

173 Hicks Street Corporation



**173 Hicks Street Brooklyn, NY,
11201**

House Rules

(Effective July 1, 2019, and Revised July 11, 2023, July 30, 2024 and May 15, 2025)

The following terms apply:

- Residents: All Building occupants
 - Resident Shareholders: Resident apartment owners
 - Building: The physical buildings and the shared exterior areas
 - Board of Directors: The elected Board of Directors of 173 Hicks Street Corporation
 - Management: The Managing Agent
1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than to enter or exit apartments in the Building.
 2. The entrance doors to the Building must be closed and always locked. Residents must make sure the entrance door closes as they enter or exit the Building. In the event of a move, the doors may not be left unattended. Residents should not let in any person or persons unknown to them.
 3. Children should not play in the public halls, stairways, rooftops or fire escapes, and should not be permitted on the roof unless accompanied by a responsible adult.
 4. Smoking is prohibited in all public areas of the Building, including, but not limited to, the lobby, hallways, stairwells, rooftops, basement, elevator and laundry room. Secondhand smoke of any kind will not be tolerated. All Residents who smoke or use smoke producing products must purchase a quality air purifier for the purpose of removing cigarette, tobacco, marijuana, herbs, plants, liquids and/or any other combustible material from the air.
 5. The building's rooftop is not for personal or recreational use and may not be accessed without prior written approval from the Board of Directors

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6. No large articles of any kind, including, but not limited to, bicycles, tricycles, scooters, strollers, baby carriages or similar vehicles, shall be placed or allowed to stand in the lobby, hallways, passageways, stairwells, or other public areas of the Building.
 7. The Board of Directors, at their discretion, may choose to decorate the Building's walls. In addition, no public hall of the Building shall be decorated or furnished by any Resident in any manner without the prior consent of the Resident Shareholders on the landings where the apartments are located and the Building's Board of Directors.
 8. No Resident shall make or permit any disturbing noises in the building or do or permit anything that will interfere with the rights, comfort or convenience of any of the other Residents. Specifically, no Resident shall play or allow the playing of, or operate any, musical instrument, phonograph, radio, television, loudspeaker, or similar equipment, between the hours of 10 P.M. and the following 8 A.M., if the same shall disturb or annoy other Residents of the building. No construction or repair work or other installations involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 A.M. and 5:00 P.M.
 9. All Residents moving in or out of the building must notify Management no less than 72 hours prior to such times and must deliver to Management a deposit check to held against damages to the building. Contact Management for the deposit. The cost of any damage found because of the move will be charged to the Shareholder owning the unit. Such moves may be conducted on Monday-Saturday (not including legal holidays) and only between the hours of 8:30 A.M. and 6:00 P.M.
 10. No article shall be hung or shaken from the doors, or windows, or placed upon the windowsills of the building.
 11. No awnings, window air-conditioning units or ventilators shall be used in or about the Building unless approved by Management, nor shall anything be projected out of any window without similar approval. Window air conditioning units must be properly bracketed in accordance with applicable



New York City regulations. Water condensation from air-conditioning units must be projected / directed away from the building. The cost of repairing any water damages or stains from such units to the exterior of the building will be charged to the Shareholder owning the unit.

12. No sign, notice advertisement or illumination shall be inscribed or exposed in or on any window or other parts of the building, unless item is approved in writing by the Board of Directors.
13. Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct. **Under no circumstances may construction debris be left in the trash area.**

Bulk items, including household furniture, crates, sticks of wood or other large or solid matter should avoid being placed in the basement but rather placed curbside in front of the building the night before sanitation pick-up. All metal cans, bottles and newspapers must be brought down to the basement garbage room and placed in the proper receptacles provided. All cartons and boxes must be broken down until flat and placed behind the proper trash receptacles. The following rules shall be observed with respect to refuse disposal:

- a. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the trash chute.
- b. Debris should be completely drip-free before it leaves the apartment and carried to the trash chute in a careful manner and in a drip-proof container; then placed into the chute.
- c. **No bottles, newspapers or cans shall be dropped down the chute** but shall be left in the proper recycling bins located in the basement. No trash shall be left in the halls or under the trash chute at any time.
- d. Bulky items, cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into the trash chute. Small items of this nature may be left in a neat manner in the garbage room located in the basement.
- e. **At no time should cat litter be put down the compactor chute. Cat litter should be brought down to the basement**
- f. Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic or any

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- other inflammable explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the trash chute but should be brought down to the garbage room.
- g. Vacuum cleaner bags must never be emptied directly into the chute. Such dust, direct, etc. should be wrapped in a securely tied bag or package and then placed into the trash chute.
14. Toilets, drains and other water apparatus in the Building shall not be used for any purpose other than those for which they were constructed. No plaster, rags, paper towels, condoms, sanitary napkins, paper bags, newspapers, excessive amounts of toilet paper, any plastic items, small, deceased animals (birds, turtles, fish) or any other customarily inappropriate article may be disposed of into the toilets or drains. The cost of repairing any damage resulting from the misuse of any water or drainage apparatus shall be paid for by the Shareholder in whose apartment it shall have been caused.
15. No pigeons or other birds or animals shall be fed from the windowsills, rooftops, or other public portions of the building or on the sidewalk or streets adjacent to the building. Pets are not permitted unless expressly approved by the Board. Assistance Animals are permitted in accordance with applicable law. Shareholders are responsible that approved pets do not become a nuisance to other Residents. The Cooperative will make reasonable accommodations for lessees in need of an Assistance Animal, in full compliance with applicable requirements of HUD (U.S. Department of Housing and Urban Development), DHR (NYS Division of Human Rights), the NYC Commission on Human Rights and any other government entities. Please speak with the Management Agent to obtain a copy of the procedures for Assistance Animals and the Assistance Animal Request & Registration form. No animal shall be permitted in any of the public parts of the building unless carried or leashed. Pet owners will not harbor, substitute, or "pet sit" any other pet(s) on the premises, nor may pets be kept for commercial purposes.
16. No radio or television aerial, or satellite dish shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors.

