



SALE REQUIREMENTS FOR BOARD APPROVAL

Please note: Five (5) copies plus the original (6) copy of all papers are to be submitted to:

Stillman Management

440 Mamaroneck Avenue, Suite 512 Harrison New York 10528

Attn: Sales and Leasing Dept.

All copies must be collated! *Incomplete packages will not be processed.* NO DOUBLESIDED COPIES!

Contract of Sale, Application, and Financial Information:

- Contract of Sale, fully executed
 - Purchase application (use enclosed form)
 - If the purchase is to be financed, the bank should provide:
 - A copy of the commitment letter and a copy of the Bank Loan Application (Fully executed)
 - Three original recognition agreements signed by a bank officer
- AZTECH FORM ONLY**
- Financial Statement – Asset and Liability Statement and Yearly Income and Expense Statement – (use enclosed form) ***Please provide supporting documentation (statements)***
 - Copies of the last two years 1040 tax returns complete with W-2 forms
 - Statement from the applicant(s) explaining in detail the source of funds for the purchase of the apartment.
 - Letter from employer on company letterhead stating position, annual salary, and length of employment plus (2) weeks of most recent pay stubs.
 - Appraisal Report

Reference Letters:

- Reference letter from Landlord or Managing Agent (must provide (3) months of most recent cashed rent checks)
- Two (2) letters of professional reference for each applicant
- Two (2) letters of personal reference for each applicant

Forms to be either completed and/or signed: (Forms included with this package)

- Credit Release Authorization
- Emergency contact form
- Lead Paint Disclosure Form – to be signed by seller, purchaser, and broker if not included with contract of sale

Forms to be signed at closing: (Forms will be provided at closing)

- Window Guard Rider
- Move-In and Move-Out Procedures and Fees

**SALES REQUIREMENTS
3636 Greystone Owners Inc.**



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****If there is a GUARANTOR(s): Please submit the following information for the Guarantor(s) with the applicant(s) application package.**

- Purchase Application
- Financial Statement – Asset and Liability Statement and Yearly Income and Expense Statement – (use enclosed form) ***Please attach supporting documentation (statements)***
- Copies of the last two years 1040 tax returns complete with W-2 forms
- Letter from employer stating position and annual salary, a name to verify, and telephone number
- Credit release authorization
- **Processing Fee: \$300.00** per person payable to Stillman Management Realty Corp.

NON-REFUNDABLE FEES TO BE SUBMITTED WITH THE APPLICATION:

(Only Certified/Bank check or Money Order accepted, paid by applicant(s))

- **Application Processing Fee: \$450.00** payable to Stillman Management Realty Corp. (Unmarried couples are subject to \$900.00 processing fee)
- **Please note that 85% financing is permitted.**

FEES TO BE COLLECTED AT CLOSING: (Non-refundable unless otherwise noted)

**Closings are to be arranged through the office of Mitchell A. Dix & Associates at 212-447-6202
Please contact Transfer Agent/Attorney A. Dix for closing fees.**

Recognition Agreements are to be sent to:

**Mitchell A. Dix & Associates
260 Madison Avenue – 15th floor
New York, NY 10016**

Three (3) original recognition agreements signed by a bank officer. **AZTECH FORM ONLY.**

Seller's Fees: ALL CHECKS FROM THE SELLER MUST BE EITHER CERTIFIED, ATTORNEY ESCROW, OR BANK CHECKS.

- **Maintenance must be paid up to the date of closing.**
- **NOTE: Please be advised that the processing procedure can take up to ten (10) business days from the time we receive ALL required documents and consider the application complete.**



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INSTRUCTIONS

This form should be completed as follows: *Part I* by the prospective Seller (present tenant). If shares are presently owned by more than one person, *Part I* should be signed by each Seller.

Part II by the prospective Purchaser (applicant). A copy of the contract of sale is to be provided by the Purchaser.

All questions should be answered and the application returned to:

3636 Greystone Owners Inc.
c/o Stillman Management Realty Corp.
440 Mamaroneck Avenue, Suite 512
Harrison New York 10528

If the applicant presently resides at 3636 Greystone Avenue and is a tenant-stockholder, the applicant may omit the answers to questions 18-21 inclusive.



PART I

DATE: _____

TO:

I (We) hereby request the Board of Directors of Corp. to approve an assignment of the proprietary lease for Apartment No. _____ at 3636 Greystone Avenue and the sale of _____ shares to the applicant named below in Part II. I (We) warrant that the purchase price stated in the contract of sale provided herewith is the total price being paid in connection with the sale of shares and/or the apartment, its fixtures, its improvements, and its contents.

Seller's Signature

Seller's Signature

Home Telephone Number

Note: The seller must sign this before submitting the application to the management. Otherwise the application will not be process.



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PART II

1. **Applicant's Name:** _____
2. **Date of Birth:** _____
3. **Social Security:** _____
4. **Home Address:** _____
5. **Home Telephone Number:** _____ **Email:** _____
6. **Name and Address of Employer (provide verification letter from employer):** _____

7. **Business Telephone Number:** _____
8. **Occupation:** _____
9. **Co-Applicant's Name:** _____
10. **Co-Applicant's Date of Birth:** _____
11. **Co-Applicant's Social Security:** _____
12. **Co-Applicant's Home Address:** _____
13. **Home Telephone Number:** _____ **Email:** _____
14. **Name & Address of Co-Applicant's Employer (provide verification letter from employer):** _____

15. **Co-Applicant's Business Telephone Number:** _____
16. **Co-Applicant's Occupation:** _____



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17. Estimated Annual Income from Occupation(s):

Applicant: \$ _____

Co-Applicant: \$ _____

From all other sources: \$ _____

Total: \$ _____

18. Will you live in the apartment as your primary residence? _____

19. When will you move in? _____

20. Do you intend to use the apartment to any extent for professional or business purposes?

If so, state full details: _____

21. Applicant's family consists of: (If there are any children, give ages.)

22. Please list the name, relationship, and age of each person who will reside with you in the apartment:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

23. Financial References:

List two references – provide documentation:

1. **Name:** _____

Address: _____

2. **Name:** _____

Address: _____



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24. Present Landlord:

Name: _____

Address: _____

Dates of Occupancy: **From:** _____ **to** _____

Rent: _____

25. Previous Landlord (if at present residence less than five years):

Name: _____

Address: _____

Dates of Occupancy: **From:** _____ **to** _____

Rent: _____

****Please have landlord reference letter included in package****

26. Personal References:

1. Name: _____

Address: _____

2. Name: _____

Address: _____

3. Name: _____

Address: _____

****Please have reference letters included in package****

27. If you know any persons presently residing at 3636 Greystone Avenue, please list their names: _____

28. Schools and colleges attended by applicant, co-applicant and members of family. *List class and degree in each case:



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29. Address of all additional residences owned or leased: _____

30. Are any pets to be maintained in the apartment? ____ If the answer is yes, indicate number and kind: _____

31. List the exact name or names in which shares are to be owned and lease to apartment is to be issued: _____

32. Applicant's Attorney's Name: _____

33. Real Estate Agent's Name: _____

Address: _____

Telephone Number: _____

Email: _____

Real Estate Agent/Broker's Fee: _____

34. Do you intend to do any renovations or make any improvements in the apartment? If so please state general nature and approximate cost. _____

35. How do you intend to pay for the apartment?

36. If you intend to finance part of the purchase price with a loan, please state lender, amount of loan, and monthly payment. _____

37. Are you party to any litigation? If so, please state the circumstances.



38. Are there any tax liens outstanding against you? If so, please state the circumstances.

39. Are there any other liens outstanding against you? If so, please state the circumstances.

40. Have you ever been turned down for a loan or a credit card? If so, please explain.

41. List total estimated monthly payments for apartment for first year (including maintenance, co-op loan, utilities) and total sources of estimated monthly income.

Estimated Monthly Payments:

Estimated Monthly Income:

42. Will you have homeowners insurance as of the date of the closing? _____

43. Please list amount of life insurance.

Applicant: _____ Co-Applicant: _____

44. Please list weekly benefit of disability insurance.

Applicant: _____ Co-Applicant: _____



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**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEDING
DATE OF APPLICATION**

<u>ASSETS</u>		
1. CASH		\$ _____
2. CHECKING ACCOUNTS		\$ _____
3. SAVINGS ACCOUNTS, MONEY FUNDS		\$ _____
4. TOTAL CASH, BANKS AND MONEY FUNDS		\$ _____
5. MARKETABLE SECURITIES (furnish cover sheet showing balance of most recent statement for any major account)		\$ _____
6. LIFE INSURANCE NET CASH (list below)		\$ _____
7. SUBTOTAL LIQUID ASSETS		\$ _____
8. NON-MARKETABLE SECURITIES (list below)		\$ _____
9. REAL ESTATE OWNED (list below)		\$ _____
10. VESTED INTEREST IN RETIREMENT FUND		\$ _____
11. NET WORK OF BUSINESS OWNED		\$ _____
12. AUTOMOBILES/PLEASURE BOATS (list below)		\$ _____
13. MARKET VALUE OF FURNITURE & PERSONAL PROPERTY		\$ _____
14. NOTES RECEIVABLE		\$ _____
15. OTHER ASSETS (explain below)		\$ _____
16. TOTAL ASSETS (explain below)		\$ _____

