

HIGHLIGHTS

As a shareholder/stockholder, you are personally and individually responsible, at all times, to protect your investment by helping maintain the health and wealth of the **corporation** and the **building**. :

- 1- Bear in mind that the coop building is intended to be owner occupied and not a rental investment property.
- 2- Bear in mind also that rules and by-laws apply to **ALL** shareholders/stockholders **first and foremost**, and it is your **responsibility** and **duty** to do your share in complying with these rules and by-laws.
- 3- PAC Board realized that shareholders/stockholders are confused about what is their "**Right**" and what is allowed as a "**Privilege**". For example, **renting** is not permitted under the rules of the Offering Plan of PAC, but PAC Boards have allowed it, on case by case basis, by drafting a Resolution in this regard, as a "**privilege**" afforded to help out shareholders.
- 4- If you live-in or rent your unit, on time payment of your **monthly financial obligations** is a **MUST**.
- 5- If you are delinquent in your **bank mortgage payment**, it is your sole responsibility and duty to inform PAC Board and the management.
- 6- Dispensing keys to **Non-registered or Documented Residents** is a violation of your commitment, as it is jeopardizing the safety of our building.
- 7- Leaving young **kids unsupervised** in the unit is not safe and it is a cause of great concern.
- 8- The building is "**Insured**", but **your unit is not**. It is your responsibility to obtain your individual co-op insurance.
- 9- It is your responsibility and duty to report "**unusual activities**" in the building, or if you see "**strangers**" lurking in or around the building.
- 10- Keep all your **windows** closed when you are not in, especially those leading to the "**Fire Escapes**".
- 11- We can't stress enough the **need** and the **importance** of your **collaboration**.

(In case of discrepancies, the Rules, Regulations and By-laws stated in the OFFERING PLAN and PAC Board Resolutions will prevail, except where amended)

Post Apartments Corp.

Helpful Guide
to
In-House
Rules & By-laws
Summarized from
Offering Plan
&
BOARDS' RESOLUTIONS



1st Edition - Sept 2002
Revised in Dec 2017

This booklet represents a summary of **RULES, REGULATIONS, BY-LAWS AND Board RESOLUTIONS** of **Post Apartments Corp.** and is compiled to give you a better idea regarding “**How to go about doing**” your share in protecting our Investment, Building and Environment as well as enjoy a peaceful living with your co-shareholders.

We encourage you to browse through this booklet to familiarize yourself with its contents, and do ask you kindly to respectfully comply with these rules.

The **Bylaws and resolutions** (or corporate **bylaws** and corporate **resolutions**) are meant to spell out the initial by-laws of the Offering Plan and the subsequent decisions and resolutions of PAC boards of directors constituting the basic operating rules of the corporation.

**IF IN DOUBT ABOUT ANYTHING,
PLEASE CONTACT
ANY DIRECTOR OF PAC BOARD OR
THE MANAGING AGENT**

These rules apply, with no exception, to all shareholders & tenants. We rely on your full and undivided compliance, attention and cooperation.

**Post Apartments Corp's
Board of Directors**

NB: PAC herein stands for: Post Apartments Corp.

This Dec 2017 revision supersedes all previous editions.

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32- STORAGE BINS

- a- There are ② storage rooms in the basement:
 - Room with **SIX BINS**: Livingston Avenue side C,
 - Room with **TEN BINS**: Post Street side A & B.
- b- Only residing shareholders can have **ONE** assigned storage bin in the basement.
- c- Shareholders are strictly required to store all their stuff in their assigned bin... **Any stuff lying outside bin will be disposed of.**
- d- **It is an INSURANCE REQUIREMENT:**
No inflammables, such as paints, kerosene, turpentine, etc. are allowed in bins.
- e- **NO PERISHABLE FOODS in bins.**

33- WASHING MACHINES/DRYERS

- a- **NO WASHER/DRYER** in units.
- b- For washer/dryer installed in units, consult with PAC Board.
- c- ② Commercial washers and ② dryers are located in Basement for your convenience.
- d- Washing & Drying operating hours are:
07:00am till 09:00pm ⑦ days a week.
- e- As a courtesy to others, clean after using.
- f- Do not leave your cloth in machines.
- g- Keep area and sink clean.
- h- Wipe out any spillage you make.
- i- Do not leave sink faucets open.
- j- Report all machines' issues by calling **directly** the toll free number written on door, *OR*
Report issue to management company's agent.

