

***SALES APPLICATION:
Rocky Hill Tenants Corp.
215-37 48th Avenue
Bayside, NY 11364***

Contact Information:

**Ms. Susan Rubin
Transfer Agent
Kaled Management Corp.
7001 Brush Hollow Road Ste: 200
Westbury, NY 11590
(516) 876-4800 x 313 Fax: (516) 780-8313
Susan@Kaled.com
Bldg. # 460**

10/2022



management corp.

CORPORATE OFFICE
7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-6812

WWW.KALED.COM

ASSET MANAGEMENT
757 THIRD AVENUE
SUITE 2028
NEW YORK, NY 10017
TEL: (212) 376-5508

EMAIL: INFO@KALED.COM

IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

PROTECTING YOUR PRIVACY

In order to protect your privacy please remove/blackout your social security number from each financial institution document inserted into the application.

- Financial condition (net worth)
- Tax returns
- Personal loans
- Bank statements
 - IRA
 - CD'S
 - Savings

The Credit Agency Authorization Form AND Criminal Background Check Forms in the application are the only form that requires your Social Security number. These two forms containing your Social Security number will be shredded in our office as soon as we submit the information to the Agency used to obtain your reports.

If you have any questions please contact the Management Office.

**ALL SOCIAL SECURITY NUMBERS SHOULD BE REMOVED/BLOCKED
OUT FROM TAX RETURNS AND ANY OTHER DOCUMENTS.**

Dear Shareholder:

In response to your request for consent by the Board of Directors of Rocky Hill Tenants Corp. to the sale of an apartment in the above referenced building, please be advised that Rocky Hill Tenants Corp. require certain personal and financial information be provided by the prospective purchaser(s) for their review.

80% Financing

SALES REQUIREMENTS – ROCKY HILL TENANTS CORP.
APPLICATION PACKAGE CHECKLIST:

Enclosed please find a Purchase Application and a Financial Statement to be completed and signed by prospective purchaser(s). These papers must be submitted to this office along with the following documents.

1. Purchase Application _____
2. Credit Check Authorization/Criminal Authorization _____
3. Copy of Signed Contract of Sale (Blumberg Contract Preferred by Board) _____
4. Reference Letter from Previous Landlord _____
5. Three (3) personal letters of reference. _____
6. Letter from Employer indicating length of employment/salary and (2) two paystubs. _____
7. Copy of W-2 forms for prior two (2) years, along with IRS 1040 Tax filing.
(Please remove social security #) _____
8. Statement of Financial condition (attached)
Copies of records, statements or agreements to support your financial statement, along with most recent (2) two months bank statement. _____
9. Applicant's Release Form (attached) _____
10. Pet Rider (attached) must be notarized. _____
11. A signed Window Guard Rider and carbon monoxide signed and notarized. _____
12. If financing, a copy of signed Mortgage Commitment and Bank Application. **80% Financing** _____

13. (3) Three original Aztech form of Recognition Agreement if sale is being financed, signed by lender and applicant _____
14. Lead Paint Rider Signed, Notarized, and Initialed by all parties _____
15. Coop abatement survey _____
15. Sprinkler Disclosure rider signed by buyer and seller _____
16. Coop abatement survey _____

*** The board of directors may require additional information**

* Please remove your social security number and birthdate from all documents except credit check authorization.

*** Please only put the credit authorization only in the original package.**

* Incomplete application packages will be returned to the buyer or broker.
While the Board of Directors will attempt to promptly review all applications, the Corporation, the Board of Directors and its Agents assume no responsibility for expenses or liabilities resulting from any delays in its review.

- Application Handling & Procedures:
Upon receipt of the completed application and required documents, the Transfer Agent will proceed in obtaining a current credit/criminal report for the applicant. All completed documents are reviewed by the agent prior to submitting them to the Board of Directors, who at their discretion will arrange for an interview with the applicant if one is needed. All persons who will be residing in the premises must attend the interview. The Board upon review decides for an approval or rejection of the application and notifies Agent accordingly. The Board has no obligation to explain their decision to the prospective Shareholder or Applicant.

**Required Application Fees – (All fees to be paid by Certified Check or Money Order)
We will not except personal checks.**

- * Enclose a check in the amount of **\$500.00 payable to Kaled Management Corp.**, for administration fee. **(Purchaser)**
- * Enclose a check in the amount of **\$750.00 payable to Rocky Hill Tenants Corp.**, for administration fee **(Purchaser)**
- * Credit check fee of **\$150.00 per person payable to Kaled Management Corp. (Purchaser)**
- * **Recognition** agreement fee of **\$200.00 payable to Kaled Management Corp. (Purchaser)**
- * Purchaser - to pay move-in fee of **\$750.00 payable to Rocky Hill Tenants Corp.**; which \$250.00 will be refunded after complete compliance with the building's moving policy. Purchaser will be billed for any damages or violations of moving rules.
- * Closing fee **\$500.00 & . \$05** per share for transfer stamps payable to **Rocky Hill Tenants Corp., (Seller)** at the closing.
- * Enclose a check in the amount of **\$750.00 payable to Rocky Hill Tenants Corp.**, for administration fee **(Seller)**
- * **Seller** - to pay move-out fee of **\$750.00 payable to Rocky Hill Tenants Corp.**; which \$250.00 will be refunded after complete compliance with the building's moving policy. Seller will be billed for any damages or violations of moving rules.
- * Any packages not submitted in their entirety will be returned. One **(1) COLLATED COPY AND ONE (1) ORIGINAL are to be submitted (Totaling Two (2) complete packages).**
- * Please allow approximately four (4) weeks for management to process the application and Board review.
- * The prospective purchaser will be contacted for interview upon receipt of an acceptable credit check and financials. All persons who will be residing in the premises must attend the interview
- * **Please Note: Garage spaces and storage bins are not transferable to Purchasers. If Purchasers wish a parking space and storage bin they must request their name be added to waiting list, which is maintained by the property manager. At time of closing garage and storage bin key/card will be collected from sellers if applicable.**
- * **At closing purchaser must have proof of insurance coverage (Fire/Liability) for the premises. Must be presented at closing**

Please submit package to the attention of Susan Rubin (Transfer Agent) Kaled Management Corp. 7001 Brush Hollow Road, Ste: 200 Westbury N.Y. 11590. If you have any questions concerning the enclosures or procedures set forth in this letter, I can be reached at 516-876-4800 x 313 or susan@kaled.com.

PURCHASE APPLICATION

Application is herewith submitted for the purchase of _____ shares of common stock of Rocky Hill Tenants Corp., and for the right of residency in apartment # _____.