****Please number explanatory material to correspond to numbers on the
statement under the notes section****



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**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEEDING
DATE OF APPLICATION**

LIABILITIES

17. INSTALLMENT DEBT PAYABLE (list below)	\$ _____
18. OTHER UNSECURED LOANS (list below)	\$ _____
19. REAL ESTATE LOANS & MORTGAGES (list below)	\$ _____
20. AUTOMOBILE /BOAT LOANS (list below)	\$ _____
21. OTHER SECURED LOANS (list below)	\$ _____
22. OTHER LIABILITIES (explain below)	\$ _____
23. TOTAL LIABILITIES	\$ _____
24. NET WORTH (assets minus liabilities)	\$ _____

****NOTES****



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**ESTIMATED BALANCE SHEET AT THE LAST DAY OF MONTH FOLLOWING
CLOSING ON APARTMENT**

<u>ASSETS</u>		
1. CASH		\$ _____
2. CHECKING ACCOUNTS		\$ _____
3. SAVINGS ACCOUNTS, MONEY FUNDS		\$ _____
4. TOTAL CASH, BANKS AND MONEY FUNDS		\$ _____
5. MARKETABLE SECURITIES (furnish cover sheet showing balance of most recent statement for any major account)		\$ _____
6. LIFE INSURANCE NET CASH (list below)		\$ _____
7. SUBTOTAL LIQUID ASSETS		\$ _____
8. NON-MARKETABLE SECURITIES (list below)		\$ _____
9. REAL ESTATE OWNED (list below)		\$ _____
10. VESTED INTEREST IN RETIREMENT FUND		\$ _____
11. NET WORK OF BUSINESS OWNED		\$ _____
12. AUTOMOBILES/PLEASURE BOATS (list below)		\$ _____
13. MARKET VALUE OF FURNITURE & PERSONAL PROPERTY		\$ _____
14. NOTES RECEIVABLE		\$ _____
15. OTHER ASSETS (explain below)		\$ _____
16. TOTAL ASSETS (explain below)		\$ _____

****Please number explanatory material to correspond to numbers on the
statement under the notes section****



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**ESTIMATED BALANCE SHEET AT THE LAST DAY OF MONTH FOLLOWING
CLOSING ON APARTMENT**

LIABILITIES

17. INSTALLMENT DEBT PAYABLE (list below)	\$ _____
18. OTHER UNSECURED LOANS (list below)	\$ _____
19. REAL ESTATE LOANS & MORTGAGES (list below)	\$ _____
20. AUTOMOBILE /BOAT LOANS (list below)	\$ _____
21. OTHER SECURED LOANS (list below)	\$ _____
22. OTHER LIABILITIES (explain below)	\$ _____
23. TOTAL LIABILITIES	\$ _____
24. NET WORTH (assets minus liabilities)	\$ _____

****NOTES****



PROJECTED MONTHLY CASH FLOW STATEMENT

<u>A. MONTHLY INFLOW</u>	<u>B. MONTHLY OUTFLOW</u>
1. Net monthly salary. Supply latest two consecutive pay stubs _____	1. Monthly maintenance on new apartment _____
2. Self employment income. If more than 10% above 1/12 IRS Statement, explain below. _____	2. Monthly Mortgage payment _____
3. Dividends and interest. Reference asset from latest Quarterly statement. _____	3. Monthly assessment _____
	4. Monthly utilities: gas, electric & phone _____
4. Rental Income, if any. Reference real estate #9 and submit copy of lease. _____	5. If owners of other property, monthly maintenance _____
	6. Garage _____
5. Other monthly income. Specify below and provide documentation if not already included. _____	7. Estimated monthly living expenses _____
	8. Other liabilities. Reference liabilities balance sheet and divide by 1/12 _____
6. TOTAL MONTHLY INFLOW \$ _____	9. TOTAL MONTHLY OUTFLOW \$ _____

IF TOTAL MONTHLY OUTFLOW (B9) IS GREATER THAN TOTAL MONTHLY INFLOW (A6), PLEASE EXPLAIN BELOW HOW DEFICIT WILL BE MET.

Applicant's Signature

Date



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I (We) represent(s) that the above statements and accompanying exhibits are true and correct. Verification may be obtained from any source named in the statements.

The undersigned Applicant(s) understand(s) that the consent of 3636 Greystone Owners Inc. is required for the proposed transfer of the proprietary lease and that the Board of Directors will rely on the information furnished above. It is also understood that the information requested is essential to the application because of the desire of the Cooperative to maintain a compatible group of residents in the building and to maintain the financial stability of the building. The Applicant(s) also agree to meet in person with representatives of the corporation. The Applicant(s) understand(s) that the cooperative corporation reserves the right to request further information.

3636 Greystone Owners Inc. its officers, agents and representatives, Board of Directors, and shareholders, shall have no liability with respect to any matter or concerning any act of the proposed Seller in connection with any contract contemplated herein. The Corporation and its agents make no representation with respect to the value of the stock or the proprietary lease of the individual apartment involved, nor any representation regarding the financial condition for the corporation or any recommendation to the prospective Purchaser with respect to the advisability of the purchase.

Applicant's Signature

Co-Applicant's Signature

Date: _____



EMERGENCY CONTACT FORM

HOME NUMBER

between the hours of

_____ and _____

WORK NUMBER

between the hours of

_____ and _____

ALTERNATE ADDRESS

EMERGENCY CONTACT

Name: _____

Relationship: _____

Address: _____

Phone: _____

*between the hours of * _____ and _____



CREDIT REPORT INFORMATION FORM

Request Date: _____

**Please send me a credit report on:
(Please print)**

Name: _____
(Last) (First) (Middle)

Address: _____
(Street)

(Apt., Box, Suite)

(City) (State) (Zip Code)

Landlord Name: _____

Address: _____

Telephone # _____

Previous Address: _____

S.S. # _____

Date of Birth: _____

Employer: _____

Telephone # _____

.....
The Information requested will be used solely to obtain a credit report. Please sign the acknowledgment below:

Signature **Date**

RELEASE OF INFORMATION AUTHORIZATION

**AUTHORIZATION TO OBTAIN A CRIMINAL REPORT AND SEX
OFFENDER REPORT**

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR
INSTITUTION TO RELEASE TO _____
AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION
THAT THEY HAVE CONCERNING ANY CRIMINAL ACTIVITY AND
SEX OFFENDER HISTORY...

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR
INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH
FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER
INCURRED IN FURNISHING SUCH INFORMATION...

Print Name: _____ Date Of Birth _____

Signature: _____

Address: _____

City : _____

State : _____ Zip Code _____

Social Security #: _____

**THE RICHMOND
3636 GREYSTONE AVENUE
RESIDENT'S MANUAL**

Dear Resident
3636 Greystone, Riverdale, New York

As part of our continuing effort to upgrade and improve the many services offered to shareholders and residents of our Cooperative, the Board of Directors and Hudsoncrest Properties Inc. present this first edition of the **3636 Greystone Avenue Resident's Manual**.

The manual provides shareholders and interested parties with essential information about our building. It does not replace or modify any of the important formal documents governing ownership and/or occupancy of apartments in the building. Rather, it seeks to summarize information concerning the Cooperative and its daily operating policies, procedures, services, facilities and regulations.

We welcome your comments and suggestions. Please send any such comments via email or post to property manager Arthur Meltser at Hudsoncrest Properties Inc. We would also like to thank you for your continued support and encouragement in making this building our shared home.

Sincerely yours,
The Board of Directors
3636 Greystone Avenue Inc.
June 2008

USEFUL CONTACT INFORMATION

Superintendent Carlos Morales – office 1F 347 346-6447
Monday to Friday 8 a.m. to 4 p.m.
After hours in case of emergency he is available in his apartment, 1E If you cannot reach Carlos please call the STILLMAN MANAGEMENT REALTY CORP. (SMRC) 24/7 Emergency Service number: 1-800-705-3707

Please remember there are two boxes on the Superintendent's door, one for the Superintendent for work orders and one to the managing agent. Maintenance or rent payments should not be placed in either of these boxes.

Managing Agent STILLMAN MANAGEMENT REALTY CORP.
440 Mamaroneck Ave., S-512
Harrison, NY 10528
Tel #914-813-1900 Fax #914-813-1919

Managing Agency Contacts Building Manager: Hasan Mati ext. 1933
Email: hmati@stillmanmanagement.com
Adm. Asst.: Michele Liddy ext. 3121 – Move in/Move out, Deliveries

Accounting: Maggie Caro ext. 1910 – Billing
Dawn Martin ext. 1915 – 1099s changes to proprietary leases & stock certificates

General Counsel & Closing Agent Mitchell A. Dix.
185 Madison Ave.
New York, NY 10016
(212) 447-6202 Office
(212) 447-6204 Fax

Accountant Gerald Reiss, CPA
767 Central Avenue
Westfield, NJ 07090
(908) 654-1819 Office
(980) 654-3222 Fax

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3636 GREYSTONE OWNERS CORP. RESIDENT'S MANUAL

INTRODUCTION

Apartment Corporation

3636 Greystone Owners Inc. is a cooperative corporation formed in 1987.

There are a total of 89 residential apartments at 3636 Greystone Avenue. As of June 2008, 71 individual shareholders own apartments. The Holder of Unsold Shares, Aries Management owns the remaining apartments. Rent-regulated tenants occupy many of these apartments. In addition, one apartment on the lobby is maintained as a residence for the building's Superintendent. The Cooperative also owns the adjoining lower parking lots.

