

RULES & REGULATIONS

PARK VIEW COOPERATIVES, INC.

53 PROSPECT STREET

STAMFORD, CONNECTICUT 06901

TABLE OF CONTENTS

	PAGE
Purpose and Scope	2
Security	3
Building Interior	4-5
Building Exterior	6
Compactor Rooms	7-8
Parking Areas	9
Moving In/Out of Building	10-11
Sell, Rent, or Lease	12
Management	13-14
Fire/Blackout	15-16
Smoke Detectors	17

PURPOSE AND SCOPE

The following Rules and Regulations have been adopted by the Board of Directors in order to maintain high standards and pleasant living conditions for all shareholders, residents, and guests. The Board of Directors urges all shareholders and residents to read and comply with these Rules and Regulations, as the operation of Park View Cooperatives, Inc. will be effective only to the extent such Rules and Regulations are observed. The managing agent has been instructed by the Board of Directors to enforce these Rules and Regulations.

Please advise your guests and others of these Rules and Regulations in order to avoid any possible embarrassment or misunderstanding.

SECURITY

Security in the building depends on each shareholder. Management will execute every effort to maintain security at all times, but to accomplish this the full cooperation of all shareholders is necessary.

1. Great care should be taken to insure that all outside doors are closed and locked.
2. Apartment doors should be secured at all times, whether occupied or not.
3. Locks on exterior apartment doors may not be changed or added. You must have Management change the locks (at your expense.).
4. A shareholder leaving for an extended period should notify Management and make arrangements for access to apartment with a neighbor and/or Management.
Newspapers or other deliveries should not be made during an extended period of absence unless arrangements are made for their pick up.

BUILDING INTERIORS

1. Hallways

- A. No article of any sort shall be allowed to remain in the hallways at any time, including, but not limited to, decorations, furnishings, carts, bottles, boxes, plants, doormats or bicycles.

2. Laundry Room

- A. Laundry room machines may be used only between the hours of 8:00 AM and 10:00 PM.
- B. Any laundry powder or other material, which is spilled in any common area, must be cleaned up immediately. The use of liquid detergent is strongly recommended in order to prevent pipes from clogging.
- C. After use, all lint must be removed from the dryer lint screens.
- D. The use of the washers and dryers is limited to two (2) washers and/or two dryers per resident at any one time.

3. Pets

- A. Except for blind persons requiring the aid of a dog, no dogs shall be permitted in the building at any time, and no dogs may be brought in by guests.
- B. Cats are permitted in the building but may not roam freely in any area other than within the premises of a unit.

BUILDING INTERIORS - (continued)

4. Smoking is not permitted in elevators
5. Combustible materials may not be placed in storage rooms.
6. Written approval by the Board of Directors must be obtained before commencing any work in an apartment requiring major structural, plumbing or wiring changes.
7. Shareholders, tenants or their employees will not perform any construction, work, improvements or alterations that may disturb others before 8:00 a.m. or after 6:00 p.m. Monday through Saturday and at no time on Sunday. There will be a \$175 fine per day imposed for violation of this rule.
8. Apartments will be used only as residences, and will not serve as business or commercial offices.
9. Any personal work performed by association employees for shareholders may not be performed during regular working hours. Any such personal work shall be arranged by prior agreement between shareholder and Park View employee.
10. The lobby and halls are not to be used as recreational areas.

BUILDING EXTERIORS

1. No sign, advertisement or notice shall be exhibited, painted, or affixed in or upon any part of the cooperative property without the written approval of the Board of Directors.
2. The front lawn and front entrance may not be used as a playground for children.
3. No ball playing is allowed against walls of building.
4. No CB equipment and/or exterior antenna are allowed without the written consent of the Board of Directors.
5. The roof may not be used as a recreational area.

COMPACTOR ROOMS

1. All food waste, and/or diapers, etc., must be placed in apartment compactor bags and wrapped in plastic and securely tied before being placed in the compactor chute. Under no circumstances are bags to be left on the floor of the compactor room.
2. Rinsed bottles should be placed in the bottle container in each compactor room.
3. Compactor bags should not be tightly filled, as they will not go through the chute door. **It is advisable to fill them only two-thirds (2/3) of capacity.**
4. Newspapers and magazines are to be neatly stacked in the compactor room and placed away from chute.
5. To avoid clogging chute do not force anything through chute door.
6. The following items may not be placed in chute: **CLOTHING, WOOD, METAL, WIRE HANGERS, EXPLOSIVE MATERIALS, BUNDLED PAPERS, AND HEAVY OR LARGE CARTONS.** These block the chute and cause serious problems.

COMPACTOR ROOMS - (continued)

7. The movers or delivery men are to take all empty boxes with them when they leave the property. They should not be left in the compactor room or on the property.

8. All excess materials after alterations or improvements in any apartment, or the debris resulting from such work, will be removed from the building by the shareholder without damage to the property or creating problems for the maintenance crew.

9. Compactor room should not be littered by any one resident with old carpeting, padding or trash, which makes access to the room difficult for all shareholders. Such materials must be disposed of by the resident.

PARKING AREAS

- 1. No parking is permitted in driving lanes.**
2. Bicycles are stored at owners' risk. Bicycles may only be stored in shareholder's storage space.
3. Car washing is prohibited.
- 4. No overnight parking is permitted in the driveway.**
5. If an unauthorized vehicle is parked in the driveway, resident shall notify Management who will take appropriate action.