1- ACCOUNTING FIRM

- a- PAC Board retains the services of an accounting firm separate from the management company, yet they coordinate and cooperate together to better serve the coop.
- b- Should you have need for financial statements, tax forms, 1098 and 1099, please call the accountant directly to obtain such forms.

2- AIR-CONDITIONS

If you are installing A/Cs or if you have already installed A/Cs...
Make sure to comply with Insurance company's guidelines, to:

- a. Use the proper recommended brackets, sleeves or mounts, and **Bolt** in those A/Cs to the window frame.
- b. For safety, check them periodically.

3- ALLEYWAY & STREETS SIDE WALKS

- a- Do not throw garbage, whether regular/recyclable bags or bulky refuse, in the Alleyway's path or floor.
- b- Place garbage in the appropriately designated garbage Black/Blue bins.
- c- Do not create ANY fire hazard situation.
- d- Do not contribute to rodent infestation or animals roaming the alley.
- e- Alleyway to be clear of clutter and debris.

4- ANTENNAS & SATELLITE DISHES:

- a. **NO ANTENNAS OR CABLE/SATELLITE DISHES** are allowed on the Roof, Fire Escapes, Façades or Windows.
- b. **All outside wirings** to be installed by Cablevision/Optimum from the alleyway.
- c. Make sure no wires are hanging loose.
- d. (Roof installation is subject to Board's prior approval).

5- ATTORNEY

- a- PAC Board does not have an attorney on a retainer basis for the coop.
- b- PAC Board uses the services of Mr. Andrew Romano for all the coop affairs.
- c- Mr. Romano handled and still many of the coop's affairs over the years.
- d- Should you need a lawyer, you may retain any lawyer of your own choice or Mr. Romano's services.
- e- Whether you retain a lawyer of your choice or Mr. Romano... All attorney's fees are solely borne by the shareholder seeking the services.

6- BASEMENT

- a- No hanging out in the basement... No parties to be held there.
- b- Exercise machines are for every shareholder and tenant to use AT THEIR OWN RISK. (**Keep children away from Exercise machines**).
- c- Take extra care using these machines.
- d- Keep area clean and tidy.
- e- Basement access doors to be locked **at all times**.
- f- No **STORING** of any kind outside bins, especially bikes, strollers, A/C, Xmas trees, cartons, etc...
- g- Electrical fuses, circuit breakers, electric and gas meters, cable connections rooms are off limits.

7- BASEMENT BOILERS ROOM

- a- No storing of any kind in the boiler room.
- b- Boiler room is off limit to all except Basement apartment #1B's owner.

8- BOARD & PAC BOARD MEETING

- a- Board consists of shareholders elected and/or re-elected each year.
- b- The ideal number of directors for our coop is minimum 5 members.
- c- All shareholders are encouraged to serve on the Board by casting their names in writing in November of each year for the end of December election and selection of candidates.
- d- Board Directors perform voluntary duties according to their office without pay.
- e- Directors are expected to put the health and wealth of the Coop first.
- f- Board meets periodically to review, discuss and find solutions for the safekeeping of the Co-op building.
- g- Board Directors oversee management company's activities and reports.
- h- Board Directors reach decisions and resolutions by casting votes of majority "*yays*" and "*nays*".
- i- Board Directors deliberate and draft corporate decisions known as resolutions deciding the direction the Coop should take and to record any and all of the major decisions made by shareholders or a board of directors during a meeting.
- j- All resolutions and decisions are legally mandated and passed by majority votes.
- k- PAC Board is your connection to your rights, privileges and duties.

30- SALES OF UNITS

Bear in mind, this is a Coop and the approval of the Board of your prospect buyer(s) is required to secure a mortgage and proceed with the sale.