Board of Directors

The Board of Directors of 3636 Greystone Owners Inc. is responsible, under the Cooperative's by-laws, for overseeing the operation of the Cooperative. The Board consists of 5 members. Four directors are resident shareholders, and the sponsor designates one director. The current Board members, serving until the 2012 annual shareholders meeting, are:

George Timko	-	President
Stephen Cohen	-	Vice President
Cathy Gibbons	-	Secretary
Helene Tyler	-	Treasurer
The Coby Group	-	Holder of Unsold Shares

Resident Superintendent

The Cooperative's resident Superintendent is Carlos Morales. The Superintendent maintains an apartment and shop on the First floor, 1E. Mr. Morales' work phone number/voicemail is 718-796-0810. His regular working hours are Monday to Friday, 8:00 am to 4:00 pm. To request any repairs, all residents are required to fill out a service request form located outside the Superintendent's apartment in the lobby, to keep the pink copy, and to leave the completed form there.

Managing Agent – the Cooperative's managing agent is:

STILLMAN MANAGEMENT REALTY CORP.
Hasan Mati, Property Manager
440 Mamaroneck Ave, S-512
Harrison, NY 10528
Tel: 914-813-1933 Fax: 914-813-1991
Email: hmati@stillmanmanagement.com

Stillman Management Realty Corp. (SMRC) Building Manager, Hasan Mati is responsible for overseeing the management of the Cooperative. You may call SMRC at 914-813-1900 during regular business hours, 9am-5pm. The 800-705-3707 phone number is answered by a 24 hours answering service therefore, please use this number when calling regarding an emergency after-hours.

*The Holder of Unsold Shares of our cooperative is: **Aries Management***

The Coby Group is responsible for the operation of the unsold apartments. Renters of Unsold apartments pay rent directly to The Coby Group and should contact their representative for any problems in their apartments involving appliances, fixtures, painting etc.

ALTERATIONS

The Board of Directors encourages shareholders to maintain and improve their apartments. The rules and procedures the Board has adopted are designed to permit work in an orderly manner that protects the rights of all shareholders and residents. We require shareholders considering apartment renovations, alterations or repairs to advise the Superintendent and Building Manager at least four (4) weeks prior to making the required formal application. After closing on your purchase, new shareholders are required to advise the Board, Superintendent and Building Manager of proposed renovations and alterations.

Alterations may only be undertaken upon the written approval of the Managing Agent. Shareholders wishing approval should contact Hasan Mati at ext. 1933 to discuss the work. Simple jobs, such as painting, scraping floors, replacing kitchen and bathroom floors and other minor repairs not requiring plumbing or demolition require pre-arrangement with management and may be approved after the management office receives a certificate of insurance and a written description of the work to be performed. For work such as kitchen and/or bathroom renovation or electrical work an Alteration Agreement is required and can be obtained from Hasan Mati. You will be asked to submit the detailed alteration plans for approval, including copies of all contracts for the proposed work and evidence that the contractor or person performing the work is appropriately licensed and has adequate insurance. The procedure for obtaining permission is straightforward and, depending on the work you propose, can be reviewed without undue delay. The performance of any work by or on behalf of a Shareholder in the apartment must be in accordance with all applicable codes, rules, regulations and/or permits. Further, Shareholders will not install any appliance that will overload the existing wires or equipment in the building.

If proper approval is not received, workmen and supplies will be prohibited from entering the building and any work in progress will be stopped until the requested paperwork has been received.

For certain work, a security deposit may be required which will be applied to reimburse the Corporation for any damage or expense it may incur in connection with the work being performed or the complete removal of debris from the premises.

All work will be performed according to the Alteration Agreement.

Upon approval to renovate an apartment, the following rules apply (as noted in the "Alteration Agreement"):

1. Work will only be performed between 9:00 a.m. and 5:00 p.m., Monday through Friday. This includes construction, plumbing, electrical work (or similar activities); work that involves transportation of supplies; or any work that would otherwise disturb other residents. Evening and early morning work, work over long weekends, holiday vacations, etc. will not be permitted. Work involving noxious odors such as floors and painting may only be performed first thing in the morning at the beginning of the week so the odors may dissipate.

2. Arrangements must be made with the Superintendent at least 36 hours in advance for use of the elevator to transport materials used for the alteration or renovation, for the removal of any materials left over from construction, and in order to arrange for a water riser shut down.
3. The Shareholder and the Shareholder's contractor will be responsible for the safe and clean daily removal from the building and its surrounding areas (including sidewalks) of all debris and work materials from the proposed alteration or renovation. Building staff cannot be used for this purpose, and Shareholders will be charged for any costs endured by the Corporation in connection with the work.

At no time should there be evidence of debris from renovation work in the public areas of the building, including the trash room, or on its sidewalks. All materials and debris must be brought in or removed through side entrances only and not through the lobby.

4. Access to the work area will be provided to Management for inspection of the work being done - both on a periodic basis and upon completion of the work. The Shareholder will be given advance notice (at least 24 hours) before any inspection of the premises.
5. Shareholders will be held responsible for any and all damage done to the building's public areas (entrance, stairs, lobby, walls, carpeting, elevators, garden, etc.) or to other apartments and any and all cleaning required in connection with the renovation work.
6. Shareholders will be assessed for any damages, cost or other expenses incurred by the Corporation in connection with alterations or repair work initiated by them or on their behalf.
7. Shareholders who open bathroom walls during their renovation will be required to replace all plumbing branch lines within their walls.

Once you have submitted all necessary paperwork and once the Management and any engineering or other consultants (as may be necessary) have cleared the plans, the Board may be consulted and requested to review your plans.

If approval is granted, Management will authorize execution of the alteration agreement.

Prior to the commencement of work it is requested that you notify your adjacent neighbors of the period during which the work will take place.

Certain work is not permitted. Such work includes, but may not necessarily be limited to (a) removal of gas, water, waste or intercom lines (b) changing windows (c) chopping of the concrete slab (d) any alteration that would change the exterior appearance of the building (e) installation of garbage-disposal units and (f) installation of washing machines.

BICYCLES

Residents are not permitted to keep or maintain bicycles (or strollers, carriages or similar devices) in the hallways, lobby or on the stairways. Similarly, residents may not lock such items along the gates, or in the entryway, or in front of the building. This poses a safety hazard for residents and visitors. Moreover, it is a violation of fire codes and leaves the corporation subject to fines. The Cooperative in its sole discretion may remove any improperly stored bicycle.

CARBON MONOXIDE DETECTORS

The building currently has carbon monoxide detectors installed in the boiler room, and laundry room and all apartments. There is a law that took effect on November 1, 2004 that requires all apartments to have carbon monoxide detectors installed no more than 15 feet from each sleeping area. Please make sure to periodically check the batteries in your carbon monoxide/smoke detector. It is recommended that when the clocks are changed in the spring and fall the battery in your carbon monoxide/smoke detector be changed.

The Superintendent regularly checks the batteries in the hallway detectors. When detectors need new batteries a noise is emitted. Shareholders are requested to notify the Superintendent of any hallway detectors that are making a noise.

CERTIFIED PUBLIC ACCOUNTANTS

Gerald Reiss, Certified Public Accountant, is retained as 3636 Greystone Owner's Inc. independent accountant firm. Gerald Reiss is responsible for reviewing monthly reports provided by our managing agent, for conducting a certified audit at year's end, and for preparing the Cooperative's annual certified financial statements. These annual reports are usually distributed in the early spring.

DELIVERIES

If a resident is not at home to receive a delivery (such as messenger or FedEx, etc.) the item may be left with the Superintendent only to the extent he is available or can assist at the time of the delivery. This service, however, is provided strictly as an accommodation. If you make arrangements with the Superintendent to accept a delivery, it is your personal arrangement with them outside the scope of their duties for the Cooperative. Neither the Cooperative, nor any of its employees, agents or outside contractors, is responsible for deliveries left in the Superintendent's care, or for costs or damages resulting from any failure to complete a delivery. The same is true for any packages, perishables, or other items left with the Superintendent by residents.

Large pieces, such as furniture or appliances, may only be delivered to the building and your apartment weekdays (excluding holidays) between 9:00am and 5:00pm. Deliveries *must* be coordinated with Stillman Management Realty Corp. as insurance certificates are required. It is also important to carefully coordinate use of the elevator to avoid inconveniencing other residents. Large items are usually ordered in advance, so it is important that you make every effort to notify your vendor of these delivery hours, and to obtain a confirmed date for delivery. The Superintendent must be notified in advance when you expect a delivery so that he may install pads in the elevators to protect the walls.

All deliveries are to be made through the side entrances, including supermarket and Fresh

Direct deliveries.

During deliveries, the side doors of the building are often open for significant amounts of time, compromising the security of our building. When deliveries are made, it is important to attend to and maintain the security of our building. Shareholders are asked to be responsible for ensuring that the doors to the entrances used by their delivery people or workers are closed and locked upon completion of the delivery. Upon the completion of a delivery please check to see that all entry doors are closed and locked.