**MOVING IN/OUT OF BUILDING
MAJOR DELIVERIES**

1. The only hours when any move or major delivery such as box springs, mattresses or furniture shall be permitted between 8:00 a.m. to 5:00 p.m. Monday through Saturday. In no event shall any move or major delivery begin after 3:00 p.m. No moves or major deliveries shall occur on Sundays or holidays. A fine of \$175 will be assessed for violation of this regulation.

2. A shareholder will be fined \$100.00 for move-in or move-out that occurs during unauthorized hours.

3. All furniture and other possessions shall only be moved through the service entrance (side door), not any other door, including the front lobby.

4. The shareholder or his lessee is responsible to ensure that movers have securely closed all doors leading to the building after the move is completed.

5. Damages to the elevator, hallways, or garages incurred during the move, will be charged to the shareholder.

MOVING IN/OUT OF BUILDING — (continued)
MAJOR DELIVERIES

6. Cartons used for moving purposes cannot be left in the compactor rooms where they may impede access to the facilities. The shareholder, or lessee, is responsible for their removal.

7. A shareholder will be fined \$500.00 if a tenant moves into a unit before he/she has been approved by the Admissions Committee.

If compliance with the above rules is not observed, the Management of Park View reserves the right to refuse the use of elevator for the purpose of moving.

SELL, RENT OR LEASE

1. The Board of Directors of Park View requires ten (10) days prior notice, in writing, of the terms of a bona fide sale or lease, together with the name and address of the prospective Purchaser or Lessee and any other data required by the Board of Directors.
2. The Board of Directors shall either approve or reject in writing with a ten (10) day period after the applicant has met with the Admissions Committee. Failure to act within the (10) days shall constitute approval.
3. The shareholder may sublease the apartment. No other subleasing shall be permitted.
4. The form of Lease shall be approved by Park View.
5. All leases shall be submitted to the managing agent. A shareholder will be fined \$300.00 if he/she does not submit a copy of the lease within sixty (60) days of his/her tenant's meeting with the Admissions Committee.

MANAGEMENT

These regulations have been established and adopted to maintain standards and pleasant living conditions for all Park View residents and their guests. The Manager operates within the policies and guidelines established by the Board of Directors.

1. The manager supervises all employees, and administers the maintenance of building and grounds.
2. Any criticism of employees work or conduct should be reported to the management.
3. Shareholders should report violation of rules to the management, who in turn will notify violating shareholder and, if necessary, the Board of Directors.
4. Shareholders should refrain from giving instructions to building employees, suggestions for betterment or improvement of the facilities should be referred to Management or Board of Directors, preferably in writing.
5. Shareholders must furnish a current copy of the Park View Rules to lessee prior to lessee's occupancy. Shareholders must also furnish a \$300.00 deposit per unit in the event the unit is rented. This is to cover costs of damage to any of the common area.

MANAGEMENT — (continued)

6. Furniture owned by the Cooperative is not to be borrowed for use in private apartments.
7. There is a procedure for instituting fines that will be used by the Board of Directors. If someone is breaking a rule it must be put in writing to Management. At this point a written warning will be sent out. If the problem persists another letter must be sent to Management and after the second warning a fine will be imposed. Please try to make the letter as specific as possible; i.e., violation, person causing violation, date and location of violation. Please be assured that this is confidential information.

FIRE/BLACKOUT

1. In case of fire, you should take the keys to your unit and head for the nearest fire exit. BUT before opening the door to the unit, feel it to determine if it is warm, and if it is warm, DO NOT open the door. If it is not warm, open the door slowly and proceed to the nearest fire exit (crawling if you encounter smoke.) Go back into the unit if you encounter smoke coming up the stairwell; otherwise, proceed down the stairwell to the outside.

2. If the door is war, stay in your apartment, and open a window for ventilation. If you are above the second story, call for help and hang a sheet outside the window to let fire fighters know you are there. Fill your tub with water, west sheets and towels, and place them around doors and cracks to keep smoke from seeping in.

3. Anyone having difficulty in walking **should** notify the Fire Department of his location in the building.

4. It is recommended that each resident purchase an all—purpose home fire extinguisher, which should be kept in a handy place near the kitchen.

5. It is also recommended that each resident purchase a flashlight and battery-operated clock/radio. The flashlight, as well as the Fire Department’s phone number, should be kept near the telephone.

SMOKE DETECTORS

1. One smoke detector per unit will be supplied by the Association. Detectors should be checked and batteries replaced as needed.

The Board of Directors of Park View is concerned with the use of kerosene heaters in the building. In a high-rise building such as ours, there are problems of storage of the kerosene, ventilation and the disposal of the empty containers. So, because of the safety factor involved, we are including in our Rules and Regulations that no kerosene heaters are allowed.

PARK VIEW COOPERATIVES

FINE SCHEDULE

- Moving into the building without going through admissions procedures. **\$500.00**
- Moving in or out of the building outside of authorized hours **\$100.00**
- Moving in or out through front door at any time **\$250.00**
- Allow a dog in the building except as an Aid Dog - Warning First, then a fine of **\$50.00.**
- Disturbing The Peace - Warning first, then a fine of **\$ 50.00**
- Disturbing the peace with police involvement. First offence **\$100 fine, second \$250, and third or more, \$500 each.**
- Not properly disposing of trash trash down the chute (Just leaving it in the trash closet) - Warning First Then Fine of **\$25.00.**
- Not using recycling bins (Not observing recycling rules) - Warning first, then a fine of **\$25.00.**
- Performing construction activities that create noise (Beyond normal working hours 8:00 AM-5:00 PM or at any time on Sunday) Warning first and then a fine of **\$250.00.**
- Use of common area electric outlets - Warning first then a fine of **\$50.00.**
- Blocking driveway during moves or deliveries - Warning First, then a fine of **\$100.**