

3 HANOVER SQUARE OWNERS CORP.
3 HANOVER SQUARE
NEW YORK, NY 10004

3 HANOVER SQUARE HOUSE RULES Revision: November 2023

Definition: "Management" refers to the Board of Directors and/or the Managing Agent.

COMMON AREAS

Definition: The term "Common Area" includes all the Public Hallways, the Stairways and Landings, the Storage Rooms, the Penthouse Atrium, the Laundry Rooms, the Lobby and all other areas not specifically defined as apartments of Shareholders.

Attire: Attire worn in common areas shall be appropriate for the general public.

Unobstructed Use: Common areas shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building. Specifically,

- a) No one, including children, shall congregate in these areas.
- b) No personal objects such as: doormats, strollers, bicycles, scooters, toys, shoes, umbrellas, plants, seasonal décor or any other personal items shall be placed in the hallway. All objects placed in the hallway are considered fire hazards.
- c) Apartment doors shall not be left open or ajar. No Stairwell door may be propped open at any time.
- d) No rollerblades, scooters, skateboards or bicycles shall be worn or ridden in any common areas but may be carried or transported from apartments or storage rooms to the elevator and building exits.

NO SMOKING POLICY

Definition: Smoking shall include igniting, carrying, burning or other handling or controlling any lit or smoldering product containing tobacco or non-tobacco product.

This is a No Smoking building. Smoking shall be prohibited on the property, including but not limited to individual units, all common areas including main lobby, laundry rooms, elevators, store rooms, landings, stairwells, basements, Penthouse Atrium and balconies. Smoking is prohibited within fifteen (15) feet in either direction from the front and back doors of the building.

NOISE

In General: No one shall make or permit any disturbing noises in the building or permit anything to be done that will interfere with the rights, comfort or convenience of other residents. This includes engaging in any loud verbal language or profanities that can be heard in any common areas.

Music, Radio, TV, etc.: No one shall play any musical instrument, stereo, radio, television, loudspeaker or the like in an apartment between the hours of 10 p.m. and the following 8 a.m., if the same shall disturb other occupants of the building.

Construction: No construction or repair work or other installation involving noise shall be conducted in any apartment:

- Weekdays between the hours of 5:00 p.m. and 9:00 a.m.
- Weekends
- Federal Holidays

Floor Coverings: Unless expressly authorized by Management, 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 square foot area of each room except kitchens, pantries, bathrooms, closets, and foyers.

All exercise equipment, such as treadmills, massage chairs, and vibration boards, must be placed on noise-reducing rubber mats or a platform. Additionally, these items should be situated at least 0.3 feet (approximately 4 inches) away from walls to minimize potential disturbances to neighbors, including noise and vibrations.

SMELLS AND NOXIOUS FUMES

Residents should prevent strong smells and noxious fumes from escaping their apartments and entering the apartment of a neighbor, through the vents or under the door. Such smells and fumes may include strong cooking smells, chemical fumes, waste odors and other smells or fumes considered to be obnoxious or dangerous by others.

BUILDING EXTERIOR

Definition: The exterior of the building includes the area of the facade, the Penthouse Garden wall, and all vertical areas beyond the perimeters of an apartment's windows.

In General: No one shall use the building's exterior for personal means unless authorized by Management.

No air-conditioning units, ventilators, awnings or any other object that may project from a window, door or opening shall be used in or about the building unless expressly approved by Management.

Air Conditioners: All Window Air Conditioners must be installed with an exterior support bracket in accordance with city law.

All A/C's must comply with appropriate size requirements per apartment cubic and square footage and must be replaced if they are faulty or leak. Failure to address a leak in a timely manner that causes damage to the limestone facade, or any part of the building may result in a fine.

Signage: No sign, flag, notice, advertisement, or illumination shall be displayed, inscribed or exposed on or at any window, door or other part of the building, unless approved in writing by Management.

Antennae: No radio or television aerial, including satellite dishes, shall be attached to or hung from the exterior of the building without the written approval of Management.

Plantings: No resident shall install any plantings on the terrace or balcony without the prior written approval of Management.

In accordance with NYC Law, window guards must be installed in all windows if any occupants are 10 years old or younger. If you need window guards, please notify the superintendent immediately.

DELIVERIES AND BUILDING ACCESS

Visitors, Service and Trades People shall use such means of ingress and egress as designated by Management. All must be announced and/or escorted or guided by a Shareholder or building staff. Any new visitor who is not being escorted by a Shareholder should first report to the front desk at the front entrance of the building.

All deliveries, including but not limited to food and beverage, envelopes and personal items, must be picked up in person at the Front Desk.

Large deliveries including but not limited to bulk items, furniture, appliances or anything that would not easily fit on our carts shall be taken in or out of the building through the service entrance at 60 Beaver Street. If the items cannot be transported by our in-house carts, building Management will facilitate the use of the service elevator. Notification for assistance is highly recommended. For deliveries that require the use of a cart, the cart must be returned to the lobby area within 15 minutes.

For any in unit large deliveries, a certificate of insurance must be submitted to and approved by Management prior to arrival. The service elevator may need to be reserved, please contact the superintendent to coordinate between the hours of 9 a.m. – 5 p.m.

Management, the Board, and building staff will not be responsible for or have any liability with respect to the safekeeping of anything delivered by and received by UPS, FedEx, Amazon, and any other courier or messenger delivery. All packages and delivery must be picked up in a timely manner. Items left for more than 3 days will require communication with Management.

ENTRANCE TO APARTMENTS

Management is required to provide notice and receive permission from the occupants to enter any apartment unless in case of emergency, including but not limited to fire, water leak, steam leak, etc.

