



~~~ **IMPORTANT REMINDERS** ~~~

Date: May 21, 2013  
To: Park Lane Unit Owners/Residents From: Debbie Poverelli  
RE: **REMINDER RE: HOUSE RULES/POLICIES AND PROCEDURES**

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Due to recent violations, we are sending another reminder to residents along with an updated Administrative Charge List for violations (see reverse side of this memo). The Board has revised the house rules of the Condo and the Administrative Charge List with respect to large deliveries (furniture, appliances, carpeting and the like). Please note that large deliveries are prohibited on Saturday, Sunday and holidays; they are only permitted during weekdays between the hours of 8:30 AM – 5 PM.

Dogs – strictly prohibited except those grandfathered in. This includes visiting dogs! Current dog owners are required to clean up after their pets and wipe them down on inclement days before entering the lobby.

Barbecue Grills – strictly prohibited inside apartments or on balconies or anywhere on the premises. This is a NYC Fire Code violation.

Smoking – prohibited anywhere in the common areas. Smokers, as a courtesy and safety to others, should not smoke by open windows or on balconies where second hand smoke can infiltrate into other apartments. Where possible, use smoke free ashtrays or the like. Cigarettes must be extinguished in ashtrays; not on the property, and cigarette butts are not to be thrown from windows/balconies.

Alteration Work – All work must be approved before commencement and work hours are only Monday-Friday, 8:30 AM – 5 PM. Please obtain an alteration agreement and requirements from Debbie (email: [dpoverelli@lovettrealty.com](mailto:dpoverelli@lovettrealty.com) or direct line: 718-559-225).

Move Ins/Move Outs – are only permitted Monday-Friday from 8:30 AM – 4:30 PM. Contact Donna (email: [donna@lovettrealty.com](mailto:donna@lovettrealty.com) or direct line: 718-559-0264) requirements). Same for large deliveries.

Lobby Area – is not for congregating or playing.

Personal Storage – not permitted in the hallways or common areas. Umbrellas, shoes, strollers and the like are to be brought into the apartment. This is a NYC Fire Code violation. Please keep balconies free of storage for aesthetic purposes.

Disturbances – Please be mindful of neighbors ... (have sufficient carpeting/padding, keep TV/music to a comfortable level; remove shoes-wear slippers, let children play in areas that are fully carpeted/padded).

Vandalism/Littering, etc. – Strictly prohibited.

Garbage/Recyclables – must be disposed of properly; please follow signage at building.

Remember, residents are responsible for their guest's actions. Owners are responsible for their tenant's actions.

COMMON ROOM – is available for use by all owners. If you wish to reserve the room, please contact Joanne, concierge, or the Park Lane Board for availability and an application with rules.

# PARK LANE CONDOMINIUMS

## ADDENDUM TO AMENDED HOUSE RULES (11/6/11)

### ADMINISTRATIVE CHARGE SCHEDULE EFFECTIVE JULY 1, 2012 (Revised May 9, 2013)

| <u>VIOLATION</u>                                                                                                 | <u>CHARGE</u>                                                |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1 - Moving In/Out, Delivery of Furniture, Appliances ,<br>Carpeting, and the like during unauthorized days/hours | \$ 200.00                                                    |
| 2 - Renovation work that creates noise during unauthorized hours                                                 | \$ 100.00                                                    |
| 3 - Throwing cigarettes, food, etc. off of balconies or out windows                                              | \$ 500.00                                                    |
| 4 - Smoking in the common areas                                                                                  | \$ 500.00 *                                                  |
| 5 - Dog litter in any common area                                                                                | \$ 100.00                                                    |
| 6 - Late common charge payments per month                                                                        | \$ 50.00                                                     |
| 7 - Improper garbage/recyclable disposal                                                                         | \$ 50.00                                                     |
| 8 - Barbequing on terraces/balconies                                                                             | \$ 500.00 *                                                  |
| 9 - Littering in common areas or Park Lane property                                                              | \$ 50.00                                                     |
| 10 - Obstruction in common hallways                                                                              | (First Offense) \$ 50.00 *<br>(Second Offense) \$ 100.00     |
| 11 - Disturbing other residents                                                                                  | (First Offense) Warning Letter<br>(Second Offense) \$ 100.00 |
| 12. Vandalism of Property                                                                                        | \$ 500.00                                                    |
| 13. New Dogs harbored in apartments<br>(plus any legal fees incurred in eviction proceedings of dog)             | \$ 500.00                                                    |

The above charges are based on "each occurrence". In addition, the Board, at their discretion, can impose administrative charges relating to other offenses (not listed) if they deem it necessary.

\* Violations of NYC Code/Regulations – Unit Owners will be responsible for any fines imposed on the Condominium as a result of violation by a unit owner or their tenant(s).

This charge list may be modified from time to time.