Purchase Price: _____ Source of down Payment: _____

Amount financing: _____ Monthly Maintenance: _____

Deposit on Contract: _____ Proposed closing date: _____

Seller's Name(s): _____

Telephone Numbers - Home: (____) _____ Work: (____) _____

Seller's Attorney: _____

Name of Firm/Address: _____

Telephone/Fax Number: (____) _____ (____) _____

Purchaser's Name: _____

Co-Applicant (if applicable): _____

Social Security Number (s): _____
(last four (4) digits)

Address: _____

Telephone Numbers - Home: (____) _____ Work: (____) _____

Cell: (____) _____ Email: _____

Employer's Name: _____

Address: _____

Occupation: _____

Length of Employment: _____

Other source of income _____

Co-Applicant: Address: _____

Telephone Numbers - Home: () _____ Work: () _____

Cell: () _____ Email: _____

Employer's Name: _____

Address: _____

Occupation: _____

Length of Employment: _____

Other source of income _____

Contact Person: _____ Telephone #: _____

Accountant: _____

Address: _____

Present Amount of Monthly Rent: _____ Mortgage: _____

Name of Landlord and Telephone #: _____ () _____

Length of Residency: _____

Reason for Leaving: _____

Purchaser's Attorney: _____

Name of Firm/Address: _____

Telephone/Fax Number: () _____ () _____

Broker Involved: _____ Phone # _____

List all names of all people that will be occupying apartment:

Name:

Relationship:

Occupation:

Names of anyone in the building known to applicant: _____

I declare that I have examined this application and to the best of my knowledge, it is true, correct and complete. I acknowledge receipt, read and agree to adhere to the House Rules and Alteration Agreement, of Rocky Hill Tenants., Corp. I have read them and adhere to the same.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

YEARLY INCOME AND EXPENSE STATEMENT

Applicant's Name _____

INCOME		EXPENSES	
Salary (or earned income)	\$	Mortgage Payments	\$
Bonus and Commissions		Real Estate Taxes	
Real Estate Income (Net)		Rent/Co-op/Condo Maintenance	
Share of partnership income (loss)		Loan or Note Payments	
Business Income (Net) Sole Proprietorship		Auto Loan/Lease Payments	
Dividends		Insurance Premiums	
Interest		Tuition Expenses	
Pension (IRA, Keogh)		Charitable Contributions	
Social Security		Medical (unreimbursed)	
Investments (describe)		Alimony, Child Support, maint.	
		Living Expenses (food, clothing, utilities, etc.)	
Other Income (itemize)		Credit Card Payments	
		Investment Expenses	
		Pension (IRA, Keogh)	
		Other Expenses (itemize)	
TOTAL INCOME	\$	TOTAL EXPENSES	\$

List any unsatisfied judgments or legal actions pending against you and the amounts involved _____

Have you ever gone through bankruptcy or other insolvency proceedings? _____

Date _____

Signature of Applicant

Signature of Applicant

ASSETS AND LIABILITIES STATEMENT

Applicant's Name _____

Statement of Financial Condition as of the _____ day of _____, 20____

Please Note: Supporting documentation for all assets and liabilities is to be attached to this statement. Please use the word "none" where no amount is to be entered.

ASSETS		LIABILITIES	
Cash in bank (attach bank statements)		Notes Payable	
Down payment on contract (if paid)		Mortgages payable	
Securities (Stocks & Bonds - attach statements & schedule F)		Unpaid Real Estate Taxes	
Cash value of life insurance, less any loans		Unpaid Income Taxes	
Investment in own business		Accounts Payable	
Real Estate Owned		Outstanding Credit Card Balances	
Vested Interest in Retirement Fund (include IRAs and 401Ks)		Other Liabilities (itemize)	
Automobile (make and year)			
Loans and Notes Receivable			
Personal Property and Furniture			
Other Assets (itemize)			
TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH (excess of assets over liabilities)	
Contingent Liabilities (personal guarantees or potential liabilities)			

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that same is a full and correct exhibit of my/our financial condition.

Date _____

Signature of Applicant

Signature of Applicant

SCHEDULE A - REAL ESTATE OWNED

Location and Type of Property	Title In the Name of	Date Acquired	Cost	Recent Appraised Value	Mortgage Balance	Maturity Date	Monthly Payment

SCHEDULE B - NOTES PAYABLE

Amount	Due to	In Name of	Maturity Date	Collateral	Monthly Payment

SCHEDULE C - ACCOUNTS PAYABLE (include credit card balances here)

Amount	Due to	In Name Of	Maturity Date	Monthly Payment

SCHEDULE D - LOANS

Amount	Type	Due to	Obligor	Final Maturity/or repayment	Collateral

*including Letters of Credit and Surety Bonds

SCHEDULE E - SCHEDULE OF CASH IN BANKS - INCLUDE CD'S AND MONEY MARKET ACCTS

Name of Bank	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

SCHEDULE F - SECURITIES (STOCKS AND BONDS)

Name of Institution	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Assets		\$

SCHEDULE G - RETIREMENT FUNDS - IRAs AND 401Ks

Name of Institution	Account No.	Balance
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total - Amount must match amount stated under Securities		\$

Re: Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

In connection with my purchase of property, I authorize the procurement of a credit report of myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me and release them from any liability and responsibility doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Further information may be available upon written request within a reasonable period of time.

Signature

Dated

Re: Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

In connection with my purchase of property, I authorize the procurement of a credit report of myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me and release them from any liability and responsibility doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Further information may be available upon written request within a reasonable period of time.

Signature

Dated

Release of Information Authorization

Authorization to obtain Criminal, Credit/Litigation Report

In order to comply with the provision of Section 6.06 (A) of the Federal Fair Credit Reporting Act, I hereby authorize any individual, company or institution to release to Kaled Management Corp. and/or its representative any and all information that they have concerning any Criminal/Litigation activity.

I hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Print Name: _____

Date of Birth: _____

Signature: _____

Social Security #: _____

Print Name: _____

Date of Birth: _____

Signature: _____

Social Security #: _____

Address: _____

City: _____

State: _____ Zip Code: _____

This ____ date of ____ 20 ____.

This ____ date of ____ 20 ____.

Re: Building Address: _____

Apartment # _____

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase/sublet the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is approved or not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicants.

The applicant(s) releases both the cooperative corporation and the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicants shall be liable for all cost and expenses (including attorney's fees) incurred by the cooperative, transfer agent and/or managing agent.

Applicant _____

Applicant _____

Date: _____

This Affidavit of Compliance with Carbon Monoxide/Smoke Detector Requirement is for informational purposes.

WINDOW GUARDS REQUIRED

NOTICE TO OWNER

You are required by law to have window guards installed if child 10 years of age or younger live in your apartment.

