

# St. George Tower and Grill Owners Corporation

## HOUSE RULES & Terrace Guidelines

The St. George is a large co-op with 275 apartments. Our House Rules are based upon the Proprietary Lease, and are designed for the benefit, safety and comfort of all shareholders and residents and to promote the continued value, safety and well-being of our building. Many of the House Rules are based on common sense and courtesy, others are based on features that are specific to our building or have been developed in response to problems that have cropped up in the past. Please read these rules carefully, and keep them for future reference.

### **Emergencies**

In an emergency, call the front desk at 718-855-2391.

If you call for an ambulance, be sure to notify the front desk in order to minimize delay when it arrives.

**IN CASE OF A FIRE, CALL 911 FIRST**, then notify the front desk.

## **Air Conditioners**

No window air conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved in writing by the board of directors or the On-Site Management Executive, nor shall anything be projected out of any window of the building without similar approval. Most apartments have through-wall air conditioning units; the co-op strongly discourages the use of window air conditioning units. Any window air conditioning units that are used must comply with all applicable local laws, including the use of appropriate brackets to support the unit.

Due to both a lack of space for compressors and the potential noise issues that they could create for neighboring shareholders or residents, no new Alteration Agreements containing applications for central air conditioning will be considered by the Building Committee unless unique and mitigating circumstances are present.

**All new air conditioning installations must be inspected and approved by building management.**

## **Alterations and Renovations**

Shareholders are encouraged to renovate their apartments. Construction, repair work or installations that create noise and involve outside workers may be done only on weekdays (not including legal holidays) between 8:30 a.m. and 4:30 p.m. Please refer to the accompanying Alteration Agreement package for the complete rules and deposit requirements governing alterations and renovations. Shareholders who make significant improvements to their apartments should check with their insurance carrier to ensure that they are properly covered for all improvements and betterments that they have made. (*See also* Insurance section.)

All alterations, renovations and construction require the prior approval of the On-Site Management Executive.

## **Bicycle Storage**

*See* Storage Facilities section.

## **Deliveries**

Small packages delivered by mail or courier service and local deliveries (*e.g.*, groceries, dry cleaning) may be signed for by the doorman at the front desk. If there is a delivery for you, it will be logged into the BuildingLink system and noted on the display screen in the mailroom in the upper lobby. Small items, such as notes and Fed Ex letters, are held at the desk. Large items are kept in the package room adjacent to the front desk. (*See also* Package Room section.) Residents are required to sign for all deliveries when they take possession of them. For extra-large items (*e.g.*, appliances, furniture) that need to be delivered directly to your apartment, please notify the On-Site Management Executive and front desk in advance of delivery to make the necessary arrangements. Deliveries may be made only between 9 a.m. and 5 p.m. Monday, Wednesday and Friday (except holidays) and only up until 1:00 p.m. on Thursdays. Deliveries on Saturday and Sunday are not permitted, except in unusual circumstances and only by special permission of the On-Site Management Executive.

## **Entrance Doors**

The co-op installed new vestibule doors in 2015. These are air-assist doors that, once pulled a few inches, will open the rest of the way on their own. They can also be opened automatically by the doorman or by pushing one of the large buttons next to the doors.

Vestibule doors are designed not only to open automatically, but also to close automatically after approximately 5 seconds of being fully open. These are not like some commercial doors that have sensors to detect continuing movement in the space. Please use caution, especially when following someone else through the doors.

When a vestibule door is closing, a gentle pressure in the opposite direction will cause the air-assist feature to reopen it.

**Children should never be allowed to play in or around the vestibule doors.**

## **Extermination**

If you have or suspect that your apartment has bugs of some kind, speak with the On-Site Management Executive. For problems with ants, roaches or similar bugs, put your apartment on the exterminator list at the front desk. The exterminator visits on the second and fourth Wednesdays of every month, unless it is a holiday.

All apartments must be kept free from clutter and debris in order to prevent bugs and other vermin. Should the board determine in its discretion that an apartment creates a risk of bugs or other vermin as a result of clutter or debris, it will require compliance at the shareholder's expense.

