



3131 Concourse Towers  
3131 Grand Concourse Owners Corporation  
Bronx, New York 10468

# RESIDENT ' S MANUAL

Anker Management Corp.

440 Mamaroneck Avenue, Suite S-512

Harrison, NY 10528

914.288-0200

The Corporation shall be responsible for gas, steam, water, or other 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 Shareholders require prior approval of the Board of Directors. 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.

#### ALTERATION OR RENOVATION OF APARTMENTS

Alterations may only be undertaken upon the written approval of the Board of Directors. Shareholders wishing approval should contact the Managing Agent about completing the appropriate forms and submitting the detailed alteration plans for approval, including copies of all contracts for the proposed work.

The contracts should include a description of the work to be done, the price, the approximate starting date, and evidence that the contractor or person performing the work has adequate insurance. Such insurance must name 3131 Grand Concourse Owners Corporation and the Metro Management Development, Inc. as additional insured parties.

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. Shareholders must sign a form of Alteration Agreement in favor of the Corporation prior to the commencement of any work. Further, Shareholders will not install any appliance that will overload the existing wires or equipment (e.g. plumbing system) in the building.

If proper approval is not received workmen and supplies will be prohibited from entering the building.

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.

For all work, contractors may be asked to provide a complete list of materials to be used along with assurance that said materials meets all requirements of the Environmental Protection Agency.

For certain work, an escrow account may be required if the Certificate of Occupancy needs to be amended.

For certain work, the Corporation's architect or engineer may have to approve the contractor's plans at the Shareholder's expense before the Managing Agent can recommend approval to the Board.

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"):

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 seller or buyer. Please leave plenty of time in your negotiating for the setting of an interview date. The Board reserves full discretion to change interview times or the frequency thereof.

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 by the Managing Agent in connection with the transfer.

All Shareholders are strongly urged to consult with the Managing Agent 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 Managing Agent. Open Houses are Permitted.

#### SUBLETTING OF APARTMENTS

We desire to have a safe and secure building with a tenancy having a vested interest in the building operation. Subletting is not allowed.

#### WINDOW GUARDS

Under section 131.15 of the New York City Health Code, window guards are required to be installed in apartments where children under the age of eleven (11) reside.

All Shareholders and residents having children under the age of eleven (11) residing in their apartments must notify the Managing Agent.

#### FIRE SAFETY PLAN

In accordance with the New York City Fire Department regulations, a fire safety plan must be posted on the inside of each dwelling unit door. Please notify the Managing Agent if you are missing the fire safety plan.

#### MOVING IN AND OUT

All residents moving in and out must notify the Managing Agent at least seven (7) days in advance of the scheduled move. In addition, the Superintendent must be contacted at least 48 hours before the move. All moves must be made through the service entrance.

Moving in or out will not be permitted to start until 9:00 a.m. and must be completed by 5:00 p.m., Monday through Friday and 9:00 a.m. — 12:00 noon on Saturday.

When moving, the Shareholder will be held responsible for any damage done to the building, including but not limited to the elevator, common areas, and his or her apartment. An inspection of all areas involved will be made by a building representative both before and after the move. It is to

#### PUBLIC HALLS

The public halls and stairways must not be obstructed or used for any purpose other than for ingress to or egress from the apartments. No article shall be placed in halls, in stairwells, or on or in front doors. Further, no public halls will be decorated or furnished by any occupant in any manner.

#### GARBAGE REMOVAL

All residents should know the recycling rules that are posted prominently in the recycling area of the building. All plastic, glass, and metal containers should be rinsed and put in the blue plastic recycling bin.

Newspapers, magazines, periodicals, and flattened boxes should be placed neatly in the clearly marked area. All wet garbage should be bagged and thrown down the chute. IT IS n,1PORTANT THAT PROCEDURES BE FOLLOVÆD SCRUPULOUSLY BY EVERYBODY IN ORDER TO CONTROL ROACHES, MICE/RATS,PREVENT FRES, AND AVOID POTENTIAL HEALTH HAZARDS, AND AVOD FNES.

#### NOISE AND DISTURBANCES

No resident will make or permit any disturbing noises to be made in the building or do anything therein that will interfere with the rights, comfort, convenience, or quiet enjoyment of other residents.

#### SIGNS AND NOTICES

No sign, notice, advertisement, or illumination will be allowed on or at any window or other part of the building.

Under no circumstances are outsiders (political organizations, religious groups, retail stores, guests) allowed to post bulletins or notices on walls or to distribute flyers under doors. The only exceptions to this policy are notices from the Managing Agent, the Apartment Corporation or the Board of Directors.

#### ANTENNA

No radio, television aerial, or satellite dish will be attached to or hung from the exterior of the building.

#### FLOOR COVERING REQUIREMENT

The floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material, to the extent of at least 80 percent of the floor area of each room except kitchens, bathrooms and closets. This must be performed within (30) thirty days of moving in.