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17. Unless expressly authorized by the Board of Directors, the floors of each apartment must be covered with rugs or carpeting, or equally effective noise-reducing material as deemed effective by the Board, to the extent of at least 80% of the floor area of each room, excepting only kitchens, pantries, bathrooms and closets.
 18. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment, or on the sidewalk surrounding the building, without the consent of the Board of Directors.
 19. The Residents shall keep the windows of the apartment clean. In case of refusal or neglect of the Resident, after 10 days' written notice from Management to clean the windows, such cleaning may be done by the Board of Directors, which shall have the right, by its officers or authorized agents, to enter the apartment for that purpose and to charge the cost of such cleaning to the unit Shareholder.
 20. No Washers or Dryers are permitted in any apartment.
 21. The agents of the Building, and any contractor or workman authorized by the Building, may enter any Apartment at any reasonable hour of the day for the purpose of inspecting Apartments to effect emergency repairs and to control any vermin, insects or other pests. If the Cooperative must take measures to control or exterminate any infestation problem, the cost thereof shall be payable by the Shareholder.
 22. In situations that involve emergency repairs, Residents must provide access. If the Resident has not provided a key for such access, the Board will hire a locksmith to enter the apartment, at the Shareholder's expense.
 23. All Residents are responsible for cleaning up debris that result in all repairs. It is not the responsibility of the cooperative to clean up after an emergency repair has taken place (i.e. cleaning up plaster and other debris caused by a broken pipe).
 24. Any equipment or appliances found by the Building to be of poor quality, or to result in damage to the Building or interruption of service to other portions of

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the Building, or that which is visible from outside the Building and found to be rusty or discolored, or found to create excessive noise that interferes with the quality of life to neighboring residents, shall be removed or replaced at the order of the Board of Directors, at the respective Shareholder's sole expense. If Shareholder does not respond within ten days after written notice is given, the Board of Directors shall exercise the right to remove the item in question at the expense of the Shareholder.

25. Shareholders wishing to make renovations or improvements to apartments must receive consent from the Board of Directors by submitting to Management a fully completed Alteration Agreement. No work may begin until written consent is given. All work is done in accordance with applicable New York City building codes and with all appropriate licenses, permits and insurance certificates. Alteration Agreements are available at the Management office. No jetted bathtub, spa, whirlpool or Jacuzzi shall be installed in any apartment.
26. Any repair or renovation that may affect the performance of building service or cause damage to any portion of the building outside the apartment will be the responsibility of the Shareholder to immediately repair.
27. A cleaning fee for the common areas of the building will be assessed for a minimum amount of \$50.00 per occurrence to the Resident Shareholders who have not cleaned up, or not caused to be cleaned, the debris created by them, their sublet tenants, guests, visitors, movers, trades people, etc.
28. It is a violation of the rules and regulations of the Building to sublet any apartment to any individuals without the express consent of the Board of Directors. The use of any apartment for short term rental, as with Air BnB (or similar service), is a direct violation of the Building's Proprietary Lease and NYC Code. No short-term rentals of any unit, or any rooms within a unit, are permitted.
29. Any Shareholder seeking to sublet his or her apartment must apply as the required by Cooperative and comply with the process and rules for subletting established by the Board of Directors of the Cooperative. These rules and applications may be changed from time to time at the Board of

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Directors' discretion and will be published to the shareholder. The Board may accept or reject the application in its sole and absolute discretion.

30. Each apartment shall have installed, in an appropriate location or locations, one or more smoke detectors and carbon monoxide detectors, in compliance with New York City code, which shall always be maintained in operational condition.
31. Complaints from non-owner Residents regarding the service of the building should be made to the Shareholder owning the unit. In cases of emergency, lack of heat or hot water, or in cases of an active water leak, all Residents are directed to contact Management.
32. All Shareholders are required to have Renters/Homeowners Insurance. All policies must include liability protection for units affected by any action caused by the Resident (i.e. water damage caused by sink overflow). Should an incident occur, with no such insurance in place, the Shareholder will be personally liable for all costs involved.
33. All Residents shall provide the Building with a copy of a key to each lock providing access to the unit or any storage area and, if the lock should be changed, provide the Building with an immediate replacement upon installation. If any Resident does not provide a key and an emergency does arise, Management or the Board may authorize the forcible entry of the apartment or storage space without liability for damages and the cost of replacing any lock will be charged to the Shareholder.
34. It is the responsibility of all Residents to make sure Management has up to date information regarding work and home telephone numbers, as well as names of additional residents living in the apartment. This information will help Management in cases of emergency.
35. The passenger elevator is to be used by residents, members of their families, their guests, and employees. It should not be used by contractors moving construction material nor by professional moving companies moving large or heavy items.
36. Large packages and the like being delivered to the Building shall not be

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allowed to stand in the hallways unattended. Residents should be home to accept these items or plan to have the item moved into the apartment at time of delivery.

37. No Resident shall install any plantings on any terrace, balcony or roof without the approval of the Board. Plantings must be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from terrace, balcony or roof surface and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. It is the responsibility of the Resident to maintain the containers in good condition and the drain tiles and drains surrounding the containers in operating condition.
38. Complaints regarding the service to the building shall be made in writing to the Board of Directors.
39. These House Rules go into effect as of the date set forth above and supersede and replace all prior versions of such rules.

Any consent or approval given under these House Rules is revocable at any time. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Coop.