Your landlord is required by law to install window guards in your apartment:

If you ask him to put in window guards at any time (you need not give reason)

If a child 10 years of age or younger lives in your apartment

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE:

CHILDREN 10 YEARS OF AGE
OR YOUNGER LIVE IN MY APARTMENT

NO CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT

I WANT WINDOW GUARDS EVEN
THOUGH I HAVE NO CHILDREN
10 YEARS OF AGE OR YOUNGER

SHAREHOLDER (PRINT)

SHAREHOLDER(SIGNATURE)

SHAREHOLDER(SIGNATURE)

FOR FURTHER INFORMATION CALL:

Window Falls Prevention Program
New York City Department of Health
125 Worth Street, Room 222A
New York, N.Y. 10013
(212) 566-8082

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Shareholder _____ Date _____

Shareholder _____ Date _____

Purchaser _____ Date _____

Purchaser _____ Date _____

Purchaser _____ Date _____

**THE REAL ESTATE BOARD OF NEW YORK, INC.
SPRINKLER DISCLOSURE LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of tenant(s): _____

Lease Premises Address: _____

Apartment Number: _____ (the "Leased
Premises")

Date of Lease: _____

CHECK ONE:

1. ☐ There is NO Maintained and Operative Sprinkler System in the Leased Premises.

2. ☐ There is a Maintained and Operative Sprinkler System in the Leased Premises.

A. The last date on which the Sprinkler System was maintained and inspected was
on _____.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Acknowledgment & Signatures:

I, the Purchaser, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Purchaser: Name: _____

Signature: _____ Date _____

Name: _____

Signature: _____ Date: _____

Owner Name: _____

Signature _____ Date _____

Date: _____

Shareholder Name _____

Building Address _____

Unit # _____

Dear Shareholder:

This is to inform you that there are various Real Estate Tax Abatements available through NYC Department of Finance as well as New York State which you may be eligible to receive.

The first is the NYC Coop Abatement; this abatement is already established for all unit owners at this address, providing this is their Primary Residence. In order for your unit to receive this abatement NYC Department of Finance, requires that the Board or Kaled Management as the managing agent of the building submit a Change of Shareholder Ownership Form.

In order for us to do so, we need confirmation from you attesting that this will or will not be used as your primary residence. Please sign below, to acknowledge Primary or Non-Primary Residency for this property in New York State.

Other Abatements offered by NYC Department of Finance must be completed and submitted by you the owner. These abatements include Senior Citizen, Veterans, Disability and others. The application for these abatements can be found on NYC Department of Finance web site.

The remaining abatement is the STAR Program (School Tax Relief) this must be applied through New York State. The application must be completed and submitted by you the owner. Applications and information regarding this abatement is available at New York State.gov web site.

KALED MANGEMENT AS AGENT

SHAREHOLDER SIGNATURE _____
PRIMARY () NON-PRIMARY ()

DATE _____

Rocky Hill Tenants Corp.

"WE UNDERSTAND AND ACKNOWLEDGE THAT ROCKY HILL TENANTS
CORP. DOES NOT ALLOW PETS AND AT NO TIME DURING OWNERSHIP OF
THE APARTMENT. WE WILL NOT HARBOR ANY PETS IN THE APARTMENT."

BY: _____

BY: _____

State: of New York

County:

Notary _____

Dear Shareholders:

The New York City Department of Finance requires that management companies provide information of all eligible cooperative Shareholders and condominium Unit Owners in order to receive the NYC real estate tax abatement credits.

Please fill out the attached survey form as best as you can in its entirety by referring to your proprietary lease for your survey answers. This information will only be used to update your records in our system as well as to report to the NYC Department of Finance regarding the residency status of all our shareholders in order for the city to determine eligibility for the co-op tax abatement.

*Please note, it is important to complete the survey in it's entirety for us to be able to update your information with
NYC Department of Finance.*

Please feel free to reach out to us at 516-876-4800 or email us at coopabatment@kaled.com should you require any assistance.

**** Please Return in Enclosed Envelope or Email To: coopabatement@kaled.com ****

COOP ABATEMENT RESIDENT VERIFICATION SURVEY

1. Name of all shareholders listed on the proprietary lease (separate with commas if multiple)

2. Do you own more than 3 units within the same property? Yes / No

Full address with unit number(s) _____

3. Is your Unit or at least one of your units your primary residence? Yes / No

4. Is your unit sponsor owned? Yes / No

5. Is your unit owed by a trust? Yes / No

If your unit is owned by a trust, are you the trustee or beneficiary living there with unit being your primary residence? Yes / No

6. Please list the social security number or the tax ID number of all shareholders on the proprietary lease:

7. Have there been any circumstances or changes in residency since January 1, _____ that may require updated information to be submitted to the city? Yes / No

Please state the reason for this change: _____

****Please send proof of primary residency together with this survey ** (example: copy of State ID)**

Signature: _____ **Date:** _____

Email Address: _____

RESOLUTION OF ROCKY HILL TENANTS CORP.

The undersigned hereby certifies that the following resolution was adopted by the shareholders of Rocky Hill Tenants Corp. at a meeting held on November 13, 2018 which was duly noticed and held pursuant to a Notice of Meeting wherein one of the stated purposes of said meeting was to amend the Move in / Move out fee of \$750.00 with \$250.00 to be refundable.

"It is hereby resolved that the Sales Application is amended to provide that the "Move in/ Move out fee" of \$750.00 with \$250.00 to be refundable."

ROCKY HILL TENANTS CORP.
By: [Signature]
President

State of New York

)
County of Queens)

On the 13 day of November before me personally came Robyn O'Neill to me known, who being by me duly sworn, did depose and say that she resides at 47-28 215th Place that she in the President of Rocky Hill Tenants Corp., New York corporation, the corporation described in and which executed the foregoing resolution; that she knows the seal of the said corporation and that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that she signed her name thereto by like order.

[Signature]
Notary Public

SUSAN M. RUBIN
Notary Public, State of New York
No. 01RU5048850
Qualified in Suffolk County
Commission Expires July 2019

RESOLUTION OF ROCKY HILL TENANTS CORP.

The undersigned hereby certifies that the following resolution was adopted by the shareholders of Rocky Hill Tenants Corp. at a meeting held on November 13, 2018 which was duly noticed and held pursuant to a Notice of Meeting wherein one of the stated purposes of said meeting was to amend the Sales Application to increase the "administrative fee" to \$750.00 to be paid by the purchaser and the seller at the closing.

"It is hereby resolved that the Sales Application is amended to provide that the "administrative fee" payable by the seller and purchaser of a residential cooperative apartment shall be increased to \$750.00."

ROCKY HILL TENANTS CORP.

By: [Signature]
President

State of New York

) Nassau
County of Queens)

On the 13 day of November before me personally came Robyn O'Neill to me known, who being by me duly sworn, did depose and say that she resides at 47-28 215th Place that she is the President of Rocky Hill Tenants Corp., New York corporation, the corporation described in and which executed the foregoing resolution; that she knows the seal of the said corporation and that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that she signed her name thereto by like order.