## **Fire Safety**

All apartments must be kept free from clutter and debris in order to comply with fire safety standards. Should the board determine in its discretion that an apartment creates a risk of fire as a result of clutter or debris, it will require compliance at the shareholder's expense.

Shareholders are not permitted to disconnect smoke detectors in the apartment.

## **Garbage, Trash, Recycling and Compost**

Garbage: Garbage should be in tightly closed trash bags and pushed firmly down the garbage chute. There is a garbage chute on each floor inside a small closet near the elevators.

**As a courtesy to your neighbors, please push the garbage bags all the way through and down the inner door of the chute.**

Do not carry wet or dripping garbage down the corridors or put wet or dripping garbage into the garbage chute.

Do not put any loose garbage or trash into the chute. ALL garbage must be securely bagged or wrapped. **Do not throw glass or other sharp objects into the chute (it is hazardous to the staff); put them in the recycling bins.**

Do not leave any trash or garbage on the floor of the chute closet. If a bag or item is too big to fit into the chute, put it on the floor next to the service elevator.

Recycling: Recycling bins are next to the service elevator on each floor. New York City is now recycling metal, paper, glass, plastic, batteries, computers, cell phones and all electronic waste. The staff separates the various categories of recycling items. Please do NOT put glass bottles or other glass in the regular trash – it is hazardous to the staff because glass often breaks in the chutes and cuts through the bag. Put paper items (newspapers, magazines, etc.) in the top bin, glass, plastic, metal (aluminum trays, cans, wire hangers, etc.) and other items below.

Be sure to **thoroughly rinse your recyclables** before placing them in the bins. NEVER put dirty or unwashed food containers, unfinished boxes of take-out food or food residue of any kind in the recycling bins. This attracts roaches and other vermin.

Compost: The St. George participates in NYC's curbside composting program. Please participate by depositing food scraps, leaf and garden waste and food soiled paper in the brown bins located in the sub-cellar. Do not compost recyclable materials.

## **Hallways, Stairs, Windows, Walls and Public Spaces**

The public halls/spaces and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the building, and apartments and the fire stairwells shall not be obstructed in any way. Articles are not to be left or stored in the halls, stairways or staircase landings. Bicycles, scooters, baby carriages and similar vehicles are not allowed to stand in the public halls and passageways of the building.

Children should not use the public halls, stairways or elevators as play areas. Bicycles, scooters and roller skates must be carried or walked through the lobby and hallways. Children under twelve years of age are not permitted on the roof unless accompanied by a responsible adult.

Public halls and corridors may not be decorated or furnished without the prior consent of the board of directors and the consent of all shareholders whose apartments the hall or corridor serves as a means of ingress and egress. In the event of a disagreement among shareholders, the board of directors shall decide.

Political petitioning or campaigning, fundraising for causes other than co-op business, distribution of flyers in hallways or under apartment doors, and other non-co-op-related solicitations are not permitted.

Doormats are not allowed as they make it difficult for the staff to vacuum and are a tripping hazard, and thus a potential liability to their owners. Doormats are unnecessary as water and dirt are walked off in the hallways, which the staff cleans twice a week.

Radio or television antennae, satellite dishes and related telecommunication devices must not be attached to or hung from the exterior of the building without the prior written approval of the board of directors. Because we are in a landmark district, very strict rules restrict any external changes or additions that can be seen from the street.

Awnings, signs, notices, advertisements or illuminations also are not allowed to be attached or exposed on windows or other parts of the building, unless approved by the board of directors. Similarly, nothing may be hung from the doors, windows, terraces or balconies or placed upon the exterior window sills of the building.

No awnings, window air conditioning units or ventilators shall be used in or about the building except those that have been expressly approved in writing by the board of directors or the managing agent, nor shall anything be projected out of any window of the building without similar approval. Most apartments have through-wall air conditioning units, and the co-op strongly discourages the use of window air conditioning units. Any window air conditioning units that are installed either seasonally or permanently must comply with all applicable local laws, including the use of appropriate exterior brackets to support the unit. **All Installations must be inspected and approved by building management.**

Smoking is NOT permitted in any public spaces (lobby, hallways, stairs, etc.) or in the elevators. Smoking is prohibited on the shared roof garden.

