the Guard in writing about overnight guests. If you're holding a large party, giving the Guard a guest list can smooth the entry process.

Admitting Repairmen and Deliveries to Your Apartment

Staff members are *not* allowed to admit repairmen, deliverymen, or visitors to your apartment when you are not home. If you expect a repairman, you can leave a key with the Security Guard—but *cannot* ask the Guard to go upstairs with repairmen, let them into the apartment, or to stay in the apartment while they work. Any problems that might arise from having a repairman in the apartment in your absence are your responsibility. Neither the house staff nor the Corporation is liable for individuals whom you admit to your apartment.

5) Trash & Recycling

Residents must bring all trash and recyclables to the basement, where there are trashcans and bins. Recycling is *mandatory* in New York City. The building will be fined for noncompliance. New York currently recycles glass bottles and jars and their caps, plastic containers, cans, and aluminum. Please wash glass and metal before leaving them in the basement.

Disposing of Large Objects

Large objects—such as old furniture, air-conditioners, and other appliances—cannot simply be left on the street. Consult the Super about proper disposal and the scheduled pick-ups by the Sanitation Department. Failing to follow this rule can result in the building receiving a fine, for which you will be held liable.

For construction/renovation work, your contractor must remove all debris. The City Sanitation service will not take it away.

6) Peace & Quiet

We all value our peace and quiet. (In fact, every resident is promised peace and quiet in the proprietary lease.) No resident is allowed to make noise at any time that disturbs the comfort or convenience of another resident. Between the hours of 11 PM and 8 AM, no one may play a musical instrument, radio, television, or audio system in their apartment if the sound disturbs the neighbors.

Repair & Construction Noise

Please check the “Repairs” and “Renovations” sections for details about when construction work is permitted. Residents may do minor construction or repair work in their own apartments, but must take care not to disturb others.

Work that produces loud noise or other disturbances (e.g., drilling, hammering, or moving heavy furnishings) should be done between 8:30 AM and 5:30 PM on weekdays and 10:00 AM and 5:30 PM on weekends and holidays. (Holidays are those designated as legal holidays by New York State: New Year’s Day, Martin Luther King, Jr. Day, Lincoln’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans’ Day, Thanksgiving Day, Christmas Day.) And regardless of the day or time, it’s always a good idea chat with your neighbors before doing the work.

Parties

When planning a large or late party, be courteous: *let your neighbors know* well in advance, and keep party noises as low as possible. Shut doors and windows so that music won’t disturb neighbors. Use a reasonable interpretation of the 11 PM limit on noise as a guideline for winding down the party. But in general, if you chat with your neighbors (including those above and below) in advance, they will be understanding and flexible about the 11 PM cutoff.

The behavior of your guests is your responsibility. They cannot use hallways or public areas for partying or smoking.

If a party violates these rules, neighbors who are being disturbed have the right to complain to the Super, who may intervene, or to the Security Guard, who can contact the Super, management, or NYPD if needed (a *last* resort only in extreme circumstances). If a resident repeatedly holds large parties that disturb neighbors, the Board of Directors may take action to ensure peace and quiet.

7) Public Spaces

The most important rule in using the various areas of the building is common sense. Please respect your neighbors. Don't treat public areas as if they were private space.

Floor Landings & Lobby

The lobby and the area on each floor outside individual apartments are public spaces. Please keep the walls free of personal decorations, and keep the floor free of clutter and personal belongings. In addition to being unsightly, clutter can pose a fire hazard, blocking pathways in an emergency. Bicycles, scooters, baby carriages, or other objects may not be stored in the hallways. (This is a fire Department regulation.) And the downstairs lobby is not a storage space for packages and boxes awaiting pickup.

Stairs

The staircase serves a critical function as an emergency exit. Please do not obstruct the stairs in any way.

Elevator

As a courtesy to your neighbors, please don't unnecessarily stop or hold the elevator. Report any mechanical problems to the Super or Guard. Do your bit to keep the elevator clean, and report any vandalism or improper use of the elevator.