[Signature]
Notary Public

SUSAN M. RUBIN
Notary Public, State of New York
No. 01RU5046868
Qualified in Suffolk County
Commission Expires July 20 19

ROCKY HILL TENANTS CORP.

The undersigned hereby certifies that the following was adopted by the Board of Directors of Rocky Hill Tenants Corp. at a meeting held on June 13, 2018

and is hereby resolved that the sales application/house rules be amended as follows:

The Board of Directors has mandated that all purchaser(s) are not permitted to finance more than 80% of the sale price.

"Board Approved"

Rocky Hill Tenants Corp.

By: _____

President
Robyn O'Neill

State of New York)
County of Queens)

On the 20 day of June 2018 before me personally came Robyn O'Neill, to me known, who being by me duly sworn, did depose and say that he/she resides at 47-28 215 Place unit 3B Bayside, NY 11361 that he/she is the President of the Rocky Hill Tenants Corp a New York Corporation, the corporation described in and which executed the foregoing resolution; that she knows the seal of the said corporation and that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he/she signed her name thereto by like order.

Susan M. Rubin
Notary Public

SUSAN M. RUBIN
Notary Public, State of New York
No. 01RU504856
Qualified in Suffolk County
Commission Expires July 17, 2019



CORPORATE OFFICE
7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
FAX: (516) 876-6812
WWW.KALED.COM

ASSET MANAGEMENT
757 THIRD AVENUE
SUITE 202B
NEW YORK, NY 10017
TEL: (212) 376-5508

EMAIL: INFO@KALED.COM

June 18, 2018

Re: Rocky Hill Tenants Corp.
Subletting

Dear: Shareholders

We want to remind our residents that subletting is not allowed by any means. If the co-op finds out about any shareholder subletting, we will impose fines, and if needed forward your account over to the co-ops attorney. Please understand, the board strives to keep the complex running smoothly and safely. All shareholders must abide by the rules that have been established, there is a moratorium against subletting that was established back in 1998.

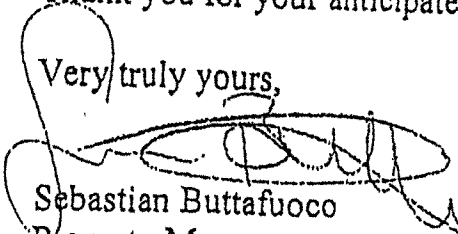
The Board of Directors and management make the safety of our residents our number one concern. Illegal sublets will allow for people to be living on the property who should not be and have not been properly screened. As a community we must come together to report all illegal sublets, and report people who they have not seen before.

We appreciate your cooperation to this matter, as a complex we must make sure everyone is following the rules. If you know of anyone who is subletting, please advise management so that we can take care of the situation. Please be reminded that anyone caught subletting will have legal action taken against them, with all legal charges being charged back to them.

If you have any questions in regards to this letter. I can be reached at (516)876-4800 x 361.

Thank you for your anticipated cooperation in this matter.

Very truly yours,


Sebastian Buttafuoco
Property Manager

Rocky Hill Tenants Corp.
Bayside, New York

To: All Residents of
Rocky Hill Tenants Corp.

From: The Board of Directors

Date: February 18, 2014

Re: Sublet

Memo

Please be advised that the Board of Directors would like to take this opportunity to remind all residents that there is still a moratorium in affect against subletting apartments. The reason for this is that banks are reluctant to loan money to Shareholders in buildings that have in excess of 10% of the apartments sublet.

Please be further advised that if you are found in violation of this rule, we will have no alternative but to forward this matter to the building's attorney.

We apologize for the inconvenience and thank you in advance for your cooperation.

THE ROCKY HILL HANDBOOK

These Guidelines are intended as an interpretation of many of the documents listed below and are not intended as a replacement for them. Policies and Procedures may be added to, amended or repealed at anytime by resolution of the Board of Directors of the Corporation. Shareholders will be notified of any changes in policy. Replacement pages for this handbook will be distributed to keep it up to date.

Each Shareholder will be issued one copy of the Handbook per unit owned.

THE PROPERTY

Rocky Hill Tenants Corp. was built as a rental building. It was converted to cooperative ownership under a non-eviction plan.

As a business entity, a residential cooperative is in many ways consistent with other business corporations are governed by Federal, State and Local laws. The Cooperative's By-laws, Proprietary Lease and House Rules and the documents that govern all its shareholders and the Board of Directors. Shareholders of Rocky Hill Tenants Corp. (the "Corporation") own shares of stock in the Corporation which, in turn, owns the property.

The property has 18 Buildings with 231 apartments. Each shareholder holds a long-term Proprietary Lease, which permits occupancy of one of the apartments in the building. Some of the tenants continue to rent their apartments under the aegis of the Rent Stabilization provisions of New York City, but the owner of the shares allotted to those apartments must also answer to the same governing bodies as the Corporation.

The property has an indoor garage with limited parking spaces.

BOARD OF DIRECTORS

The Board of Directors has a fiduciary responsibility for the prudent management of the affairs of the Corporation. It oversees all aspects of operating the building, provides shareholders with certified annual financial statements, and establishes an annual budget that enables it to determine monthly carrying charges.

The Corporation has a seven (7) member Board of Directors. At the Annual Meeting of Shareholders held in November of each year, Directors are elected to one-year terms.

As decisions and policies established by the Board of Directors are determined by majority vote. Each Director is entitled to cast only one (1) vote on any issue before the Board of Directors regardless of the actual number of share of stock in the Corporation he or she may own. Therefore, on any issue before the Board a maximum of seven (7) votes may be cast.

MANAGEMENT

The Corporation retains the firm of Kaled Management Corp. manage the daily affairs of the Building. The management company is responsible for attending to the residents' calls and complaints inspecting the premises regularly supervising the Building staff, monitoring all Building operation, contracting for Building services, and financial and other record keeping.

The Management Company will also provide shareholders with information regarding corporate policies and procedures, applications necessary for selling, subletting, or refinancing an apartment, and alteration agreements and other corporate documents.

BUILDING STAFF

The Corporation employs on Superintendent, one Handyman, and three Porters to maintain the buildings and equipment as well as to keep the Building clean, provide security, supervise all moves and deliveries, and may make certain repairs in a shareholder's apartment (See Facilities & Procedures – Maintenance and Repairs).

Any personal errand, private business or special working arrangement requested of the Superintendent by any individual shareholder or other resident is not to interfere with his regular responsibilities. Compensation for such work is the responsibility of the individual shareholder or other resident and should be agreed upon with the Superintendent before work is begun. The Corporation is not responsible for any personal deliveries accepted by the Superintendent on behalf of any resident.

