

CORPORATION RULES AND REGULATIONS

(All rules subject to change. The breaking of a rule will result in a warning, followed by a fine.)
See Fines list.

Occupancy

Owner must reside in apartment and not cause anyone to be in residence when they are not.

A current list of all tenants must be listed with the office.

All children under 10 must be listed. Window guards must be installed.

Apartments must be maintained in good repair, and cleanliness, free of vermin and noxious odors.

Subletting is not permitted under any circumstances. (immediate fine and possible eviction, if discovered).

Common Areas

Lawns or bench areas may not prevent common enjoyment, appearance or cause additional expense to the corporation. In no case can they be used as playgrounds, private gardens or impair their function.

Halls, stairways, entrances and exits must be free of obstruction. They are not to be used for storage of carts, bicycles, strollers or other personal items.

Children shall not play in the hallways or basement.

Fire escapes must be clear of obstruction. No personal items are to be stored on fire escapes.

All hallway windows must be kept closed.

Garbage must be disposed of properly, down the compactor chutes or in the bulk rooms.

Recycling rules must be observed. No food items are to be disposed of in recycling bins. (i.e. pizza boxes should not go in the cardboard area).

Quiet Enjoyment & Respect

No shareholder shall make noise considered by a reasonable person to be excessive between the hours of 10 pm - 8 am.

No TV, radio, audio device or musical instrument shall be played loud enough to disturb another shareholder between the hours of 10 PM- 8 AM.

No practice of musical instruments is permitted for more than a total of two hours per day or at all between the hours of 8 pm- 8 am.

Moving & Deliveries

A \$1500 deposit is taken prior to moving in and kept in escrow for up to 60 days

A \$3000 deposit is taken prior to moving out and is kept in escrow for up to 60 days

Management office must be notified 72 hours prior to moving in or out. In order to place pads on the elevators.

All moving companies must provide proof of insurance

For questions and additional information, call the management office at (718) 463-8380 or email:
mitchellgardens1@aol.com

CORPORATION RULES AND REGULATIONS

(All rules subject to change. The breaking of a rule will result in a warning, followed by a fine.)
See Fines list.

Moving hours: M-F 9 AM- 5 PM, Sat-Sun 10:00 AM- 5 PM.

All moving trucks must provide a contact phone number while parked in common area blocking parking or other access lanes

All deliveries must be through the back doors.

At no time can the back doors be left open and unattended.

Pets & E-bikes & Scooters

Excluding Emotional Support or service dogs, no dogs, fowl, ducks, or livestock are permitted.

All ESA/Service dogs must be registered with and approved by the board of directors. Dog Registration form must be filed each year with the office.

All e-bikes and scooters must have UL approved batteries and must be registered in the office.

Renovations

All renovation plans must be submitted to the management office with proof of license and insurance for all contractors. No renovations to take place without prior approval from the board of directors.

\$1500 deposit against damages will be deposited and returned upon inspection of the work.

All contractors must be licensed and must supply proof of insurance to management office.

No structural changes can be made (without a structural engineer's report). Demise of any walls must be registered with the NYC Department of Buildings.

Any structural changes must be returned to original status if apartment is placed on the market.