These are the basic guidelines as outlined in the Offering Plan and PAC Board's related resolutions:

- a- First and foremost, discuss with PAC Board to be informed of the prerequisites before retaining a broker or engaging into a cash sale transaction.
- b- To avoid any misunderstanding and to expedite your sale, receive a copy of PAC by-laws' highlights to submit to your broker.
- c- **PAC Board requires prospect buyer(s) to commit to a minimum of 20% down payment.**
- d- All other down payment combinations are subject to PAC Board pre-approval on a case by case with no guarantee.
- e- After informing PAC Board of your intention to sell, whether you use our management company's Real Estate services or your own broker, all paperwork, correspondence and communications are to be handled by our management company with your broker and/or attorney.
- f- After PAC Board, in coordination with the management company, ascertaining of all paperwork, then interviews of prospect buyer(s) will take place in a timely manner.
- g- No request for rush interviews will be entertained.

31- SMOKE ALARMS & CARBON MONOXIDE DEVICES

- a- Every unit is equipped with two electrical smoke alarms, when in the kitchen and the other one in the hallway of the unit.
- b- It is recommended that you install "carbon monoxide" detectors for extra safety.
- c- It is also recommended to change the alarms every five years.
- d- You should test your Electrical Smoke and carbon monoxide alarms periodically to ensure they are working properly first for your own safety and then the building.
- e- Check and change device's battery once a year.

29- RENTALS

The Coop by-laws do not allow renting or subletting and stresses that units be owner occupied, but PAC Boards, over the years, voted to help out shareholders by allowing such practice case by case. It is not a shareholder's right but mere privilege afforded due to shareholders' circumstances.

Guidelines to strictly follow should you offer your unit for rent, these are the requirements, terms and conditions:

No exception to the 9 items:

1. **Condition:**

Shareholder should be in good standing, with no maintenance arrears, no delinquencies and no violations.

2. **Privilege:**

The Board has the legal right to reject non-qualifying prospects.

3. **Interviews:**

No emergency interviews. 7 days' advance is a **MUST**. It is advisable to have two or more prospects to interview.

4- **Occupancy:**

Board will allow a Maximum of **2 adults and 2 young kids** in any of the 10 units with 2 bedrooms, and a maximum of **2 adults and 3 young kids** in any of the 5 units with 3 bedrooms.

5- **Prerequisite:**

All shareholders' approved tenants have to sign the special clause on the application guaranteeing that they would pay the rent to the Corporation should the shareholder default.

6- **Yearly Lease:**

No partial seasonal renting of unit, such as rooms, beds etc.

7- **Pledge:**

Approved tenant(s) shall pledge to fully comply with PAC by-laws.

8- **Notices:**

Once shareholder receives a complaint about their tenants from Board, shareholder has one month to remedy situation before Board takes action.

9- **Renter Insurance:**

Shareholder subletting must maintain an in force renter policy.

9- BOILERS (Units)

- a. Fire Department and PAC Board recommend that you be guided by "Safety" first and foremost for your family, unit and neighbors.
- b. Have a professional inspect your boiler at least once a year.
- c. Look for leaks from hot water tank to prevent damage to your unit as well as your neighbors..
- d. Watch for loose wires and malfunctioning flames.
- e. Make sure Boiler's vents are not obstructed.

10- BUILDING ENTRANCE DOORS

- a- **One** key opens the FOUR main entrance doors, basement's doors and garbage alley gate.
- b- Make sure main entrances' inside doors **are locked at all times**.
- c- Outside main entrance doors are timed to automatically lock from 10:00pm till 07:00am.
- d- Do not swing doors beyond their limits.
- e- Do not dismantle or disengage swinging mechanism.

11- BULKY (Non Regular Garbage) **DISPOSAL**

**Of Furniture / Appliances / Cabinets /
Toilets / Sinks And All Bric-a-Brac**

- a. Shareholders and PAC Boards have agreed on two BULK removals a year... **One during June and One during December of each year.**
- b. PAC will pay for the disposal of these two occurrences.
- c. **No one is allowed to dispose of NON REGULAR GARBAGE MATERIAL in between.**
- d. Any shareholder or tenant that disposes of non regular garbage material outside these two months, he/she will be **IDENTIFIED** through the surveillance cameras and billed for the removal of these items.