#### PUBLIC SALES AND EXHIBITIONS

No group tour or exhibition of any apartment or its contents will be conducted, nor will any auction sale, tag sale, or Other public access sale be held in any apartment without the expressed consent of the Board of Directors.

#### HOUSE RULES

1. The public halls, stairwells, and lobby of the building shall not be obstructed or used for any purpose other than ingress and egress from the apartment in the building. Use of the lobby shall be limited to ingress and egress. It shall not be used for social purposes, unless approved by the Board of Directors.
2. Children shall not play in the lobby, public halls, courts, stairways and elevators, or at the front of the building.
3. No decoration of public space or placing of any objects in hallways is permitted.
4. No Lessee shall make or permit anything to be done therein that will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play any musical instrument or permit to be operated a stereo or radio or television loud speaker in such Lessee's apartment between the hours of 11:00 p.m. and 8:00 a.m. in a manner that shall disturb or annoy other occupants. No construction or repair work is allowed during those hours. An admiration fee will be charged for violators.

5. No Lessee shall make or permit anything to be done therein that will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play any musical instrument or permit to be operated a stereo or radio or television loud speaker in such Lessee's apartment between the hours of 11:00 p.m. and 8:00 a.m. in a manner that shall disturb or annoy other occupants. No construction or repair work is allowed during those hours. An admiration fee will be charged for violators.
6. Installation involving noise shall not be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 9:00 a.m. and 5:00 p.m.
7. No articles, including umbrellas, shoes, or rubber boots, shall be placed in halls or on the staircase landings or elevators, nor shall anything be hung or shaken from the doors, windows, terraces, or the roof of the building. No bicycles, scooters, strollers, baby carriages, or other wheeled items shall be allowed to stand in public halls, passageways, areas or courts of the building. Anything left outside an apartment is subject to removal by building personnel.
8. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board or the Managing Agent.
9. Messengers and trades people shall use such means of entrance and exit as shall be designated by the Board or the Managing Agent.
10. All non-residents if not accompanied by shareholder must be announced by the Doorperson and must sign the Visitor Log in the lobby.
11. Except for U.P.S. parcels, supermarket and food deliveries, all other items of any kind must be delivered only at the service entrance to the building.
12. No resident shall hire or utilize the services of any building employee for private business during that employee's workday.
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The contracts should include a description of the work to be done, the price, the approximate starting date, and evidence that the contractor or person performing the work has adequate insurance. Such insurance must name 3131 Grand Concourse Owners Corp. and the David Associates as additional insured parties.

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If proper approval workmen and supplies will be prohibited from entering the building.

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.

For all work, contractors may be asked to provide a complete list of materials to be used along with assurance that said materials meets all requirements of the Environmental Protection Agency.

For certain work, an escrow account may be required if the Certificate of Occupancy needs to be amended.

For certain work, the Corporation's architect or engineer may have to approve the contractor's plans at the Resident's expense before the Managing Agent can recommend approval to the Board.

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 will not be permitted.
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 (as well as the removal of any materials left over from construction).
3. The Shareholder will be responsible for the safe and clean 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 made by the Corporation in connection with the work. It is recommended that a written agreement with the contractor be made whereby he/she is responsible for carting away all debris and any other materials not used for the renovation or alteration. An alternative would be to arrange for a private carting service, which is suggested be written into the contract.  
At no time should there be evidence of debris from renovation work in the public areas of the building, including the trash rooms on each floor or on its sidewalks.
4. Access to the work area will be provided to the Managing Agent and/or his/her representative for inspection of the work being done — both on a periodic basis and upon completion of the work.
5. Shareholders will be held responsible for any and all damages done to the building's public areas (entrance, elevators, etc.) 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 alteration or repair work initiated by them or on their behalf.

# Alteration Agreement

Name:

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Address:

Apt:

Telephone:

Alternate Phone:

Where will work be performed:

Total Cost of Alteration:

Detail alteration:

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Name of contractor:

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Address:

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Telephone:

Fax:

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Type of license held by contractor:

License no:

A copy of the contractor's insurance must be submitted with this application. 3131 Grand Concourse c/o Anker Management as the additional insured.

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.

**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, Weekends, and Holidays will NOT be permitted.**

Access to the work area will be provided to the Managing Agent and/or his/her representative for inspection of the work being done — both on a periodic basis and upon completion of the work.

Shareholders will be held responsible for any and all damages done to the building's public areas (entrance, elevators, etc.) and any and all cleaning required in connection with the renovation work.

Shareholders will be assessed for any damages, cost or other expenses incurred by the Corporation in connection with alteration or repair work initiated by them or on their behalf.

The removal of all debris associated with the renovation will be the responsibility of the shareholder. Any cost entailed by the coop as a result of the debris will be charged to the shareholder.

Shareholder's Signature:

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The applicant has fulfilled the required prerequisites and has been approved to make the enclosed alteration.

Authorized Signature:

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