ACCOUNTANTS

The Corporation retains the services of the accounting firm of Roseblatt, Kiman, Levittan, Levine & Co. LLP. The accountant reviews monthly management statements, maintains the Corporation's books and records, assists in the preparation of the budget, and performs an annual audit. An annual certified statement is distributed to shareholders by April 1st of each year. The Accountant also prepares as letter to shareholders informing them of tax deductions and credits, which is distributed during the first quarter of each calendar year.

NOTICES

To keep all residents informed, a glass enclosed bulletin board is located in the front of each hall on the ground floor of each Building. The Management Company, the Superintendent, and the Board of Directors post notices and announcements.

FINANCES

CARRYING CHARGES (MAINTENANCE)

Timely payment of monthly carrying charges, also known as maintenance charges, enables the Corporation to meet its financial obligations and carry on the business of the Building. Failure of any shareholder to pay carrying charges on time results in an additional burden for the Corporation and all its shareholders.

Maintenance is due and payable on the first day of each month by check or money order only. Monthly maintenance bills are mailed to all shareholders. A late penalty is imposed on the tenth day of each month in the amount of \$25.00.

DETERMINATION OF MAINTENANCE

Annual carrying charges for each apartment are contingent upon the Corporation's annual budget and the number of shares allocated to the apartment. The number of shares allocated to each apartment is stated on every Proprietary Lease and Stock Certificate. To calculate this charge, the annual budget is divided by the total number of shares allocated to all apartments (120,000) and the resulting number is then multiplied by the actual number of shares allocated to an apartment. To calculate the monthly charges, divide by twelve.

ANNUAL FINANCIAL STATEMENT

Each year shareholders will receive a copy of the Corporation's Financial Statement prepared by the Corporation's Accountant for the year just ended and a budget for the coming year. The budget, determined by the Board of Directors, with assistance from the Management Company and the Corporate Accountant, project expenses for the coming fiscal year plus reserves for contingencies.

ASSESSMENTS

Shareholders are required to pay their proportionate share of any special assessment that may be levied to pay for repairs, alterations, or improvements to the building, or for other cash requirements.

INSURANCE

The Corporation carries fire insurance, which insures the structure and all public areas, and liability insurance to protect it against claims resulting from accidents for which the Corporation might be liable. Neither policy covers the personal interest or liability of individual shareholders.

Due to the unique status of cooperative ownership, shareholders may be liable for property damage and personal injury suffered by others caused by conditions in their apartment. All shareholders are urged to secure adequate insurance coverage to protect themselves.

The Corporation also carries Directors and Officers Liability Insurance to indemnify them from personal liability for their work on behalf of the Corporation.

FACILITIES

GARBAGE DISPOSAL

All garbage must be placed in plastic bags securely tied and deposited in the appropriate garbage receptacles located in the designated garbage rooms.

RECYCLE RULES

All newspapers, magazines, periodicals and corrugated cardboard boxes must be bundled, tied with string and placed in the designated area in the basement garbage room. All plastic bottles, jugs, glass bottles, glass jars, metal cans, aluminum foil, wrap and trays must also be placed in designated receptacles located in the designated garbage rooms.

LAUNDRY ROOM

The laundry facilities are equipped with washers and dryers under contract with an independent laundry service company. All equipment is coin operated. Prices are subject to change with each contract. Should you lose your money in a machine, request a refund directly from the laundry Service Company.

EXTERMINATOR

The building has a contract with a professional licensed exterminator who services the premises twice each month. This service is provided to all residents without charge. A sign-up sheet will be placed inside each building near the mailboxes twice a month. Please sign for this service each month. Someone must be at home to allow access to your apartment. If you cannot be at home, please make arrangements in advance with the Superintendent.

STORAGE

There are currently three storage rooms with individual lockers. Residents may rent lockers for an annual fee of \$150.00. Bicycle rooms are located in basements designated with racks at no charge. Baby carriages and similar articles must be kept inside your apartment. They may not

be left on the landings outside apartment doors as this constitutes a fire hazard and is a violation of the Building and Fire Code of the City of New York. In the event that a building inspector levies a fine against the Corporation for such encumbrances, the fine shall be passed on directly to the offending resident.

GARAGE

There is an indoor garage with limited parking spaces available. There is a waiting list posted in the bulletin board. Any Shareholder may have their name placed on the waiting list according to the rules.

GAS AND ELECTRICITY

Each apartment is individually metered for gas and electricity and is billed directly by Con Edison for energy consumed.

TELEVISION RECEPTION/ANTENNA

Residents are not permitted to secure any type of receiving antenna or satellite dish to any exterior portion of the building including the roof and parapets.

WINDOW GUARDS

New York City Law requires window guards on each window in an apartment that is the residence of children under the age of ten (10) unless the resident waives this requirement. If you have young children and do not have window guards installed, please contact the Management Company. If you do not have young children and do not want window guards, you will be asked to sign a waiver to that effect for the Building's records.

AIR CONDITIONERS

Window air conditioning units, ventilators or other objects that will project out of any window of the Building may be installed only with the written approval of the Board of Directors.

Installation of through-the-wall air conditioning sleeves constitutes an alteration, which requires the approval of the Board of Directors. This alteration can cause severe damage to the Building and is strongly discouraged. Each request, however, will be reviewed on a case-by-case basis.

Shareholders are reminded that an Alteration Agreement must be filed with the Corporation and approval received before any alteration is undertaken. Failure to do so may result in the Corporation requiring the offending shareholder to fully restore the premises at the shareholder's expense.

ACCESS TO APARTMENTS

In case of emergencies, Agents of the Corporation, the Superintendent, the Management Company, may enter any apartment, at any reasonable hour of the day to allow contractors or workmen to correct an emergency situation; i.e. water leaks from your apartment to an apartment below. Therefore, all residents must provide the Superintendent with keys to their apartment.

MAINTENANCE AND REPAIRS

THE SUPERINTENDENT

The Superintendent is responsible for taking care of the routine mechanical problems in the day-to-day operation of the Buildings. The Superintendent may also make certain repairs in shareholder's apartment. For rental tenants in need of service, the Superintendent will contact the appropriate individuals so those repairs can be arranged.

For emergency repairs, contact the Superintendent or the Management Company immediately. It is imperative that the Superintendent has access to all apartments in the event **emergency repairs** are necessary. Failure to provide the Superintendent with keys to your apartment may subject you to additional liability due to damage done or expense incurred while gaining access to your apartment. The shareholder is responsible for fixtures and appliances within the apartment and for any pipes the shareholder installs. The shareholder is also responsible for everything electrical from the junction box at the riser.

REPAIR BY THE CORPORATION

The Corporation is responsible for the maintenance of the building structure and standard building equipment, including the common areas, the principal gas, heat, water and other pipes.