EMERGENCY SERVICES

In the event you have an emergency in your apartment, such as a fire, use your telephone to call 911 and notify emergency personnel, then notify the Superintendent. If the Superintendent is not available, contact Stillman Management Realty Corp. 24/7 emergency service by calling 800-705-3707.

If you see fire or smoke elsewhere in the building, call 911.

The following information has been provided by the New York City Fire Department in its publication on "Hi-Rise Fire Safety."

DO'S:

- CALL the Fire Department if you smell smoke or see a fire.
- CLOSE all doors behind you.
- FEEL the door; if it's hot, DON'T OPEN IT.
- STAY LOW in heavy smoke or heat conditions - if possible near an open window.
- WALK quickly, DON'T RUN, to your nearest smoke-free stairway or fire escape and travel downward.

DON'TS:

- DON'T use elevators as exits.
- stand in hallways.
- use dead-end corridors.
- panic - be aware of potential crowd panic.
- fight a fire alone
- turn back for personal belongings - you may not get a second chance to leave.

If trapped on a Floor:

Stay low near an open window. Close all doors between you and the fire. Keep smoke out by using wet sheets and towels around doors. Signal for help by using the telephone to communicate your situation and location. Use judgment in opening windows. Close them if smoke enters.

In the event you are riding in an elevator that becomes immobilized, please use the alarm button and wait in elevator for help. If you hear the elevator alarm from your apartment, call the Superintendent or Stillman Management Realty Corp. to make certain appropriate action is being taken.

In the event of any emergency that requires immediate attention, please notify the Superintendent immediately. You should also follow up with a call to Stillman Management Realty Corp.. The Superintendent and managing agent have lists of emergency service contractors to handle any emergency that may arise.

EMPLOYEE GRATUITIES

There is no obligation to pay gratuities to the staff for any service provided to you, and the staff is instructed not to solicit such payments at any time. However, gratuities for additional services, such as repairs performed on the staff's own time are permitted. At the end of each year the Board of Directors awards a bonus to the Superintendent and porter on behalf of the cooperative.

EXTERMINATING

The Cooperative has a contract with Broadway Exterminating Co. who comes to the building on a regular basis. The Cooperative's contract provides for regular servicing of the common areas (including the compactor rooms and trash area). The exterminator is also responsible for servicing individual apartments as required. *This service is free-of-charge to all residents.* Any residents wishing to have the exterminator visit his or her apartment sign the sheet that is posted by the mailboxes a few days before the next visit. If you are not at home at the time, the Superintendent will, if requested, accompany the exterminator into your apartment. If you have a particular problem with insects or rodents, please notify the Superintendent immediately so appropriate action can be taken.

FLIP TAX (OR TRANSFER FEE)

A transfer fee (commonly known as a "flip tax") is charged by 3636 Greystone Owners Inc. on all sales and is payable at closing of a sale. The flip tax is \$6.00 per share. This "flip tax" is in addition to any other costs associated with the transfer of stock and the proprietary lease at closing.

For information on calculating the "flip tax", upon the sale of your apartment, please contact Dawn Martin ext. 1915 at Stillman Management Realty Corp.

GARBAGE REMOVAL/RECYCLING

All residents of the building are required to assist the Board, building staff and management in complying with New York City's trash-disposal and recycling rules. Recyclables must be removed from other containers, shopping bags, etc. and placed in the appropriate receptacle.

Trash may not be left in the hallways or stairways. Regular household trash (such as food and non-recyclable containers) should be placed in sealed bags and placed in the garbage cans in the recycle room used for this purpose. Compactor chutes can be used for non-breakable garbage only. *Putting glass, metal, or other such materials in the compactor chutes puts the Superintendent and Porter at risk of serious injury.* Any breakable or large objects should be placed in the appropriate place in the recycle room. Oversized items should be left neatly on the floor near the trash cans in the recycle room. If you need assistance with any large items you wish to discard (such as an old piece of furniture), contact the Superintendent for assistance.

Recyclable materials should be placed in the appropriate containers, which are clearly marked in the recycle room. All recyclable items that contained food (such as tin cans, soda cans, wine or beer bottles, etc.) should be rinsed before you discard them.

At no time should garbage be left outside the door of the recycle room. The key to the recycling room is the same as the key to the building's entrances.

Residents seen throwing trash or other items out their windows will be fined.

GUESTS

If you plan to have friends or family (as opposed to subtenants) stay in your apartment while you are away, please be sure to notify the Superintendent by writing down the names of your guests, the dates they will be visiting, and your name, address and phone number, while you're away. If you would like to allow your guests, in turn, to have guests or to entertain in your apartment in your absence, please leave instructions to that effect with the Superintendent. It's advisable to notify neighbors of guests who may be in your apartment while you are away.

Without your express permission, your guests may not be allowed into the building or your apartment in your absence. Please help to avoid any misunderstandings to your friends or guests by providing advance notice.

Guests with pets are expected to follow the pet policies. Any guests in violation of the pet policy are the responsibility of the resident host (shareholder) and the resident host will be responsible for any fines incurred by their guests.

HOUSE RULES

The form of proprietary lease in use for all apartments at 3636 Greystone Owners Inc. contains the "house rules" for the cooperative. **The rules are annexed in their entirety as an Appendix to this manual** as a matter of reference, and are binding on all shareholders and occupants. These rules may be amended or modified from time to time by the Board of Directors. You will be notified in the event of any changes.

INSURANCE

The Cooperative maintains extensive insurance to protect its property and to safeguard against liability, worker's compensation or other claims. However, the contents of apartments are considered the personal property of individual shareholders or residents and are not insured under the cooperative's policies. For example, furniture and furnishings, flooring, wall covering, appliances and fixtures (such as toilets, sinks, etc.) are not covered under the Cooperative's policies.

All Shareholders are required to carry the standard insurance policy commonly used for cooperatives. Please understand the importance of proper insurance. If an accident occurs in your apartment, in addition to the responsibility for your own property, you may be held liable for damage to other resident's property as well. Given the amount that shareholders often invest in their apartments, this could involve tens of thousands of dollars, especially in case of fire or water damage. Each shareholder is required to arrange for individual coverage for any improvements and personal property. At the same time, the Board requires you to obtain adequate amounts of insurance to protect against any liability claims for accidents in and about your apartment, or damage to other apartments that may involve your own apartment. The shareholder may need to find other housing for months, while still having to make mortgage payments. Insurance can cover this risk as well. **New shareholders will be reimbursed their**

moving-in deposit upon proof of insurance for their apartment.

Renters and subtenants are also encouraged to properly insure their personal property and to have appropriate liability and other insurance.

If you need assistance in this regard, please contact your insurance agent.

It should also be noted that the Corporation's insurance premiums for the building and grounds are affected dramatically by the claims, settled or unsettled, being leveled against the co-op. Frivolous lawsuits affect us all financially and should be avoided. Conversely, the co-op may benefit from a lack of claims against it.

KEYS

Under the terms of the Cooperative's proprietary lease, as well as the leases and laws governing all rent-regulated apartments, all residents are required to maintain with the Cooperative a set of keys to their apartments. The inability to gain access to an apartment has, at times, created serious delays in responding to an emergency (e.g. broken pipes, gas leaks). Keys are coded for security and kept in a locked cabinet on the premises. Access is restricted to authorized personnel only.

If a shareholder or resident does not leave keys as required, the shareholder will be held responsible for cost or damages resulting from the Cooperative's inability to gain access in the event of an emergency.

Keys to the building entrances recycle room and garages may be obtained from the Superintendent. If you lose a key to the recycle room contact the Superintendent immediately for a new key.

LAUNDRY FACILITIES

Washers and dryers are located on the ground floor of the building and are available for use by all residents. Equipment is provided to the Cooperative pursuant to an agreement with Hercules, Inc., a large metropolitan service company. The Cooperative is not responsible for any loss or damage involving the operation of the laundry equipment. If your clothing is damaged by any of the equipment, or you have other problems, the telephone number for Hercules is posted on the machines so that you may contact Hercules directly.

Hercules Customer Service: 800-526-5760 www.hercnet.com.

The Laundry Room is for exclusive use of residents and their guests. The washers and dryers are commercial machines, but they should not be overloaded. Residents are responsible for instructing domestic help as to the proper use of the equipment. If a machine or your laundry card should fail to operate, contact Hercules.

MAINTENANCE CHARGES FROM SHAREHOLDERS

Maintenance charges from shareholders are due and payable in advance on the 1st day of each month. As an accommodation to all shareholders, a monthly bill is sent by management showing outstanding charges due, including any charges for repairs, late fees, etc. Payments should be mailed to P.O. Box 5118, White Plains, NY 10602, which is the lockbox for the bank. Rental tenants and subtenants of shareholders must send payment directly to their landlords, and not to the managing agent.

The Board refers cases of delinquent or overdue payments to legal counsel for appropriate legal action. The cost of legal action is the responsibility of the individual shareholder. Legal action could lead to foreclosure of the Cooperative's lien on a delinquent shareholder's stock and lease. It will include notification to the delinquent shareholder's lender(s) and other affected parties prior to cancellation of the stock and lease and a public sale of the assets.

If payments are not received by the 11th of the month a \$50 late fee will be added. This increases by an additional \$50 for each successive month that is overdue.

MORTGAGE

The current mortgage is in the principal amount of \$3,900,000 and is held by National Cooperative Bank and bears interest at the rate of 5.87% payable in 2017.