Access to any roof area (aside from the shared roof garden) is strictly prohibited at all times. From time to time, in compliance with NYC Façade Safety and Inspection Program (FISP), access to the shared roof garden will be strictly prohibited as well. At these times, the doors will have signage clearly indicating that access is prohibited. Violations of this policy shall be deemed trespass and reported to the authorities.

## House Guests

As described in the terms of the Proprietary Lease, only the shareholder(s) or those listed as residents in the original sale/sublet application can live in an apartment at the St. George. Immediate family members can visit and, by prior arrangement with the shareholders, stay temporarily in the apartment, even if the shareholder(s) are away from home.

However, friends, colleagues and relatives other than immediate family members cannot stay in the apartment if the shareholder(s) are not present, even for a day or two, unless special arrangements are made and permission is granted by the board of directors. Similarly, shareholders may not sublet an apartment without permission from the board of directors, and this can only be granted under restricted circumstances (see Sublets section). Finally, under no circumstances are shareholders permitted to have room mates, subtenants or other long-term residents, other than immediate family members or partners, without the permission of the board of directors.

## Insurance

Shareholders are reminded to consult with their insurance carrier regarding coverage limits and exclusions. The co-op **requires** that shareholders maintain the \$1,000,000 minimum liability insurance coverage required by the Sales Application package. Shareholders will be required to provide evidence of insurance on an annual basis. **Non-compliance will be deemed to be the shareholder(s)' consent to release the co-op from any and all liability.**

Although not required, Shareholders should consider carrying umbrella liability insurance above that minimum limit. Shareholders' property coverage should cover contents (*e.g.*, furniture, electronics, clothing, etc.) as well as improvements and betterments. The co-op's insurance covers the common elements of the building, **not** shareholders' units or improvements made thereto. Further, leaks and/or mold that are the responsibility of the shareholder may cause damage to the shareholder's unit as well as adjacent unit(s) and shareholders should carry coverage accordingly. Shareholders should understand their liability and property coverages including seepage into another unit and loss of use/additional living expense while repairs or mold remediation are underway. (*See also* Insurance and Repairs sections.)

## Keys

A copy of your apartment key must be left at the front desk where it can be available for the resident manager or staff in an emergency, such as a leak in your apartment or in a neighboring apartment. The provision of a key for use by management or the resident manager is a requirement of the Proprietary Lease. In the case of an emergency, if a key is not available at the desk a shareholder will be required to pay for any damage and repairs to their door, lock and associated fixtures caused by the need for management, staff or emergency services such as the Fire Department to gain access to the apartment.

## Laundry

Laundry rooms are on floors 5, 8, 11, 14, 17, 20 and 23 located where the hallways turn the corner. Washing machines currently cost \$1.50 for a basic load, and dryers are 35¢ for 15 minutes. The washers and dryers are card-operated using a special debit card or by using the Hercules app. You can add value to your card or buy a new card using machines located in the package room next to the front desk (or online with the app). Baskets are provided within each laundry room and are not to be removed. Please report any malfunctioning machines immediately to the front desk and leave a note on the machine as a courtesy to your neighbors.

## **Lobby**

Political petitioning or campaigning, fundraising for causes other than co-op business or any other non-co-op related solicitations are not permitted in the lobby or other public spaces in the building. Flyers, advertisements, menus and other commercial promotions may not be left in the lobby.

There is an electronic bulletin board in the upper lobby that residents and guests can check for board of directors' and management notices and announcements, as well as weather and transit updates. The bulletin board in the mail area and bulletin boards in each laundry room are available for shareholder notices and announcements. Please do not remove other people's notices.

Strollers, bicycles, scooters, roller skates/blades and skateboards should be taken down the ramp to the lower elevator lobby. If for some reason they must be taken through the upper lobby, they should be carried not walked or ridden in order to protect the carpeting and the woodwork.

Food and/or drinks are not permitted on lobby furniture.

Residents are responsible for not allowing their children or child guests to climb on lobby railings or stand on lobby furniture at any time.

Pets are to remain leashed at all times and at no time are they permitted on lobby furniture. Pet "accidents" must be reported to a staff member immediately for prompt clean-up or proper steam cleaning.