When the Corporation is responsible for repairs, it will fix just the damaged area, not the whole floor, wall or ceiling after a leak, etc. If the shareholder wants to have a whole wall re-done, for example, the painter will estimate the time needed to repair the damaged area as a percentage of the whole, and the Corporation will pay for that part only.

The Corporation pays for plastering the damaged area and for primer and one coat of standard white paint. If shareholders have their own paint, the painter will apply one coat of that instead. Wallpaper is never the Corporation's responsibility.

When the Corporation cannot make repairs using the same materials, standard materials will be used. For example, in old bathrooms where the tiles are no longer available, plain white tiles will be used. If shareholders wish to redo the floor themselves, the Corporation will give them a sum equal to the cost of repairing the damaged areas with white tiles.

REPAIRS BY THE SHAREHOLDER

Shareholders are fully responsible for the maintenance of the interior of their apartment, including walls, floors and ceilings, exposes gas, water or other pipes attached to fixtures, appliances and equipment. The fixtures, appliances and equipment to which they are attached are also the shareholder's responsibility. The shareholder may also be responsible for damage caused to other apartments by leakage or overflow of water or gas from their apartment from any pipe, basin, tub or other equipment within the apartment. Toilets and other water apparatus must not be used for any purpose other than those for which they were constructed. The shareholder must pay the cost of repairing any damage resulting from misuse. If a shareholder is asked to make repairs and does not do so within thirty (30) days (or sooner if there is an emergency), the Corporation can make the repairs and collect expenses from the shareholder as additional maintenance.

RENOVATIONS AND ALTERATIONS

Under the terms of the Proprietary Lease, the lessor must obtain approval for improvements and/or alterations from the Board of Directors and is responsible for obtaining all necessary permits and approvals from the Building Department. Contact Kaled Management who will obtain approval from the Board of Directors.

An Alteration Agreement must be filed, signed and submitted to the Board of Directors along with a refundable \$1,500 damage deposit made payable to Rocky Hill Tenants Corp and copies of any plans and permits before any work can begin. Shareholders should carefully review the Alteration Agreement with their contractor before signing and should not commence any work without first obtaining approval from the Board. An Alteration Agreement may be found in the handbook or may be obtained from Kaled Management.

Alterations shall only be performed between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. No noise-producing work is permitted on Saturdays, Sundays or holidays. In general improvements and/or alterations for apartments in the Buildings involve the following:

PLUMBING: (including gas): Relocation of sinks, installation of dishwasher, new toilet fixtures, rerouting of hot and cold water lines. This work must be performed by a Licensed Plumber who will file with the Building Department and obtain a plumbing inspection report.

ELECTRIC: New or upgraded service lines and distribution box, circuit breakers, addition of lines to service air conditioning units, dishwasher, washer/dryer, etc. This work will require a Licensed Electrician who will file the work with the Building Department and obtain the necessary permits and approvals. In some instances, Con Ed may require bringing additional electric service into the building. Please check with Con Ed, your electrical contractor and the Board of Directors prior to any work, which may involve a new service line or any interruption in the level of service to any apartment or to the panel boxes in the basement.

GENERAL CARPENTRY: New partitions, demolition of walls and doorways, new floor and ceilings, or any work which involves changing the actual physical layout of the apartment. This work will require plans and specifications submitted by an architect for approval to the NYC Department of Buildings. In general, this is necessary when combining or changing apartments, the layout of rooms, the number or location of bathrooms, the location of the kitchen, or the number or size of the bedrooms. Before the plans are submitted to the NYC Department of Buildings, they must be approved by the Board of Directors. Before any work can be performed, the contractor (or owner) must obtain a NYC Department of Buildings permit. A copy of this permit must be given to the Board of Directors. The Board of Directors will require that the owner provide for periodic inspections of the work by an architect, building agent, and if necessary, the Board of Directors at the expense of the shareholder.

SALES AND SUBLET PROCEDURES

SALES

Contact the Managing Agent – Prospective residents (purchasers) must file a detailed Purchase Application with the Corporation. This application is available from the Board of Directors or the Managing Agent, after the contract to buy has been signed.

Purchase Application – The Purchase Application cannot be processed until it is complete, and includes all necessary supporting documentation and attachments. Information required includes, but is not limited to, financial and employment information, professional and personal references and bank commitment (if the purchase is being financed). After the Purchase Application has been submitted, a credit check and verification of all references will be made. This process may take several weeks. An application fee of \$____ made out to the Management Company must accompany the documents. Any costs resulting from credit checks or from the obtaining of other required information will be billed to the shareholder.

Board Committee's Recommendation – Once the Management Company determines that all required documentation and information has been received, the Board will review written materials. The Committee may schedule a personal interview with the applicant or may recommend that an applicant be rejected without an interview.

Board of Directors – After the Committee has completed the full review, the Board of Directors will convene to vote on the Committee's recommendation. Notification will then be given to the applicant informing him or her of the Board's decision.

Acceptance or Rejection of Purchaser – If an applicant is rejected, another buyer must be found. If an applicant is accepted, arrangements must be made for the transfer of shares.

Transfer of Shares/Closing – After a shareholder receives written approval of the Board of Directors to sell the shares allocated to their apartment, the shareholder or shareholder's attorney should schedule a closing. Please note that if the purchaser has financed the purchase, he must also contact the bank as to the closing so that the Shareholder can ascertain all information pertinent to closing. New shareholders cannot move into the building until the process outlined above has been successfully completed, the Board of Directors has given its written approval; all steps in the process have been finalized; including the transfer of shares to a new shareholder, and the signing of a Move-In/Move-Out Agreement.

MOVES

In order to minimize inconvenience to all residents and to protect the Building from costly damage, all moves into or out of the Building are to be coordinated through the Superintendent and must comply with the following requirements:

1. The Superintendent must be notified at least 48 hours in advance.
2. A \$750.00 move-in/move-out fee must be given to Management at closing. This fee is collected for both the seller and purchaser.
3. A \$500 administrative fee must be given to Management at closing.
4. Moving may only take place between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, not on holidays.
5. Vehicles may not be driven onto or parked on the sidewalk in front of the building.
6. Box cartons and other refuse must be disposed of properly as directed by the Superintendent.

The Superintendent is authorized to supervise all moves. Once the security deposit has been tendered, the Superintendent will inspect the public hallways and exterior of the building. After the move, he will re-inspect them. Any damage will be reported to the Management Company. The entire deposit or a portion of it will be forfeited if there is a breach of the Moving

Agreement or if the Building or Building property has been damaged. If the cost of repairs exceed \$____, the cost will be borne by the shareholder or other resident. The entire deposit will be returned if there has been no breach of the Moving Agreement and no damage to the Building or Building property.

SECURITY

The safety of the Building is only as good as the willingness of each resident to be conscientious in this regard. Strict observance of these procedures will help minimize security problems for all residents.