MOVING

Moving in or out of the building must take place on ***weekdays*** between the hours of 9:00am and 5:00pm via the first floor side entrances. Please be sure to schedule and coordinate the timing of your move especially when you are moving into the building from another location. Make certain that your move ends by 5:00pm. **There is a refundable moving deposit in the amount of \$500.00 that is due prior to moving.** Please note that this must be in the form of money order or check. All monies are deposited into the operating account and a refund check, if due, is issued by the Cooperation upon proof of insurance for your apartment. Your moving in/out deposit will be withheld if you move outside of the allowable moving hours. An appropriate amount will be charged if damage is caused to the building or elevator by your move.

Notification must be given to Michele Liddy at 914-813-1900 ext 3121, at least one week prior to moving in, or out or within the building. She will notify the superintendent to install protective pads in the elevator.

When moving, the Shareholder or Resident will be held responsible for any damage done to the building, including, but not limited to, the elevator, common areas, gardens, etc. and his or her apartment. An inspection of all areas involved will be made by the superintendent, both before and after the move. It is to the advantage of the Shareholder or Resident to inspect the public entrances involved in the move, both immediately preceding and following the move, with a building representative (Superintendent).

In the event of any damages or additional expenses arising from the move, the deposit will be applied against these expenses and the Shareholder will be billed for any amount in excess of the deposit. If the cost of repairing any damage is less than the move in or out deposit, the

balance will be refunded to the Shareholder after the completion of repairs. The Corporation reserves the right to seek damages and reimbursement for additional costs relating to the move from the Shareholders, regardless of whether the cost resulted from the action of the Shareholders or his/her "employees". The Superintendent has a supply of forms to request move-in deposit refunds from management.

THE MOVING COMPANY MUST BE LICENSED AND INSURED AND MUST PROVIDE ACCEPTABLE PROOF OF SUCH TO THE MANAGEMENT PRIOR TO THE MOVE. PLEASE MAKE THESE ARRANGEMENTS WITH MICHELE LIDDY.

NOISE

No Resident will make or permit any disturbing noises to be made in the building or do or permit anything to be done therein, which will interfere with the rights, comfort, convenience or quiet enjoyment of other Residents. **(Additionally, see House Rule #5, #20)**

NOTICES

The Board or Building Manager will post important notices to shareholders in the glass cases and bulletin boards near the post boxes on both sides of the building. Please periodically check these areas for new information.

Bulletin boards are available in the laundry room for shareholders wishing to post notices. Notices be only be posted in these designated spaces and may not be taped to walls, doors, windows, elevator doors, etc.

PARKING

Parking garages are available to residents of the building on a first-come first-serve basis. Spaces in the upper lot are rented for \$150 per month, lower lot spaces are \$125 per month. There is a late fee for any parking payment not made by the 11th of each month. Any parking renter who has an account two months in arrears will lose their parking privileges. Please contact the Anne Larsen by letter or email to have your name added to the waiting list. There is no attendant and the corporation assumes no liability for the safety of the cars or personal belongings. Parking renters are required to complete and submit a parking agreement to Goodman Management. Renters are advised to notify Stillman Management Realty Corp. if a car, other than that on the agreement, is parked in the garage.

Parking garages are for the use of the parking renter only. Under no circumstances are garages to be "sublet". If parking renters are found to be subletting their spaces they will immediately lose their garages. Parking spaces may not be transferred with the sale of an apartment.

Cars parked in the driveway and/or blocking garages will be towed at the owner's expense. Please contact the Superintendent for assistance to tow cars.

PETS

Shareholders are required to carefully monitor the activities and behavior of their pets (and those of any guests) to minimize any inconvenience to others. This includes loud or constant barking, jumping, etc. Dogs and cats must be leashed and carried, or otherwise controlled, whenever in the building's hallways, elevators or on the building grounds. Dogs must enter and exit the building through the side doors on the ground floor and are not permitted in the lobby.

All pet owners are responsible for cleaning up any accidents that their pet may have in the hallways, elevators, stairwells etc. See the Pet Policy in the Annex for more details concerning pets.

PUBLIC AREAS

Public areas are intended for the enjoyment of all shareholders. Users of these areas are asked to be considerate of others so that everyone may enjoy the spaces.

For the safety of small children they are not be left unattended in the lobby or in other public areas of the Cooperative.

Games may be played in the backyard only. Everyone is asked to be considerate of others using the backyard. If game players disturb others, they may be asked by the other users to discontinue their games.

City laws specify that barbeques are not permitted within 10 feet of any building. For insurance purposes barbeques are not permitted on the property.

Smoking in the entrance, lobby, elevators, hallways and other public areas is prohibited by law. Smoking on the grounds outside of the building is permitted only in the backyard where an ashtray is available. Smokers may not smoke outside near any apartment windows. Smokers are asked to place their cigarette butts in the ashtray provided at the back of the building. Cigarette butts are not permitted in the gardens.

REFINANCING

Shareholders are generally permitted to finance their original acquisition, or to refinance their existing cooperative loans or take out so-called "home equity" loans with Board approval. There is a fee of \$200.00 to refinance made out to "3636 Greystone Owners Inc." Shareholders wishing to refinance must submit the following documents to Stillman Management Realty Corp.:

- 1) Copy of loan application
- 2) Copy of appraisal conducted by the lender
- 3) Copy of your loan commitment and all riders.
- 4) Consent of the primary lender (if you are applying for a home equity or second mortgage co-op loan)
- 5) Aztech Recognition Agreement
- 6) Two years income tax returns (complete with all schedules)
- 7) Credit Report
- 8) Employment/salary verification

REPAIRS AND SERVICES BY COOPERATIVE EMPLOYEES

All residents, whether they are shareholders or renters, must complete a service request form for repairs or maintenance work. Service request forms are available from the Superintendent. In an emergency, you should contact the Superintendent or managing agent directly.

The Superintendent will, at no charge, conduct an initial inspection of your apartment and, if possible, perform minor repairs during regular working hours. If additional work is needed or if an outside contractor is required, you will be notified.

Often, residents will request a repair that is not the responsibility of the Cooperative. This is

especially true in the case of rental tenants and includes, by way of example, repairs of toilets or other plumbing fixtures, appliances or paint jobs. In the case of rental tenants, any such requests should be forwarded to their landlord for appropriate action. For individual shareholders, the Corporation reserves the right to charge for any work that is not the responsibility of the Cooperative.

Please note that the Cooperative is not responsible for any repairs if you hire the Superintendent or any other building personnel outside of regular working hours, or call in outside contractors, to make repairs or to perform any work in your apartment.

In order to request maintenance services in your apartment and/or public areas, you are required to see the Superintendent of the building and complete a maintenance request form. If you require further assistance, please contact the Management Office.

As outlined in the Proprietary Lease, maintenance of the common areas (including public halls and stairways) shall be the responsibility of the Corporation. The Corporation is also responsible for window repair and replacement (but not when damage to the windows is the result of actions of the shareholder or his/her employee, agent or guest).

Shareholders are responsible to maintain the interior of the apartment, including interior walls, floors and ceilings, in good repair, shall do all of the painting and decorating required for his/her apartment, including the interior of window frames, sashes and sills, and shall be solely responsible for the maintenance, repair and replacement of plumbing, gas, and heating fixtures and equipment, or refrigerators, dishwashers, air conditioners, ranges and other appliances, as may be in the apartment. Plumbing, gas and heating equipment referred to herein shall include exposed gas, steam and water pipes attached to fixtures, appliances and equipment to which they are attached, and any special pipes or equipment which the Shareholder may install within the wall or ceiling or under the floor. The Shareholder is responsible for the maintenance repair and replacement of all lighting and electrical wiring and conduits from their fuse box into and through the Shareholder's apartment.

The Corporation is responsible for all windows, windowpanes, exterior window frames, sashes and sills, entrance doors, frames and saddles. The Corporation shall also be responsible for gas, steam, water or other common riser pipes or conduits within the walls, ceilings or floors or heating equipment, which is part of the standard building equipment.

All plumbing repairs undertaken by the Shareholder require prior approval of the Managing Agent. The Corporation will not be financially responsible for any work done, or any work needing to be redone if this approval is not in hand before said work begins.

For further information refer to the section on Alterations.

RESIDENTS' PROPERTY & RESPONSIBILITY

Shareholders are responsible for the repair, maintenance and replacement of all personal property contained within their individual apartments. Personal property includes, but may not be limited to, (i) appliances (such as stoves, refrigerators, dishwashers, and air conditioners), (ii) fixtures (such as bathroom fixtures, lighting fixtures, etc.), (iii) flooring (including wood flooring, tiles, carpets or carpeting), and (iv) wall coverings (including painted surfaces, wall paper, tiles or mirrors).

In the case of Sponsor-owned, or unsold apartments, the Sponsor is considered a "shareholder" and, accordingly, is responsible for the maintenance of its apartments. Renters should either contact the Superintendent or Sponsor or their landlord for any repairs required as described above.

In the event of any damage to any personal property (even if such damage was, for example, caused by water penetrating from outside the apartment), the Shareholder is responsible for any costs to repair or replace his or her property. The Board of Directors requires all shareholders to maintain adequate amounts of "homeowners" insurance to cover damage to personal property. Renters should also consider appropriate insurance to protect their personal property (see "Insurance").