## **Maintenance Payments**

Maintenance payments are due on the first of each month. Bills are prepared and distributed several days in advance by the managing agent, Solstice Residential Group, LLC. Checks must be made out to St. George Tower & Grill and mailed to Solstice in the envelope provided. Maintenance payments must arrive at Solstice by the 15th of each month or a late fee of \$50 will be charged. A fee of \$75 is charged for a check returned by the bank. Checks may not be left at the front desk or with the On-Site Management Executive; building employees cannot be responsible for your payments. An automated debit system (termed "ACH") is also available through Solstice. With this system, maintenance payments are deducted automatically from your designated bank account. Please ask the On-Site Management Executive for an enrollment form.

## **Moving In and Moving Out**

Residents may move in or move out of the building only by prior arrangement with the On-Site Management Executive. There is a fee of \$150 plus a refundable \$500 deposit to cover any damages. Moves may only be arranged for Monday, Wednesday, Thursday (only until 1:00 p.m.) or Friday (excluding holidays) between 9 a.m. and 5 p.m. Only one move per day can be scheduled due to the limitations of our single service elevator. Please arrange your moving date with the On-Site Management Executive.

## **Noise and Related Issues**

Residents and their guests will not make or permit loud or disturbing noises in the building, nor do or permit anything in the building that will interfere with the rights, comfort or convenience of other shareholders and tenants. Residents or guests will not play a musical instrument or use a television, radio, stereo or similar appliance in their apartment between the hours of 11 p.m. and 8 a.m. if this disturbs or annoys other occupants of the building.

The floors of each apartment must be covered with rugs, carpeting or equally effective noise-reducing material to cover at least 80% of the floor area of each room with the exception of kitchens, bathrooms and foyers.

## Package Room

The package room adjacent to the front desk is for temporary storage of packages, dry cleaning, laundry and other deliveries for residents. This room also contains the machines for adding money to laundry cards and some maintenance equipment used by the staff on a day-to-day basis. Please do not use the package room for *ad hoc* storage of car seats, strollers, golf clubs, household items, dry cleaning or other belongings.

Residents are asked to remove their deliveries from the package room within 7 days unless there are extenuating circumstances such as a vacation or business trip. Due to the limited space in the package room and the volume of packages received at certain times (especially during the holidays), building management will have the right to move items that have been in the package room for more than 7 days to a secure location in the building. Residents should be aware that these relocated items may take more time to retrieve.

**The co-op and management are not responsible or liable for any loss or damage to any property stored in the package rooms.**

## Pets

Any animal must be kept on a leash, in a carrying case or cage, or carried in your arms at all times in all public areas of the building (lobby, hallways, elevators, stairs, etc.).

Pets are not permitted on lobby furniture at any time.

Pet “accidents” in hallways, elevators, or the lobby must be reported to a staff member immediately for prompt clean-up or proper steam cleaning. Owners must not allow dogs to relieve themselves outside the front door of the building or on the planters in front of the building on Hicks Street. Please curb your dog.

No individual may walk more than three dogs at any one time within the common areas of this building. Residents employing dog walkers are responsible for informing their dog walkers of this rule. Residents employing dog walkers must give the dog walkers’ names to the front desk.

Pets are not allowed on the roof garden under any circumstances.

Please note that identified service animals (*e.g.*, guide or signal dogs) are not considered pets for accompaniment purposes; service animals are allowed to accompany persons with disabilities in all public areas of the building, including the roof garden.

## Repairs

Shareholders are responsible for all conditions and repairs within their apartments, although building staff will do minor repairs, such as fixing a leaky faucet. All contractors and service companies require a Certificate of Insurance and must be licensed in the State or City of New York. Certificates of Insurance must name the St. George Tower and Grill Owners Corp., and Solstice Residential Group, as agent, and as an additional insured. The coverage shall consist of comprehensive personal liability and property damage insurance each in the amount of \$1,000,000, or such higher amount as specified by the board, PLUS worker's compensation and disability coverage for employees of the contractor and subcontractors. Please request a sample Certificate of Insurance from the On-Site Management Executive.