Roof

The roof of the building is *not* a public area. It is not meant to be anything except the top of the building. Walking, sunbathing, or other activity on the roof can cause serious damage requiring expensive repairs or replacement.

8) Repairs: Who's Responsible?

As legally defined in each Coop Shareholder's proprietary lease, the Corporation is obligated to maintain those parts of the building that are used in common by all resident shareholders. Maintenance and repairs to fixtures *within* each individual apartment are your responsibility.

Plumbing

The Corporation is responsible for all lines up to, but not including, the pipes and plumbing fixtures within the apartment. This includes repairs to the gas, steam,

water, or other pipes or conduits with the walls, ceiling or floor, or air conditioning or heating equipment that is part of the standard building equipment. The Corporation's responsibility does not include repairs to sinks, toilets, showerheads, faucets, and clogged drains. Individual residents must hire a plumber to make such repairs.

The Superintendent *can* perform simple repairs (like fixing a leaky faucet or attempting to clear a drain) at your request. But this is more of a personal favor than a part of his job. So please be considerate about the Super's time if you ask for this courtesy assistance—and a gratuity for this extra work is appropriate.

Electric Wiring

The Corporation is responsible for all repairs to electric wiring up to the circuit breaker panel in each apartment. All repairs from the panel to the outlet are the obligation of the resident. Air conditioning equipment must be installed and wired in accordance with the electrical code of the City of New York, and the requirements of the New York Board of Fire Underwriters and the New York City Department of Water Supply, Gas, and Electric must be met. Before installing any additional circuits, you must obtain written approval from the Corporation.

Doors and Hardware

Residents are responsible for repairs to all doors, including the entrance doors and locks in their apartments.

Windows

The Corporation is responsible for any necessary repairs to the windows, unless the windows have been damaged by the neglect of the resident or have been replaced by the resident (or a previous resident) without Board approval.

9) Repairs: Getting Them Done

If you need a repair that clearly falls under the responsibility of the Corporation, notify the Superintendent. If the Super cannot perform the repair, contact the Managing Agent. The Super also may be available to do individual repairs for you *as his schedule permits* during working hours. Since the Super's primary responsibility is to perform work benefiting the Coop Corporation, however, please be patient. (You bear all the expense of parts and should expect to compensate the Super appropriately.)

Remember that repair work by staff and contractors (except for emergencies) is permitted only between 8:30 AM and 5:30 PM on weekday (except holidays) and 10:00 AM and 5:30 on Saturdays, Sundays, and holidays (provided the work does not disturb other apartments). Holidays are those designated as legal holidays by New York State: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Christmas Day.

10) Individual Liability & Insurance

If any resident, family member, employee, guest, subtenant, pet, or contractor hired by a resident is found to have damaged any common property of the building, building equipment, systems, or decor, the Board of Directors may, at its discretion, hold *the individual resident* financially liable for the cost of repair or replacement. The charge may be added to the shareholder's maintenance account, or billed separately. Failure to pay on a timely basis will be treated as a late maintenance payment subject to a late fee.

Residents are advised to carry homeowners or tenants' insurance as well as an umbrella policy to cover more extensive liabilities. Such a policy protects you against accidents within the apartment for which you might be held liable. Consult your lawyer or insurance broker. You probably will want to carry the customary burglary, larceny, and theft insurance and may want to obtain individual water damage insurance. Residents should insure their personal belongings against fire, and should include an amount to cover improvements and betterments.

Note that the building is not liable for packages or envelopes left with the Security Guard or other employees.

11) Moving Objects In and Out

Our building has just one elevator. Whenever possible, avoid scheduling moves or major deliveries that will tie up the elevator during busy hours.