The Superintendent maintains a limited inventory of certain "stock" items to facilitate repairs; however, the Superintendent may not be able to make repairs at all times. (See Repairs & Services by Cooperative Employees).

SALE & TRANSFER OF APARTMENTS

Shareholders wishing to sell their apartment should contact the Managing Agent for the procedures, documents and necessary information required by the Board of Directors. All forms and required information are to be completed fully and accurately by the prospective Purchaser and submitted to the Managing Agent before any consideration of the sale can be made. Owners may sell their apartments only after the completion of one year of ownership.

Upon receipt of all completed forms and documents, the appropriate credit reviews will be conducted and an interview will be scheduled. (No action will be initiated until all required information is received). In addition, the Board of Directors or duly appointed committee, which interviews the prospective purchasers, reserves the right to request any additional documents or information as deemed necessary or appropriate at any time during the review and interview process.

An interview date will be scheduled with prospective Purchasers (and all prospective occupants of the apartment). All interview dates are coordinated by the Managing Agent. Individual Board members should not be contacted by Shareholders. Please leave plenty of time in your negotiating for the setting of an interview date. The Board of Directors reserves full discretion to change interview times or the frequency thereof. Plan at least four weeks between the time that the buyer submits the purchase package and possible invitation to be interviewed.

Upon approval of the sale, a closing can be scheduled with the sales department. All closings are held at the law offices of Mitchell Dix.

All amounts due to the Corporation at closing (e.g. maintenance and all other costs to the date of closing) must be paid by certified or bank check. The seller is responsible for the processing and closing fees charged the Managing Agent in connection with the transfer.

All Shareholders are strongly urged to consult with the sales department as to the timing of the above procedures before agreeing to a scheduled closing date in the sales contract. It is recommended that all sales be made with the advice of legal counsel.

No closing can take place until all procedures are fully carried out and all documentation is properly completed and promptly received by the sales department.

Open houses- see house rules.

Shareholders are encouraged to permit sufficient time in planning a resale in order to comply with the foregoing requirements. Any attempt to consummate a transfer without first obtaining the Board's consent will result in prompt legal action that may include an action to void any purported sale. Any legal fees incurred by the board, in such an event, are charged to the shareholders.

For the security of your apartment and the safety of residents, unoccupied apartments must be kept locked. Realtors are not permitted to place key boxes anywhere in the building.

SECURITY

Building security is a daily, 24 hour operation and requires the complete cooperation of all shareholders, residents, household help and guests.

All residents should make sure that they have a key to the building's front door and that they carry this key with them. Special care should be given to the number of people (such as caregivers, friends, household helpers, etc.) to whom keys to the building are entrusted. Be sure both the front door to the building and inner vestibule door are closed securely after you've passed through, and be certain not to allow unidentified people to follow you into the building. Residents are asked to report any malfunctioning entrance door or gate to the Superintendent.

Shareholders and residents should carefully identify all visitors before buzzing anyone into the building. Entry to the building involves buzzing visitors through the inner vestibule door. Please be sure to inform your children and household help of this. Delivery persons who buzz your apartment should be instructed by you to meet you at the designated side entrance to bring deliveries into the building.

Under no circumstances should any delivery persons be given keys to the building.

All doors (front and side) must be locked at all times. If you are coming into or going out of the building, do not hold the door for or admit anyone you do not know.

SMOKE/CARBON MONOXIDE DETECTORS

Smoke/carbon monoxide detectors are required by law in all apartments. Repair and maintenance of the smoke/carbon monoxide detectors in each Unit is the responsibility of each shareholder or occupant. An intermittent beeping sound from the detector indicates that the battery should be replaced. It is recommended that when the clocks are changed in the spring and fall the battery in your smoke/carbon monoxide detector be changed.

STORAGE

Storage lockers are installed on the ground floor of the building for rental by individual residents of the building. A total of nine lockers are currently installed. All rentals of lockers are managed by Bargold which is the vendor. Storage lockers may not be transferred with the sale of an apartment. Shareholders interested in renting a storage locker should contact Bargold for information: 718-247-7000.

All items must be store inside the bins. Items outside the bins or on top of the bins will be discarded. Residents interested in renting a storage bin should contact Bargold.

Only non-flammable and non-hazardous materials may be stored. Paper products, paints, oils or similar products may not be stored under any circumstances.

The Cooperative expressly disclaims any liability for storage of any item of personal property in the building. The storage of any item in the storage area, or the entrusting of any personal property to any employee, contractor or agent of the Cooperative is strictly at the risk of the shareholder and/or resident.

The Building is no responsible for any loss or damage to your storage bins or items stored in bins.

SUBLEASES

Shareholders who wish to sublease their apartments must first obtain the Board's written permission. The current policy of the Board of Directors is as follows:

- 1) After completing two years of ownership, subleasing is allowed for a period of one year if Board approval is granted. All subtenants must complete a sublet application and be interviewed by the Board of Directors.
- 2) An additional period of subleasing will be considered on a case-by-case basis, but at no time will there be more than 5 sublets in the building at one time.
- 3) While subleasing, the shareholder remains responsible for payment of maintenance and for their subtenant's compliance with the Cooperative's rules and regulations.
- 4) Subleases will only be considered for approval for a one-year term at a time. The sublease may be renewed for a subsequent year, not to exceed two years in total, at the discretion of the Board of Directors.

Sublet fees, payable to **3636 Greystone Owner's Inc.** are: One month's maintenance or \$600 whichever is greater per year, paid in full at the commencement of the sublet.

Shareholders are encouraged to permit sufficient time in planning a sublease in order to comply

with the Board's requirements. One of the required documents that usually takes time to obtain is the written consent of your lender (if you have a Co-op loan). Any attempt to consummate a sublease without first obtaining the Board's consent will result in prompt legal action that may include an action to void your sublease and cancel your shares and proprietary lease. Any legal fees incurred by the Corporation in such an event are charged to the shareholder.

TELEVISION

The building is wired for cable television services provided by Cablevision. Any resident interested in arranging additional premium services, hookup, or repair should contact Cablevision directly for information or service. Shareholders and residents are expressly prohibited from installing television, radio or other aeriels, or satellite dishes, on the roof, fire escapes or exterior façade of the building.

WATER BEDS

Due to the potential for structural and water damage, the installation and use of waterbeds in apartments is not permitted by the Board of Directors.

WINDOW GUARDS

The NYC Health Code requires that window guards be installed by the Cooperative on all windows in apartments where children under the age of 11 reside or visit on a frequent basis. Annual notices are sent to all residents in January of each year.

The cost for each window guard installation is \$10.00 which will be charged to the shareholder. All shareholders who sublease their apartments are urged to contact their tenants to determine whether the apartment is subject to this requirement.

The installation of window guards where children under the age of 11 reside or visit is required by law and is not optional and the Board of Directors may take legal action to enforce this law if necessary. For further information or assistance, please contact the Superintendent.

This manual is provided solely as an accommodation to all shareholders and residents of 3636 Greystone Owners Inc. It is not intended to replace, amend or modify the Cooperative's proprietary lease, by-laws or House Rules. In the event of any inconsistency between this Manual and the Cooperative's proprietary lease, by-laws or House Rules, the terms and content of the proprietary lease, by-laws or House Rules shall govern.

Appendix

Superintendent Repairs:

Routine Maintenance:

- Replace window balances – except for large windows Install smoke alarms/carbon monoxide detectors Replace doorknobs (if not working)
- Repair caulking/grouting (less than 3 square feet)
- Repair of plastering/priming (less than 1 square foot)
- Snake drains
- Repair flush-o-meter (charge back)
- Replace washers
- Replace radiator air valves
- Replace outlets and switches (if not working)
- Replace doorbells (if not working)

Contract Jobs – Charged back @ \$60/hour + cost of materials:

- Replace flush-o-meters
- Replace speedy connectors
- Replace faucets
- Replace toilet seats
- Replace light fixtures
- Replace secondary locks
- Connect appliances
- Plastering/priming/painting (more than ½ hour) 4 sq. feet
- Replace under-sink waste piping

Personal services – Arrangements for payment are between the resident and the Superintendent:

- Install shades/blinds
- Replacing ceiling light bulbs
- Moving/retrieving large items

HOUSE RULES

The following is an update of the House Rules prepared by the Board of Directors of the 3636 Greystone Owners Inc. For the purpose of this document, the Lessor is defined as the 3636 Greystone Owners Inc. and the Lessee is defined as a shareholder in the Corp. In the event a shareholder subleases to a tenant, the Lessee is responsible for adherence to these House Rules by their tenants.