12- ENTERTAINMENT & MUSIC

- a. No **Blasting** Sounds from Radios, TVs, Stereos at anytime, day and night. Courtesy towards neighbors and sound judgment should prevail.
- b. No Radios/Stereos on Windows, Fire Escapes, stairways and hallways.
- c. This items goes hand in hand with items #16 (Hallways & Stairways) and #26 (Noises & Disturbance)

13- EXTERMINATOR SERVICES

- a. Exterminator's services are essential to the hygiene, sanitation and health of our coop to prevent infestation of mice, rats, cockroaches, etc.
- b. It is covered from the maintenance monthly payment.
- c. Extermination services are rendered the morning of the 1st SATURDAY of each month all year around.
- d. It is not enough to open your door. What is important is that you give the exterminator access to service your unit.
- e. If you are absent or open the door but not allow the exterminator access to your unit, you will be charged a fine.
- f. The FINE is set at \$25 per occurrence added to your maintenance bill.

14- FIRE ESCAPES

- a. Fire Escapes are not a “Storage Area”, “Garden”, “Floral Shop”, or “TV Dish Station”.
- b. Anything placed on Fire Escape might become a hazard and may injure someone.
- c. Fire Escapes are not a “Balcony/Veranda”.
- d. No sitting on Fire Escapes.
- e. **THERE IS NOTHING** on the Roof from the fire escapes for anyone to use, get or service.
- f. Roof is off limit to all except for maintenance and removal of the snow by designated and hired personnel.
- g. Do not disengage or lower the bottom ladder.

WARNING:

MAKE SURE NO A/C is installed or plants placed or any hindrance obstructing the access leading to the Fire Escape for your own safety in case of fire.

26- NOISE & DISTURBANCE

- a- All shareholders and tenants have the right to peacefully and reasonably use and live in their units.
- b- All shareholders and tenants are expected to be good, considerate and courteous neighbors.
- c- No running, jumping, stampeding, banging on floors & walls are tolerated at anytime, day or night.
- d- This item goes hand in hand with items #11 (Entertainment and Music).and #15 (Hallways & Stairways).

27- NO SMOKING & NO DRUGS

- a-No smoking is permitted in the stairways, hallways and basement.
- b-No use of Drugs and/or sale of Drugs shall be tolerated in the building.
- c-PAC Board will immediately terminate the lease of any tenant caught dealing with the above.
- d-Any such action, be it by shareholders or tenants will be reported to the Police.

28- PETS

No pets and/or exotic animals are allowed in the individual unit or the building.

25- MOVING IN / MOVING OUT

- a. Extra care is needed when moving in or out.
- b. Whether the mover in or out is a shareholder, a shareholder's tenant or PAC's tenants, all damages are borne by the shareholder for his/her tenants.
- c. PAC's tenants: All cost of repairs will be deducted from the Security Deposit.
- d. PAC's Tenants should inform the Board of their moving day so that an inspection of the unit takes place.
- e. Any damage to the walls, stairs, carpet, rails, glass, doors, hinges, etc. will be solely borne by the mover, be it shareholder or tenant.
- f. Shareholders who subletting their units are responsible for their tenants' damages.
- g. **Moving in or out should take place between the hours of 09:00 am and 07:00 pm only.**
- h. Any damage to the unit itself and/or the hallways, stairways or rails, carpet, main entrance door will be recorded to avoid misunderstanding and legal actions.
- i. All reported damages would be appraised to determine cost of repairs.

DO NOT REMOVE THE MAIN ENTRANCE DOOR HINGES OR ITS MECHANISM.

15- Garbage & Recycling (Regular)

- a. Dispose of regular **Garbage** using **proper plastic garbage bags** and place in **Garbage bins**.
- b. Dispose of regular **Recyclable** material in **SEPARATE** bags and place in **Blue Cover Recyclable bins**.
- c. Break boxes and place them in **Recyclable bins**.
- d. Place bags inside 60 Post alley **BINS**, not outside.
- e. **Do not toss garbage bags over the alley gate.**
- f. If need be, PAC Board will review cameras and fine the wrongdoer \$25 per occurrence.
- g. On Garbage collections days (Mondays, Wednesday & Thursdays), **DO NOT ADD LOOSE GARBAGE shopping bags TO THE BLACK/light BLUE BAGS PILE stacked on the street for collection.**
- h. **Do not leave garbage bags outside your unit door.**
- i. Make sure harmful chemicals, substances, paints or inflammables are disposed of properly.
- j. **Make sure that your garbage bag is not dripping or leaking before taking it out to dispose of.**
- k. **Do not drag garbage bags on the stairs.**
- l. **If in doubt, talk to the Super (A-1).**

16- HALLWAYS & STAIRWAYS

(50% of stains on stairways and platforms' carpets is from leaky garbage bags).