Tying up the Elevator

If you will be tying up the elevator for more than 2 or 3 trips, please try to schedule your moves or major deliveries:

- Monday to Friday: 9 AM to 4:30 PM
- Saturday & Sunday: 10 AM to 5 PM

Moving In & Moving Out

Moving large objects or entire households in and out can damage the building, cause noise, and tie up the elevators. To protect the building and residents:

- You must notify the Managing Agent and the Superintendent *one week* in advance of a move. The Managing Agent may require a security deposit of up to \$500 before granting permission. This deposit, intended to pay for any repairs required after the move, will be returned if there has been no damage to Corporation property. Please be aware that you are responsible for any and all damage, even if it exceeds the \$500 deposit (you will be billed for the difference).
- You must deliver certificates of insurance with respect to the mover's policies of insurance for workers compensation and liability naming the Coop, the Board of Directors, Managing Agent, and the resident as additional insureds.

- Moves and major deliveries may take place only between the hours of 8:30 AM and 4:30 PM. If a delivery involves installation that generates noise, the installers must leave the building by 5:30 PM.

Before buying something for your apartment, carefully measure the item against your doorways, passageways, and the elevator!

12) Electric Bicycles & E-Mobility Devices

Electric bicycles, scooters, or similar e-mobility devices or vehicles (an “LI Vehicle”) using lithium-ion batteries are not permitted in apartments, roof decks, or in common areas of the building (including but not limited to the public halls, lobbies, basement, elevator, vestibule, and stairway). This includes storage or charging of all such vehicles, whether belonging Shareholders, renters, guests, or employees.

If a violation of this policy results in a fire at the property, the Shareholder or renter who brought the LI Vehicle into the premises—or whose guests brought the vehicle—shall be responsible for the damage resulting from the fire.

13) Miscellaneous

Many of the rules governing use of your apartment reflect common courtesy, local law—or a combination of both.

Aerials, flowerboxes, air conditioners, etc.

You may not install awnings or ventilators unless the Board of Directors or Managing Agent has approved them. Air conditioners must be installed following specifications available from the Managing Agent. Nothing can project out of a window or be permanently positioned on a windowsill, including: signs, birdfeeders, flowerpots or planters, radio and television antennas, lights, etc.

Non-residential use of apartments

Your apartment is intended as a home. Our certificate of occupancy does not permit apartments to be used commercially. That said, zoning rules do allow an apartment regularly used as a dwelling unit to have *some* limited space dedicated to business use. The Board lets residents work out of their homes as long as the use does not generate significant traffic or noise. However, apartments may not be used for filming of movies or television shows, house sales, auctions, exhibitions, regularly scheduled meetings of large groups, other professional activities, tours, or any other type of activity that brings large numbers of unknown people into the building—unless the Board has granted an exception.

Pets

Pets are allowed as long as they don’t create disturbances for other residents or damage the building and its furnishings. Pets are not permitted on elevators or any public portions of the building unless they’re on a leash or carried. Birdfeeders are not

permitted on the windows and ledges, or in the courtyard or the sidewalk in front of the building. If you have a problem with excessive noise, disturbances, or damages caused by a neighbor's pet, speak to the Managing Agent.

Spare keys

The Superintendent keeps a set of keys for all residents in a locked box. These are for emergencies (i.e., a burst pipe) that occurs when you are not home, or to help you out (or, more accurately, help you in) if you lose or misplace your keys. If you change locks, please be sure to give a new set of keys to the Super. This is especially important for residents in the process of renovating their apartments. If the Super doesn't have a key, and an emergency requires access, your door will be forced open. Repair to the door and locks will be at your expense.

Smoking in Public Areas

City ordinance bans smoking in the common areas of residential buildings. We can be penalized if anyone is caught smoking in the entranceway, lobby, hallways (including service hallways), stairwells, laundry room, elevators, or other common areas. Please do not smoke in those areas.

If you step outside the building to smoke, please be mindful of your neighbors on the ground floor and second floor and steer clear of their windows. Similarly, please take care not to leave cigarette butts at the building's entrance, and not to toss them out a window into the rear courtyard.

Conclusion

Whew! It may seem like there are more rules here than there are apartments. But we've tried to spell out everything in great detail on the theory that the more everybody understands what's expected, the fewer problems.

Besides, we wanted to give you something substantial to read on those long, winter nights.