1. The public halls, elevators, and stairways of the building may not be obstructed, decorated or used for any purpose other than entering or exiting from the apartments in the building. The fire escapes and outer windowsills cannot be obstructed in any way.
2. Residents and their guests may not play in the public halls, courtyards, stairways, fire escapes, elevators or parking lots. If damage is caused by a resident or guest the repair will be the responsibility of the resident.
3. No one is permitted on the roof.
4. No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves as a means of entering or exiting; in the event of disagreement among such Lessees, the Board of Directors shall decide.
5. No lessee shall make or permit any disturbing noises in the building or do or permit anything to be done, which will interfere with the rights, comfort or convenience of other Lessees or tenants at any time. During all hours, consideration of neighbors must always be a guide for maintaining reasonable noise levels. Construction or repair work or other installation involving noise shall be conducted in an apartment only between the hours of 9:00 A.M. and 5:00 P.M. No Lessee or tenant shall play or permit the playing of any musical instrument, radio, television, phonograph, tape or CD player, etc. between 10:00 P.M. and 8:00 A.M. if it disturbs or annoys other occupants of the building.
6. No article shall be placed in the halls or on the staircase landings. No items including, but not limited to, awnings, window air conditioning units (except where noted below), ventilators, or antennas are permitted which project outside a window or are attached to the exterior of the building. Window units, if approved, are to be installed in a safe and secure manner in accordance with Local Law 11.
7. No sign, notice, advertisement or illumination may be installed on or at any window, door or common area of the building, without the written approval of the managing agent, except approved fire department decals.
8. No bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.
9. Messengers and trades people shall use such means of entering and existing as shall be designated by the Lessor.

10. Garbage and refuse shall be disposed of only at such times and in such a manner as the Superintendent or Managing Agent of the building may direct. All occupants must sort and properly dispose of all materials required to be recycled in the recycle room in accordance with the posted requirements.
11. The following rules must be observed regarding the compactor refuse chute rooms on each floor:
 - a. All garbage must be securely wrapped or bagged so it does not leak and will fit easily in the chute.
 - b. No garbage of any kind may be left in these rooms.
 - c. Materials such as aerosol cans, bottles, wire hangers, clothing, vacuum bags, paint cans and combustibles of any kind may block the chute or adversely affect the compactors. These materials must be brought down to the recycle for disposal.
12. Toilets and other plumbing in the building shall not be used for any purpose other than those for which they were constructed. The cost of repairing any damage from misuse shall be the responsibility of the Lessee in whose apartment the item is installed.
13. Work request forms for work within an apartment must be submitted to the Superintendent. Forms are to be deposited in the boxes on the Superintendent's door. Forms can be requested from the Superintendent. A Lessee may not request any Coop employee to perform any private tasks during their regular work hours.
14. Pets are permitted in the building in accordance with the Coop Pet Policy and Agreement which requires a written request subject to the approval of the Coop Board, compliance with the pet guidelines and the annual submission of a registration form to the managing agent by May 31st of each year.
15. No radio or television aerial or satellite dish shall be attached to or hung from the exterior of the Building without the prior written approval of the Lessor or managing agent.
16. Vehicles belonging to a Lessee, family member or guest, subtenant or employee of a Lessee may not park in a manner, which impedes or prevents ready access to the Building's parking lots or parking space.
17. The Lessee must abide by the requirements of parking rental agreements. Requests for parking spaces must be made through the managing agent. Illegally parked cars will be towed at the owner's expense.
18. The Lessee shall use the available building laundry facilities only during such hours as designated by the managing agent. Laundry facility users must exercise good housekeeping practices and clean up after themselves.
19. The Lessor shall have the right to curtail or relocate any space devoted to storage or laundry purposes.
20. The floors of each apartment must be covered with rugs or carpeting to effectively reduce noise transfer. At least 80% of the floor of each room is to be covered with the exception of kitchens, bathrooms and closets.

21. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the management agent.
22. 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 managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right to enter the apartment for that purpose and to charge the cost for such cleaning to the Lessee.
23. Complaints regarding the service of the Building shall be made in writing to the managing agent.
24. Any consent or approval given under these House Rules shall be revocable by the Lessor at any time.
25. Lessee will abide by all arrangements made by the Lessor with regard to the garage and the driveways thereto.
26. The Lessee must request in writing an approval from the managing agent prior to performing any interior renovation to any apartment such as painting, electrical and plumbing work, construction or demolition of walls, replacement of kitchen and bathroom facilities or cabinets. Licensed tradesmen must perform plumbing and electrical work. Appropriate licenses, insurance and bonding must be submitted to managing agent before work commences.
27. In the event of a building emergency, the Superintendent and/or managing agent are to be notified as soon as possible.
28. The following must be observed in regard to the moving in or out of the building. The managing agent must be notified by the Lessee, the move scheduled, and a damage deposit of \$500.00 provided which will be returned if no damage is caused. The moving in or out of an apartment is limited between the hours of 9:00 A.M. and 5:00 P.M. on weekdays. In the event that damage in excess of \$500.00 is caused, the entire cost to repair damage to any part of the building resulting from the move shall be the responsibility of the Lessee. The move is limited to the use of the side entrances. Any move taking place outside of the allowed hours will result in the forfeiture of the deposit. All checks or money orders are cashed and reissued by management if there is no breach of these conditions.
29. Window guards are required for units with children under eleven years of age; they are available upon request from the Lessee. You may also request window guards if you do not have children under eleven.
30. The Lessee must provide a working smoke and carbon dioxide in their apartments.
31. All fire escapes must be kept clear at all times, in order to maintain clear emergency access. Any fines given to the corporation by any government agency will be the resident's responsibility to pay.
32. Outdoor barbecuing is not permitted.
33. The agents 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 inspect for damages to adjoining apartments or 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. If the lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.

34. When selling an apartment, no apartment numbers may appear in advertising and no signs are to be posted anywhere around the building. Two (2) agents must be present during an open house. The first agent will meet prospective purchasers at a location outside the building. That agent will escort the prospects through the building, to the apartment and out of the building. The second agent will be in the apartment with the purchasers. No prospective purchaser will be permitted to wander through the building unless escorted by a real estate sales person. The Management and/or Board of Directors may ban any sales person who breaks these rules from holding future open houses in the building.

These rules may be amended or modified from time to time by the Board of Directors

PET POLICY
3636 GREYSTONE OWNERS, INC.

The purpose of this Pet Policy is to set forth the terms and conditions pursuant to which residents of 3636 Greystone Avenue may maintain house pets in their apartments.

It is noted that the harboring of a pet in an apartment is a privilege, not a right, which may be revoked by the Board of Directors if a resident does not responsibly maintain his or her pet(s) or if the pet(s) constitutes a nuisance and/or fails and/or refuses to act in compliance with or adherence to the Pet Policy.

The rules set within this policy must be followed by all residents of the building.

PET POLICY: The undersigned Shareholder(s) hereby agrees to abide by, comply with and adhere to the Pet Policy, as set forth herein and/or as enacted by the 3636 Greystone Owners Inc. ("Corporation"), and revised from time to time, concerning the conduct, behavior and actions of the pet, in conjunction with the harboring, occupancy, visitation, and/or maintenance of a pet at the property of the Corporation. All the references to the Shareholder shall include the Shareholder and/or its tenants, permitted lessees, members of his/her immediate family (i.e.), guests, visitors, invitees and licensees. All the provisions set forth herein or below shall be collectively referred to as the "Pet Policy." The Shareholder further agrees that the pet shall be specifically prohibited from violating the Pet Policy or otherwise disobeying, misbehaving or acting in an objectionable or improper manner or causing any undue disturbance, excessive noise, continuous **barking** or otherwise constituting a nuisance. Moreover, the pet shall be required to fully observe, behave and obey, as well as act in conformance with, compliance of and adherence to the Pet Policy and Rules and Regulations. In accordance with the foregoing, the Shareholder acknowledges that such conduct shall constitute a violation of the Pet Policy, as well as a material breach and substantial default under the Proprietary Lease.

RULES AND REGULATIONS: Additionally, the Shareholder and pet owner shall be required to obtain in each instance, the prior written consent and approval of the Corporation for the harboring of any and all pets. No pet shall be permitted or allowed to defecate, urinate, or otherwise relieve itself on the property of the Corporation, and the Shareholder must maintain and clean up after the pet, as necessary and/or required by the Corporation.

1. General Rules

- a. No animals barred by Federal, New York State, or New York City law will be permitted in the building. No large (over nine inches) or dangerous snakes will be permitted. No animals normally considered a farm animal will be permitted.
- b. No animals other than service animals are permitted in the laundry room or in the back garden.
- c. All pets must be registered with the Board of Directors through Stillman Management Realty Corp.. A registration form is included in this package. Extra forms can be obtained by calling or writing to Stillman Management Realty Corp.. Failure to comply may result in legal action.
- d. The feeding of stray animals or birds anywhere on the building's property including the fire escapes and parking lots is strictly prohibited.
- e. Any animal normally kept in a cage or in a tank that escapes from a resident's apartment, may be banned and/or removed by the proper authorities at the discretion of the Board of Directors.
- f. **All Shareholders or Residents who become residents or the Corporation after the enactment of the Pet Policy must comply by their closing date or signing of their Lease. If compliance is not met there will be no transfer of stock or lease signing until all conditions are met.**

2. Rules Pertaining to Dogs

- a. All dogs must be interviewed and approved by the board of directors.
- b. Two dogs are permitted per apartment. Where apartments have been combined they will be viewed as one apartment and the limit is still two dogs.
- c. Dogs that are bred for fighting or Pit bulls are not permitted.
- d. Dog size is limited to 40lbs. for full grown animals.
- e. All dogs must have current government vaccinations and license.
- f. Any dog that bites any person, regardless of the reason, must be permanently removed from the building within 24 hours or legal action will be taken. No exceptions.
- g. No dog(s) may be left unattended for more than 12 hours in an apartment.
- h. All dog(s) must be leashed, caged, or held when entering or exiting the building. This includes all areas of the building's property or sidewalks.
- i. There will be no tolerance of excessive barking. Excessive barking is defined as a dog that barks continuously for five (5) minutes at least twice a day. This includes when attended or unattended. Two written or email complaints within a five (5) day period covering two different dates will result in the offending dog(s) being banned from the building. Legal action will be taken if the shareholder/resident does not comply with written notification of ban.
- j. All dog owners must keep their dog(s) odor free and avoid leaving clumps of hair in public areas of the building. Owners will be required to have their dog(s) professionally groomed if there are more than two verified written or email complaints within a ten (10) day period.
- k. During inclement weather or when the ground is muddy, dogs must be dried and feet cleaned at the side entrance floor mat before walking into the building or entering the elevator. A charge of \$100 dollars will be imposed for each verified incident to cover cleanup costs.