INTERCOM

Each apartment has an intercom with a listening device, and a button, which releases the front door to the Building. When a visitor buzzes your intercom, it is of the utmost importance that you ask the caller to identify themselves and that you do not buzz anyone in unless you are absolutely certain of their identity. If residents have any problems with their intercom, it is their responsibility and obligation to request repair.

ENTRANCES

Building – When entering or leaving the Building, residents are also cautioned against allowing access to any stranger through the vestibule doors. Alarms and “panic bar” exit devices have been installed on the door leading to the roof. These alarms will be set off whenever the doors are opened without proper authorization, but will not impede egress in case of a fire. All residents have been asked to cooperate in not using these doors except in an emergency.

Apartment – All residents are cautioned against opening their door to anyone who may identify him or herself as a workman or contractor for the building. Unless he or she is accompanied by the Superintendent or a member of the Board, or unless you have been given advance notice by the managing agent or the superintendent, you should deny anyone access to your apartment.

SMOKE DETECTORS

New York City law requires smoke detectors in all residential apartments. Accordingly, smoke detectors have been installed in every apartment in the building.

Each resident is responsible for the maintenance of smoke detector(s) in his or her apartment. All smoke detectors should be vacuumed periodically to keep them dust free and should be tested monthly by pushing the test button, which will cause the alarm to sound. Batteries should be replaced at least once a year. Only a functioning smoke detector with a working battery will warn you and your neighbors of a fire.

ABSENCE FROM THE BUILDING

All residents are urged to double lock their doors whenever leaving their apartments. In the event of an extended absence, make arrangements for the collection of mail you expect to be absent from the Building for a prolonged period of time. The mail can be held at the post office, forwarded to a temporary address or collected by a neighbor.

HOUSE RULES

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress and egress from the apartments of the Building.
2. No public hall above the ground floor of the Building shall be decorated or furnished by any resident, in any manner.
3. No resident shall make or permit any disturbing noises in the Building or to permit anything to be done therein which will interfere with the rights, comfort or convenience of other residents. No resident shall play any musical instrument or operate a record player, radio or television loud speaker between the hours of 10:00 p.m. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on the weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
4. No article shall be placed in the halls or on the staircase landing nor placed upon windowsills of the Building.
5. No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Board of Directors, nor shall anything be projected out of any window or any Building without similar approval.
6. 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 of Directors.
7. No radio or television aerial (including satellite dishes) shall be attached to or hung from the exterior of the Building without prior written approval of the Board of Directors.
8. No feeding of undomesticated animals (birds, squirrels, stray cats or dogs, etc.) on co-op property.
9. The Board of Directors shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
10. Unless expressly authorized by the Board of Directors in each case, 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% of the floor area of each room. The exception to this rule is the kitchen, bathroom(s), closets and foyer.
11. Complaints regarding the Building service shall be made in writing to the Management Company.

12. Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time.
13. The agents of the Board of Directors, or any contractor or workman authorized by the Board, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests.
14. Any shareholder who violates the Corporation's established policy prohibiting the walking of dogs on our common areas and permitting their dogs to defecate and/or urinate on the property will be required to reimburse the corporation for its expenses in cleaning up and repairing the damaged area.
15. No "new dogs" are permitted in Rocky Hill Tenants Corporation, as of the date of this Handbook and House Rules. All dogs on the property as of November 1, 2004 shall be permitted to remain on the property. This shall not be interpreted to permit any replacements of these dogs. The keeping of dogs or other pets on the premises is subject to the terms and conditions of the house rules and the proprietary lease, as such may be amended or modified from time to time by the Board of Directors at their discretion.

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

**ROCKY HILL TENANTS CORP.
APARTMENT ALTERATION AGREEMENT**

Approval of the management Office and the Board of Directors is needed before any alteration or renovation can be made in an apartment including but not limited to removal of walls, installation or removal of any pipes, wires, fixtures and cabinets. Shareholders planning a renovation must submit a written request to the Managing Agent.

The following are the details of Rocky Hill Tenants Corp's Alteration Agreement:

1. All work will be done in a skillful workmanlike manner and must comply with all rules and regulations of governmental authorities and agencies having jurisdiction. A licensed contractor must do all plumbing and electrical work. Your licensed professional architect or engineer will be required to obtain any permit or license that shall be necessary in connection with such work.

The alteration project in an apartment shall be in full accordance with applicable rules and regulations of Rocky Hill Tenants Corp.

All necessary plans and specifications and a construction schedule will be submitted to the management office thirty (30) days prior to construction. The construction documents will clearly show the scope and details of the construction/alteration work. The Corporation requires copies of all licenses required, including home improvement, electrical and plumbing. A \$1,500 refundable deposit is also required upon submitting the above paper work. No contractor/workman will be allowed in the building without prior written approval of construction documents and schedule.

- A. Water and electrical shut downs must be scheduled with the Superintendent. There will be a fee payable to Rocky Hill Tenants Corp. for overtime services of building personnel in connection with utility shutdowns and start-ups.

Any additions, improvements, appliances or fixtures, including but not limited to lighting fixtures, refrigerators, air conditioners, dishwashers, ranges, wall paneling, special doors or decorations, special cabinet work, or other built-in ornamental items, which can be removed without structural alterations or permanent damage to the apartment, then the title shall remain in the name of the shareholder and the shareholder shall have the right to remove or transfer same at the shareholder's own expense, provided that the shareholder at the time of such removal shall not be in default in the payment of rent or in the performance or observance of any other covenants of the Proprietary Lease and maintenance, and that the shareholder shall, at the shareholder's own expense, prior to the termination of this occupancy, repair all damage to the apartment which had been caused by either the installation or removal of any such additions, improvements, appliances or fixtures.

2. Before starting any work, the shareholder will furnish to the Corporation, Certificates of Insurance for Comprehensive Liability, Bodily Injury and Property Damage in the amount \$1,000,000 Combined Single Limit, including Completed Operations Coverage and Workers Compensation which will be maintained at all times, by you, as long as your contractors are engaged in the performance of their work. The Completed Operations Coverage will be maintained for one year after the work is completed. The liability insurance policies must designate the Corporation and the Managing Agent as additional named insured.
3. The shareholder will indemnify and hold harmless the Corporation and its stockholders and the Management Company from any liability of damages to any personal property to any part of the building structure, it's utilities equipment or furnishings, which may arise from said work.
4. Rocky Hill Tenants Corp. reserves the right to refer the shareholder's plans for review to a consultant or professional engineer selected by the Corporation and at the expense of the shareholder. The shareholder agrees to comply with all changes, and/or requirements, recommended by the Corporation's consultant or engineer.
5. The shareholder agrees to complete the work, as outlined in the letter of request and plans submitted, within the time limits specified in the letter of request.
6. The shareholder will be liable for the full payment of the cost of all the work done in the apartment and for all materials furnished. The shareholder will pay for all work and materials when due. In the case that a notice of mechanic's lien is filed, you will be responsible to discharge the lien. Additionally, you will indemnify and hold the Corporation and/or Board of Directors harmless of any claims or demands in connection with any such claim or in the removal of any mechanics liens, which may be filed in respect to said work and which you have failed to have discharged within ten (10) days after notice is received from the Corporation.
7. Except as described, you will not have the right to make any structural changes in and to the apartment.
8. For any work done on the plumbing, heating systems or electrical systems of the building, which causes damage or mandates repairs to said systems, the shareholder will be responsible for the costs to repair said systems.
9. You and/or your contractor will be responsible for the protection of all common areas leading from your apartment. Protective coverings is required, to walls and floors, are to be provided and removed at the end of each workday. You and/or your contractor will be responsible for the removal of debris and rubbish left from the alteration on a daily basis, at your own expense. If you fail to remove debris or rubbish immediately upon demand, the Corporation shall have the right to do so and charge the entire expense to you.