- a- Hallways and Stairways are not “storage areas”
- b- No one is allowed to use them as “Playgrounds”, “Meeting Sites” or “Hang outs”.
- c- No Bikes, Scooters, etc. in Hallways & Basement.
- d- **NO SMOKING & NO SALE OF DRUGS.**
- e- Do not lean, swing or shake Stairs' **RAILS.**
- f- Do not engrave, carve or etch on them or on walls.
- g- Make every effort not to damage walls moving in and out bulky stuff.
- h- If you notice loose steps or rails, please inform Super, PAC Board or managing agent at your earliest convenience.
- i- Do not open hallways' windows except in case of fire.
- j- This item goes hand in hand with items #12 (Entertainment & Music) and #26 (Noise & Disturbance).

17- INTERCOMS (Buzzers)

- a- Intercom system is provided for your safety.
- b- Do not buzz in any one that you do not know.
- c- Do not buzz in any solicitor or marketer of any kind.
- d- If not working, call managing agent.

18- INSURANCE (Individual unit)

- a- The Coop Building, as a whole, is insured.
- b- Your unit liability and belongings **are not.**
- c- It is highly recommended to secure your own individual co-op through a Renter Insurance policy coverage for the contents, any damage to your unit and/or to your next or below neighbors' units and for any accidents within your own unit.
- d- It's a requirement of your individual mortgage company.
- e- Average cost per year is \$150-200.
- f- You must provide a copy of your insurance coverage as well as a copy therein after each RENEWAL to PAC Board.

24- MANAGEMENT COMPANY/AGENCY

- a- PAC retains a management company that handles all the aspects of the Coop's affairs. To name few: inclusive management of oversight, banking, expenditures, receivables, correspondence, communication, licensing, certification, repairs, disputes, supplies, etc.
- b- Management company assigns an agent in charge of PAC's affairs and shareholders and tenants.
- c- Whatever your need is, you should contact the assigned agent **FIRST** during business hours.
- d- For any emergency after management business hours, shareholder/tenants should call the emergency **HOTLINE.**
- e- If a shareholder is subletting his unit, his/her tenant should not call the management company.
- f- In case of **an emergency** where he/she cannot reach his/her landlord; he/she any of PAC Board directors.
- g- It is the shareholder's responsibility to contact the management company with regard to his/her unit.
- h- Management company secures estimates for all needed repairs and provides trusted contractors.
- i- Management company provide PAC Board with a monthly detailed report of all the activities done in, for and on behalf of PAC.
- j- After securing PAC Board approval, the management company is a fully licensed Real Estate broker that a shareholder can use should he/she decide to sell or rent their unit.

21- LEAKS & SEEPAGE

- a- You are paying for the water through your monthly maintenance payment.
- b- The cost is becoming staggering and unaffordable.
- c- It is your sole responsibility to promptly repair leakage, overflow and/or seepage to prevent further damage to your unit and/or your next or below neighbors' units.
- d- If you damage your next or below neighbor's unit, you are solely responsible to promptly remedy the situation and pay for their repairs and damages too.

22- MAIL BOXES

- j. Each Unit is assigned a box with a key.
- k. Do not write your name on the box.
- l. Use a plain card to write and place in slot.
- m. Do not tamper with other units' boxes or mail.
- n. If mail received by mistake, please don't throw away... Give to proper unit or place on top of right mail box.

23- MAINTENANCE / RENTS ROLLS

- a- Your Prompt On Time payment is a **MUST**.
- b- **All checks to be made payable to: POST APARTMENTS CORP.**
- c- All applicable fines shall be paid simultaneously with the monthly bill.
- d- Tenants who are renting from PAC should send their payments to the Management Company.
- e- Tenants who are renting from shareholders should send their payments to their shareholder landlord.
- f- Delinquencies are not allowed after one month.
- g- PAC Attorney will deal with all delinquent accounts.
- h- **Reasonable customary Attorney fees, Court fees, Administrative fees and Late charges are extras and the sole responsibility and liability of the shareholder or tenants, and will be collected in addition to the delinquent sum.**
- i- Should a **foreclosure proceeding** be necessary and warranted, all above fees will be charged to shareholder's delinquent account.
- j- If tenant is delinquent, our attorney will seek for an eviction order, and all extra charges will be added to the delinquent sum.