The co-op is responsible for maintenance and repair of everything inside the building walls and in all public spaces subject to the following. The co-op will repair walls, ceilings and original flooring, and provide one coat of standard paint, for damage caused by what is inside the walls. **Note that shareholders are responsible for maintenance, repair and any damage originating from pipes, wiring and other utility components that exclusively serve their units.** For example, the pipe inside the wall that serves many units is the responsibility of the co-op.

But the pipe connected to the unit is the responsibility of the shareholder. Shareholders are also responsible for replacing or repairing damage to their personal property or to renovated floorings or other renovations, and should have insurance to cover such eventualities. The co-op's insurance does not cover residents' personal property; therefore, shareholders who have made significant improvements to their apartments should check with their insurance carrier to ensure that they are properly covered for all improvements and betterments that they have made. (*See also* Insurance section.)

For minor repairs and to report other problems, please submit a Maintenance Request via BuildingLink. When a Maintenance Request is submitted, the resident manager inspects the reported problem, leaves a note for the resident saying what will be done and assigns someone to fix it, that day if possible. If a problem cannot be fixed right away, or is beyond the responsibilities or abilities of the building staff, the resident manager will so advise the resident and will forward the request to the On-Site Management Executive for follow up.

Other questions and problems may be addressed to our On-Site Management Executive. You may leave a note at the front desk, call 718-802-1976, or email [Manager@StGeorgeTower.com](mailto:Manager@StGeorgeTower.com).

## Roof Garden

The roof garden is one of our greatest assets. It provides stunning views of Manhattan, the East River, New York Harbor, Brooklyn, Queens and New Jersey. It is a wonderful place to relax and to bring visitors.

Please be safety-conscious and courteous when using the roof garden and follow these few important rules:

- Formal parties, private receptions, musical instruments, radios (without earphones) and loud noise are NOT allowed.
- Children must be accompanied by adults while on the roof.
- Skateboards, rollerblades and bicycles are NOT allowed on the roof.
- Pets are NOT allowed on the roof under any circumstances. Please note that service animals are allowed to accompany a person with a disability on the roof.
- Glass items (beer bottles, wine glasses and bottles, etc.) are NOT allowed on the roof. Use plastic cups.
- **NEVER** throw anything off the roof or over the railings.
- Do not leave trash or litter on the roof – take it away with you or put it in the trash can on the roof.
- **Smoking is NOT permitted on the roof.**
- Outdoor grills and cooking of any sort are prohibited on the roof.
- Fresh herbs grown by the Garden Committee are for all to enjoy. (To ensure there is plenty for all, please only take what you need for one meal at a time.)

From time to time in compliance with NYC Façade Safety and Inspection Program (FISP), access to the shared roof garden will be strictly prohibited. Access will be permitted at times of emergency only. At such times, the doors will have signage clearly indicating that access is prohibited. Violations of this policy shall be deemed trespass and reported to the authorities.

## Service Animals

Service animals are not considered pets for purposes of being able to accompany their owners in all public areas of our building. However, we do ask their owners to comply with all other rules regarding pet handling as stated in these House Rules.

Shareholders and/or residents who have service animals should identify them to building management by informing the front desk.

## Smoking Policy – PURSUANT TO NEW YORK CITY LOCAL LAW 147 OF 2017



The term “smoking” and similar terms means inhaling, exhaling, burning or carrying any lighted cigar, pipe, cigarette, e-cigarette or other tobacco or non-tobacco smoking product in any manner or in any form.

No shareholder, or any other person (including, but not limited to, invitees, guests or contractors) occupying or visiting an apartment shall smoke in any common area of the building, including, but not limited to: entrances, elevators, hallways, basement, stairwells, fire stairs, amenity spaces, courtyards, terraces and gardens, and within a radius of 30 feet outside the front, or any other, entrance of the building. **Smoking is no longer permitted on the roof garden.** Each shareholder shall inform all persons that do or will occupy or enter an apartment of this policy and shall be responsible for violations thereof.

No shareholder, or any other person (including, but not limited to, invitees, guests or contractors) occupying or visiting an apartment shall allow smoke or smoke odors to enter upon the hallways or other apartments.

Each shareholder shall inform his/her household staff, co-occupants and guests of this policy.