10. Under no circumstances will said work interfere with the normal operations of the building and your contractor will follow the instructions of the Superintendent.
11. The following statement must appear in your contract for the alteration: "The contractor will be responsible for performing a post-renovation cleaning that includes dust wiping the hallway threshold and all immediate adjacent areas, and, HEPA-vacuuming the hallway(s) and elevator(s) used during renovation."
12. A copy of the contractor's EPA issued Lead Paint Renovators License (mandatory requirement) must be submitted. Failure to do so will result in denial of this application.

Resident (Print Name)

Address and Apt. No.

Resident (Print Name)

Address and Apt. No.

Rocky Hill Tenants Corp.
Bayside, NY 11361

Dear Shareholders/Residents:

July, 2018

Rocky Hill Tenants Corp. is hereby giving notice to all residents and shareholders of the Coop's smoking policy pursuant to New York City's newly enacted Local Law 147/2017 which policy is in accord with the existing NYC 2002 Smoke Free Air Act (the "Act"). This act was implemented due to the fact that the harmful effects of secondhand smoke caused by indoor smoking are simply too great to ignore.

Rocky Hill Tenants Corp. has been, and will continue to be in compliance with the Act and be smoke-free in all enclosed areas except within a shareholder's actual dwelling unit and all common outdoor areas except as below. This means that there will be no carrying or use of a lit tobacco product, including e-cigarettes, hookahs and vaporizers (meaning any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking), in any indoor common spaces including but not limited to, porches, vestibules, laundry rooms, garages/parking lots, playgrounds and as may otherwise be prohibited by law. In addition, smoking shall be forbidden on any terraces within the apartments or within 100 feet of any entrance to the building that make up the cooperative.

- The Coop's smoking policy always has been, and will continue to be, applicable to all shareholder-tenants, subtenants, invitees of tenants, guests and any other person on the premises, maintenance personnel and staff.
- In accordance with Local Law 147, in the event a shareholder shall sublease his/her unit, the shareholder must incorporate this smoking policy into any sublease. Any shareholder selling the shares appurtenant to their unit must incorporate this smoking policy into the contract of sale. The Coop notes that Local Law 147 provides for civil penalties levied by the Board of Health in the event these required disclosures are not complied with; specifically, Local Law 147 provides for civil penalties in the event of any violation as follows: First violation: \$200 to \$400; Second violation, if within 12-months of first violation: \$500 to \$1000; Third or subsequent violation, within 12-month period: \$1000 to \$2000
- The Board will be amending the Coop House Rules to incorporate the Coop's smoking policy set forth above in accordance with local Law 147 and will distribute to all Shareholders a copy of the Amended House Rules as soon as same are available.

Thank you for your cooperation and compliance with the Coop's smoking policy and the Act.

Very truly yours,
Board of Directors

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable Accommodations

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling 516-876-4800, or by e-mailing info@kaled.com. You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out);
- Changes to your housing provider's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a “no pet” rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.



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NEW YORK CITY FIRE DEPARTMENT

**2022-2023 Fire and Emergency Preparedness Bulletin
For New York City Apartment Buildings**

APARTMENT BUILDING FIRE SAFETY

E-Bike Fire Safety (Fire Safety Hazards Associated with Powered Mobility Devices)



There have been over 140 e-bike and other lithium-ion structural fires in New York City in the first 10½ months of 2022 alone. Six persons died and 140 persons were injured in these fires. Apartments have been severely damaged.

WHAT YOU NEED TO KNOW ABOUT E-BIKE FIRE SAFETY
(SEE NEXT PAGE)

E-bikes, scooters, hoverboards and other mobility devices powered by lithium-ion batteries have become popular. Many people store and charge them in their apartments. However, the devices' lithium-ion batteries and chargers present serious fire safety hazards.

**Immediately stop charging your e-bike
and call 911 if you notice:**

- Fire or Smoke
- Battery overheating
- Change in battery shape or color
- Battery leaking
- Strange battery smell
- Battery making odd noises

Powered Mobility Device Fire Safety

BUY only e-bikes or other mobility devices that are **CERTIFIED** by nationally recognized testing laboratory. Look for symbols such as UL, ETL and CSA.

- **WHY?** The laboratories test these products to make sure they meet industry standards and are safe to operate under normal circumstances.

USE the original battery, power adapter and power cord supplied with the device, or a manufacturer-recommended and/or a testing laboratory-certified replacement.

- **NEVER** use unapproved batteries/chargers, even if they are much less expensive.
- **WHY?** Unapproved batteries or chargers may not be designed to work with an e-bike or e-bike battery.
- **RESULT:** An unapproved battery may overcharge, overheat and catch on fire.

PLUG the e-bike directly into an electrical wall outlet when charging.

- **NEVER** charge an e-bike or e-bike battery with an extension cord or power strip.
- **WHY?** Lithium-ion battery charging requires a lot of electrical current, more than most extension cords and power strips can handle.
- **RESULT:** The extension cord or power cord can overheat and cause a fire.

CHARGE your e-bike or other device in a safe facility, not in your apartment, if possible. Ask your building or employer if they can provide a safe charging and storage facility.

- **WHY?** Lithium-ion batteries store a lot of energy and when they overheat they release intense energy. Most apartments are unsprinklered and many furnishings and household items are highly combustible.
- **RESULT:** A fire in your apartment can be devastating.

MAKE SURE you have a way out of the apartment in the event of fire!

- **NEVER** charge your e-bike next to the apartment entrance door or any other place where it could prevent your escape.

MONITOR your e-bike or e-bike battery when it is being charged.

- **READ** the manufacturer's charging and storage instructions and follow them.
- **NEVER** charge the battery overnight or when you are not in the apartment.
- **NEVER** charge an e-bike or e-bike battery on or near your bed or couch, or close to drapes, papers or other combustible materials.