- l. Owner must immediately clean up after their dog(s) if they have an accident in the building or on the sidewalk. A charge of \$100 dollars will be imposed for each verified incident to cover cleanup costs.
- m. Guests with dogs are subject to the same rules. Apartment owners will be held responsible for guest's dogs.
- n. Dogs are not permitted in the lobby.
- o. Owners may pass through the backyard with their dogs to go to Waldo Avenue. Other than for this reason, dogs are not permitted in the backyard.

3. Rules Pertaining to Cats

- a. No cat(s) may be left unattended for more than 48 hours in an apartment.
- b. Two cats are permitted per apartment. Where apartments have been combined they will be viewed as one apartment and the limit is still two cats.
- c. All cat(s) must be leashed, caged, or held when entering or exiting the building.
- d. Owner must immediately clean up after their cat(s) if they have an accident in the building or on the sidewalk. A charge of \$100 dollars will be imposed for each verified incident to cover cleanup costs.
- e. All litter boxes must be kept clean so no odors permeate to the hallway. If there are more than two (2) complaints in a one week period of time covering two (2) different legal actions can be taken after written notification.
- f. Cats are not permitted in the lobby.

3. Service Animals

- a. Service animals that assist, support or provide to persons with disabilities are permitted as required pursuant to any applicable law. The resident is responsible for producing appropriate documentation evidencing the necessity for such an animal.
- b. The owner must provide proof that the animal has been specifically trained and certified to be a service animal.
- c. The animal must have all appropriate and current vaccinations.
- d. New shareholders/residents must submit all documentation at apartment closing. The transfer of stock will not take place until such proof is provided.
- e. Service animals must comply with policy.

APPLICABILITY - REGISTRATION: The Pet Policy shall be applicable to all Shareholders, pet owners, members of their immediate family, their subtenants, guests, invitees and licensees, who shall be required to register the pet with the Corporation, as set forth in the Pet Registration Form.

RESPONSIBILITY - REGISTRATION: The Shareholder shall be jointly and severally responsible and liable for any and all damages, costs and expenses, including reasonable legal fees, incurred by the Corporation, or as a result of any personal injuries to others or property damage caused to the Corporation and others, due to the conduct, behavior and/or actions of the pet.

INDEMNIFICATION: The Shareholder shall save, hold harmless, indemnify and defend the Corporation for any and all claims as set forth hereinabove or arising from, in connection with, or relative to the harboring, occupancy, visitation, conduct, behavior, actions and/or maintenance of a pet.

The failure and/or refusal to comply with the terms and provisions of this Pet Policy and/or remit any other charges due to the Corporation, as set forth hereinabove, by the Shareholder, shall constitute a material breach and a substantial default of the obligations of the Shareholder pursuant to the Proprietary Lease and may result in the suspension, curtailment, termination, revocation and/or forfeiture of the privilege or license to harbor a pet. Moreover, the Corporation reserves the right to revoke, ban, enjoin and permanently prohibit the harboring of any pet, based upon a violation, default or breach of the Pet Policy, as determined by the Corporation, in its sole discretion.

BINDING AGREEMENT: The Shareholder acknowledges and agrees, for good and valuable consideration, receipt and consideration which is hereby acknowledged, based upon the Corporation granting permission for the harboring of the pet, that the Pet Policy is fair and reasonable, and is a valid, and enforceable obligation of the Shareholder.

I understand and agree to the above terms in order for my pet to reside in the building.

Name & apartment #

Date

**3636 GREYSTONE OWNERS, INC.
PET REGISTRATION APPLICATION**

All applications must include:

- photograph of proposed pet, and
- vaccination schedule provided by veterinarian.

APT: _____ DATE: _____

Resident Name	
Shareholder Name	
Primary Contact Number, Resident	
Primary Contact Number, Shareholder	
Alternate Contact Number, Shareholder	
Pet Name	
Breed	
Pet Weight	
Pet Color	
Remarks, if any	

APPROVED: _____

DATE: _____

TO: All Shareholders, 3636 Greystone Owners, Inc.
3636 Greystone Avenue
DATE: February 17, 2011
RE: Extermination Procedure, Move-In/Out

We are pleased to report that our building is **bedbug-free** at this time. To prevent bedbugs from traveling into the building during changes in occupancy, we have implemented the following procedure, effective immediately. This policy is now included in the Resale and Sublet applications.

RESALES

- After moving out but prior to closing, the seller will schedule at the seller's expense a bedbug inspection of the apartment by the building's exterminator. A copy of the inspection report must be provided to the Managing Agent prior to closing.
- Within ten days of moving into the apartment, the buyer will schedule at the buyer's expense a bedbug inspection of the apartment by the building's exterminator. A copy of the inspection report must be provided to the Managing Agent.
- Inspection fees not paid in full prior to the closing will be collected at the close. Extermination costs not paid in full prior to the closing, will also be collected at the time of closing.

SUBLETS

- After moving out but prior to the sub-lessee moving in, the shareholder will schedule at the shareholder's expense a bedbug inspection of the apartment by the building's exterminator. A copy of the inspection report must be provided to the Managing Agent prior to the sub-lessee moving into the apartment.
- Within ten days of moving into the apartment, the sub-lessee will schedule at the sub-lessee's expense a bedbug inspection of the apartment by the building's exterminator. A copy of the inspection report must be provided to the Managing Agent.

- All inspection costs must be paid in full as a condition of sublet. Extermination costs will be billed to the shareholder of record as they are incurred.

GENERAL

- If the building's exterminator confirms bedbugs in the apartment, the shareholder of record at the time the bedbugs are detected has the financial responsibility for their extermination.
- To ensure quality control no exterminator other than the building's approved exterminator will be used to inspect and treat for bedbugs for the purposes of this policy.

If you have any questions on this topic or any other matter related to the building's administration please do not hesitate to contact me with a phone call to 718-796-5022, extension 211.

Thank you.

By: _____
Arthur Meltser, Property Manager

Smoking Policy

3636 Greystone Owners, Inc.

ADOPTED AS OF: March 20, 2018

Purpose: The Board of Directors of 3636 Greystone Owners, Inc. (the "Corporation") hereby adopts the policy below with respect to smoking in and around the building and property owned by the Corporation with an address at 3636 Greystone Avenue, Riverdale, New York.

For the purposes of this policy:

1. The term "smoking" includes, but is not limited to, inhaling, exhaling, burning, carrying or creating any smoke from any lighted cigar, cigarette, pipe, or any form of lighted object or device, including E-cigarettes (vaping) or any other electronic cigarette or device or any other lighted tobacco, plant product or synthetic product intended for inhalation or any other items or materials that may be smoked, whether such substance is a legal substance or an illegal substance.

2. The term "Common Areas" means the entire property owned by the Corporation, except for the individual apartments, but including, without limitation, all areas of the lobby, recreation or multi-purpose rooms, hallways, laundry rooms, stairs and staircases, elevators, terraces or balconies appurtenant to apartments (except if any such terrace or balcony is incorporated into the apartment as an interior space), roof areas, fire escapes, fitness and exercise rooms, children's playrooms, playgrounds, sidewalks adjacent to the Corporation's building and property, any garage or parking areas (whether indoor or outdoor) owned by the Corporation, rear yard areas and grass, landscaped and garden areas on and around the Corporation's property.

The Smoking Policy:

A. Smoking is prohibited in all Common Areas within the interior of the Corporation's building and on the Corporation's property outside the Building, and as required by all applicable laws. No shareholder or occupant of the building shall smoke, or permit smoking by any occupant, agent, tenant, business invitee, guest, friend or family member in any Common Areas whatsoever nor shall smoking be permitted in any manner outside of the window frame of any window. It is noted that any such smoking in Common Areas, is also a violation of applicable New York Law.

B. Smoking of a legal substance within an apartment is permitted,

although discouraged as a policy matter. Any smoking in an apartment is subject to the prohibitions and restrictions contained in the Corporation's Proprietary Lease and House Rules which restrict shareholders from causing or permitting unreasonable odors from emanating from their apartments and or from causing or creating or permitting a nuisance to other Corporation residents of the building.

C. All shareholders are required by law to provide to prospective buyers or subtenants of their apartments with a copy of this Smoking Policy and a copy must be annexed to any contract of sale or sublease of an apartment.

D. The Board of Directors has and maintains the authority and power to enact rules and regulations which it deems necessary to enforce this Smoking Policy, in accordance with the applicable provisions of the Proprietary Lease and House Rules.