A shareholder who violates this policy, or whose co-occupant, guest or other invitee violates this policy, shall be deemed to have agreed to indemnify, defend and hold harmless the cooperative from, against and with regard to any loss or damage which the cooperative may incur, or any claim that may be asserted against the cooperative, as a result of such violation of this policy, including, without limitation, the amount of reasonable attorneys’ fees and disbursements incurred by the cooperative in connection therewith.

## **Storage Facilities**

General storage: Storage cages are available in the basement for annual fees of approx. \$30/sq ft (currently \$360 to \$1,440 per cage per year, depending on size), although there may be a waiting list. Please direct inquiries to the On-Site Management Executive. Shareholders may not rent more than one storage cage. A waiting list is available for shareholders wanting to ‘trade-up’ to a larger storage cage as larger cages occasionally become available. Storage cage fees are paid annually and added to a shareholder’s monthly maintenance bill.

Bicycles: Bicycle storage is available in the sub cellar bicycle rooms at an annual charge of \$120 per space per year. You must request a bike sticker from the On-Site Management Executive in order to store your bike(s) in one of these rooms. There may be a waiting list for bike spaces.

**Storage and/or charging of any mobility device with a lithium-ion battery are strictly prohibited in the bicycle rooms or anywhere in the subcellar. The definition of mobility device includes but is not limited to electric bicycles, scooters, skateboards or hoverboards.**

**Items not stored properly within your assigned spaces/cage are subject to removal by the staff.**

**All property kept in the storage rooms and the storage cages is at the sole risk and responsibility of the shareholder or resident. The co-op and management are not responsible or liable for any loss or damage to any property stored in these rooms.**

## Sublets

After shareholders have lived in their apartments for at least two years, the board of directors may allow them to sublet their apartments. The board of directors will consider requests from shareholders for approval to sublease their apartments subject to the following conditions:

1. A shareholder requesting approval must have owned the apartment for at least two years and have resided in the apartment for the twelve months prior to the commencement of the requested sublease term.
2. A shareholder's maintenance payments must be current, and that shareholder's maintenance and other payments must have been paid on time for at least the preceding twelve (12) months.
3. The board of directors will consider a one-year sublease, renewable for up to five years, subject to the board's approval in its discretion. The shareholder must request approval for a renewal at least two months prior to the commencement of the renewal term.
4. The shareholder must pay a non-refundable fee annually to the Corporation at the commencement of the sublease and each subsequent renewal year according to the following schedule:
  - a. First one-year term of the sublease: three (3) months' maintenance;
  - b. Second one-year term of the sublease: four (4) months' maintenance;
  - c. Third one-year term of the sublease: six (6) months' maintenance;
  - d. Fourth one-year term of the sublease: twelve (12) months' maintenance;
  - e. Fifth one-year term of the sublease: twelve (12) months' maintenance.
5. Fees are non-refundable regardless of whether the sublease is terminated before any one year term.
6. The Admissions Committee will screen prospective subtenants as to their financial condition, character, credit history and other such factors as the board deems necessary and advisable in its discretion. The approval of any subtenant will be at the discretion of the board of directors.
7. Both the shareholder and the subtenant must carry and maintain homeowner's or tenant's liability insurance that meets the board of directors' then-current requirements, and must provide the On-Site Management Executive with proof of such insurance prior to occupancy under the sublease.
8. The subtenant must agree in writing to be bound by the House Rules of the St. George Tower and Grill Owners Corp. as then in effect and as they may be amended at any time.
9. A shareholder requesting to sublet an apartment must plan on returning to live in the apartment at the end of the sublet period. A sublet should not be a stop-gap measure while the apartment is offered for sale or a prelude to the sale of the apartment.

## Terraces

NEVER throw anything from a terrace or allow guests to flick cigarette ashes or butts over the railings. Outdoor grills and cooking of any sort are prohibited on terraces or any other open space by order of the NYC Fire Department.

Please see the following section, "Terrace Guidelines" for additional details and guidelines relating to issues such as the size, weight, construction and location of planters and furniture; rules for items that cannot be used or installed on a terrace; general guidelines and an iteration of the responsibilities of unit owners as described in Article 7 of your Proprietary Lease. Note that although certain residents have exclusive use of a terrace which their unit abuts, the terraces themselves are the property of the co-operative. Co-op management, under the direction of the co-op's board of directors, reserves the right to close terraces at its sole discretion when necessary for maintenance of the building or any other cause it deems reasonable.