19- KEYS

(Buildings' Access Master Keys)

- a. Every shareholder is entitled up to 4 copies of the "Access Master Keys" at no charge.
- b. The master key accesses the 4 entrance doors, the basement 2 doors and the gate to the alleyway.
- c. Shareholders as well as those who sublet their units will be held accountable for these keys.
- d. PAC units' Tenants are required to return all the keys he/she received when they moved in.
- e. Failure to do so will result in charging them:
 - 1- The full fee charged by the Court/Marshall to break the lock(s), and,
 - 2- The full cost charged by a locksmith to replace.
- f- **You CANNOT DUPLICATE key without Board's knowledge and approval.** (You need the master key card).
- g- If you lose a key, you should report loss immediately to any of PAC Board directors.
- h- No shareholder can have more than four keys except with the prior knowledge and approval of PAC Board after ascertaining the need.
 - h- **Cost of replacement is \$ 15.00 per key.**

20- Ladders

- a- As a courtesy, PAC made available ③ metal ladders and ① wooden ladder placed in the basement in storage area ①... These are available for all shareholders and tenants to use.
- b- **NO ONE is allowed to take a ladder without asking or informing the Super FIRST.**
- c- **No one is allowed to take a ladder and keep it.**

HANDY NUMBERS

1 **24 HOURS BUILDING EMERGENCY NUMBER** (Off Business Hours)

914-921-4695

Other emergencies:

For Police, Fire Department, Ambulances, etc.
Con Ed for Gas leak, smell and meters

911
800-752-6633

COORDINATES OF PAC IN HOUSE
CONTACT NAMES & NUMBERS

2 **PAC Present Board of Directors**

Jermaine Nicks	(1-C)	President	914-774-2642
Hugo Monroy	(1B Bsmt)	Vice President	646- 541-7867
Ghassan "Gus" Sayegh	(1B)	Secretary & Treasurer	914- 953-1610
Delia Saenz	(5B)	Director	914- 646-1734
Luis Jurardo	(1A)	Super	914- 316-9224

3 **Total Realty Associates, Inc. - Management Company**

Call the main number to connect with your party

MAIN number and ADDRESS	733 Yonkers Avenue Suite 103 Yonkers NY 10704	914-964-0554
FAX number		914-964-1804
Ruth Lara	Comptroller	
Rosemery German	Accounts	
Assigned agent for PAC John Scavone (During business hours ONLY)	917-639-6165 917-684-7927	Or Call Total Realty number to speak to him

4 **Accounting Firm**

Irwin Blanch	733 Yonkers Avenue Suite 103 Yonkers NY 10704	917-209-1878
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5 **Law Firm**

Andrew Romano	20 S. Broadway Suite 109 Yonkers NY 10701	914-965-4221 Ext. # 2
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REPAIRS' Professionals

Should you have a need or an emergency, especially leakages, take immediate action to avoid damaging your unit as well as your below or next neighbor's units

- 1- If you do not know what to do, call **Management Co first** (After hours, the **emergency number on opposite page**), then **any Board Director**.
- 2- Tenants call your landlords **first**.
- 3- Otherwise, you may call the needed repairman from the list below.
- 4- All repair cost to be paid by the individual shareholder, landlord or tenant.
- 5- Although you are free to call any repair professional of your choice, the below repairmen's coordinates are provided for your convenience as their services have being sought by many shareholders and tenants because of their familiarity with the building and the equipments over the years. Neither the Board nor the Management company endorse or vouch for the quality, dealings and/or finished jobs. It is your sole responsibility to negotiate with them to come to terms, and pay them directly.

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FOR	NAME	PHONE
- All Boilers - Plumbing - Leaks - Floor Tiling - Construction	Juan Perez	914-906-5890
Windows & Balances.	Larky	914-490-5365 or 914-632-4775
Appliances	Marcos Nuñez	W 914-969-0267 C 914-760-7516
Tub Glazing & Tub Doors	Mike Vinci	W 914-235-7003 C 914-447-4910
Construction (All Aspects)	Luis & Maria Andino	646-548-7758 914- 980-8533
Electrical works Intercom-Buzzers	Guillermo Malena	917-682-5483 914-562-8244