# St. George Tower and Grill Owners Corporation

## Terrace Guidelines

### Plants and Planters:

Height restrictions:

- Plants adjacent to the building must be no taller than 6'-0" OR below the bottom of the projecting windowsill from the floor above if that is less than 6'-0".
- All other plants must be no taller than 48".

All Plants must be in Planters that meet the following specifications:

- Size: Maximum 9 cubic feet (any Configuration)
- Weight: Maximum 200 lbs. Per planter (with soil)
- Construction: Planters must:
  - Be made of treated/"rot resistant" wood OR Plastic
  - Terra cotta, stone or brick planters are also acceptable as long as they conform with height and weight distribution guidelines
  - Be fire resistant
  - Be lined with soil retention fabric
  - Have non-ferrous fasteners
  - Have a drainage hole at the bottom
  - No more than 16 lbs/square inch shall be placed on any single support point. (ex: A 200 lb planter with four 2" x 2" legs has 12.5 lbs per square inch on each support)
- Fill:
  - Styrofoam Peanuts 4" deep for drainage (NO STONES)
  - Maximum 65 lbs. of saturated soil (1/3 perlite, 2/3 topsoil)
  - Loose (not anchored) items (other than soil) are forbidden
- Anchor: Tree-like plants must be anchored to the planter box with "guy wires" to prevent up-rooting in high winds.
- Placement:
  - Planters must not block terrace egress
  - Planters must be at least 1'-0" from any wall
  - Planters must be at least 1'-0" from any drain or other penetration
  - Planters must not be placed/hung on any building element other than the terrace base
  - Planters must not be placed directly on a roof membrane or gravel ballast

- Weight distribution:
  - Planters must be spaced so that there is no more than 30lbs/SF over any 40SF area
  - Total gross weight on any terrace must not exceed 5 lbs/SF (500 SF terrace = 2500 lbs max)

### **Furniture:**

- Must be sturdy wood, metal or plastic (NO GLASS) and constructed in such a way that it will not come apart in the wind
- Must be stored in such a manner as to prevent “blow-off”
- Items with significant surface area (table tops, etc.) should have “lattice” type construction so that they do not catch the wind

### **Prohibitions — The following are prohibited from terraces at all times:**

- Wood decking
- Outdoor Carpeting
- Automatic watering systems/Plumbed-in systems of any kind
- Outdoor grills/cooking or fire of any kind
- Plants such as Ivy allowed to grow on the building exterior
- Plants or loose items on railings, coping stones or any building element other than the terrace base
- Items anchored to railings or coping stones
- Items anchored in any way to the façade of the building
- Plants maintained in loose soil on top of pavers or membranes, or in soil on top of plastic sheeting or other substrate resting on pavers or membranes
- Attachments to the building exterior (Trellises, etc.)
- Structures such as Gazebos or Canopies

### **Responsibilities of Unit Owners:**

- Maintenance of all plants and planters
- Keeping all drains clear of dirt and other debris (all terraces have drainage, please contact the staff if you are unable to locate yours)
- Keeping the terrace clear of all loose items (dishes, pillows, decoration, etc.) when not in use
- Properly storing furniture when not in use
- Promptly reporting any standing water condition to building management
- Moving, at their expense, any planters or furniture to facilitate inspection, repair or replacement of the terrace or of other structural or physical plant elements of the building
- When the board of directors or management advises that such inspection, repair or replacement is necessary
- Bearing the repair cost of any damage to the roof surface or membrane caused by the placement of planters or other items on the terrace (whether or not in compliance with these guidelines)
- Bearing any cost resulting from non-compliance with these guidelines
- Removal of any non-complying elements within two weeks of written notification to do so

The board of directors will consider proposed deviations from the above guidelines on a case-by-case basis. Shareholders seeking the board’s approval should submit detailed plans (including weight distribution) in 1/4” or greater scale prepared by a registered architect/professional engineer along with documentation supporting the soundness of any and all proposed deviations.