Shareholders must provide access to their apartments in case of emergency. It is strongly suggested all Shareholders use the secure BuildingLink key system. Failure to provide emergency access may result in costly repairs that will be charged to the Shareholder.

GUESTS

Short-term rentals, including those facilitated through platforms like Airbnb and others, are strictly prohibited. 3 Hanover Square is registered as a Prohibited Buildings List in accordance with Local Law 18. Shareholders or residents who engage in any type of short-term rental will be in violation of the Propriety Lease and subject to legal action by the Corporation.

Anyone retrieving keys and access to your apartment unit from the Shareholder, resident or the front desk must be registered with Management through BuildingLink. This includes but not limited to dog walkers, caregivers, housekeepers, babysitters and anyone who you give specific permission to enter your apartment and the building.

SUBLETTING

Subleasing requires Board permission, complete application, interviews, and Board approval per the application process that is provided through Management. All sublets are subject to fees. Subtenants are required to adhere to all house rules but are not allowed to have pets or access the storage units.

PETS

Pets are permitted for Shareholders only under the following conditions:

Birds, Cats and Dogs are allowed in an apartment as long as they are up to date on vaccinations and fully licensed by the city when required. The Board may require a statement of good health for any pet residing in the building.

No more than TWO (2) pets shall be kept or harbored in any one apartment unless expressly permitted in writing by Management. Each additional pet shall require approval from the Board.

Fish tanks under 50 gallons may be permitted with approval by the Board only. Additional liability insurance may be required.

Please ensure all pets and new pets are approved and registered in BuildingLink. This will help Management know who has a precious animal in residence should an emergency occur and the owner is not present.

Pet Access to Common Areas: In no event shall any pet be allowed to freely roam any common area. Specifically, dogs must be on a leash at all times within the common areas, unless carried or in an appropriate carrying case. No animals shall be fed by tenants or guests from the window sills, terraces, balconies or any common areas. No more than Three Dogs may ride in the elevator at one time. Cats are not permitted to roam the hallways or common areas. All pets must be

monitored and accompanied by their owners or caregivers when in the common areas of the building.

GARBAGE

In General: Garbage and refuse from apartments shall be disposed of only at such times and in such a manner as the superintendent or the Managing Agent may direct. The following rules shall be observed with respect to refuse disposal:

- a) All wet debris is to be securely wrapped or bagged in small packages sized to fit easily into the compactor chute.
- b) Debris should be completely drip-free before it leaves the apartment and carried to the compactor closet in a careful manner and in a drip-proof container.
- c) Bottles or cans shall be disposed of pursuant to the recycling regulations in effect at any particular time.
- d) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into the compactor chute. Small items of this nature may be left in a neat manner on the compactor closet floor. Bulky items should be left in the service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator. Please notify the front desk when large items are left by the service elevator.
- e) Cardboard boxes must be broken down and left in or outside the compactor rooms.
- f) Under no circumstances should cat-litter, carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, lighted cigarettes or cigars, plastic wrappings or covers, oil soaked rags, empty paint, aerosol cans or any inflammable explosive, highly combustible or noxious substances be thrown into the compactor chute.
- g) Vacuum cleaner bags must never be emptied into the chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through the hopper door panel into the chute.
- h) Building staff shall be notified of any drippings, or moist refuse appearing on compactor closet floors or corridors.
- i) Electronics that can be recycled may be disposed of by contacting the resident manager. They are collected and recycled in bulk for the Building.
- j) No construction debris or materials may be disposed of in the compactor closets. Contact the resident manager to coordinate disposal.

LAUNDRY ROOMS

Laundry rooms are common spaces only to be used for cleaning and folding clothes. In every case users are required to remove their clothing timely, clean their spills, the lint collectors in the dryer and leave the room in the neat and orderly manner in which it was found. If you find any mess, disturbance and broken equipment in the room please notify the building staff immediately.

Management shall have the right to curtail or relocate any space devoted to laundry purposes. Shareholders and sub-tenants are expected to maintain order and cleanliness in laundry rooms. Building staff should be notified if these areas need attending. Laundry rooms should not be used for hanging and drying wet clothes or storing detergent and other supplies. Laundry room sinks should not be used for pet grooming.

The laundry rooms are monitored. Equipment in the laundry room, including carts, must not be damaged, misused, or removed at any time.

STORAGE ROOMS

Resident Shareholders may store personal items in the building's storage room in a space assigned by the Resident Manager. That space shall not exceed 5 ft x 3 ft x 6ft. Shelving is recommended. The space is communal so do not put any irreplaceable item or valuable items in your assigned space. It may not always be possible to find a space on the Shareholder's floor. No personal items other than your own may be moved by anyone other than Management. Management may curtail or relocate any space devoted to storage purposes. Sub-tenants may not place items in the storage rooms.

All personal items must be labeled by Name and Apartment Number. Labels are available at the Front Desk.

Bikes must be stored in a manner that doesn't obstruct access to others' belongings or the entrance.

The following items are PROHIBITED the storage rooms:

1. No Lithium-ion (Li-ion) Batteries and Lead-Acid Batteries (including electric bikes, electric scooters) or items containing such batteries shall be stored in the storage room.
2. Any flammable or combustible substances, materials or items
3. Chemical Solvents or Paints
4. Mattresses / Box Springs or Futons
5. Rugs or Carpets
6. Upholstered Furniture

Any item that appears broken, unsafe, not labeled properly or otherwise inappropriate for a storage facility will be subject to the following process by Management:

1. If the tenant owner can be identified, they will be notified about the item in question.
2. The tenant will have 7 days to respond or rectify the situation.

3. If no action is taken by the tenant, the item may be relocated or disposed of by the Management.

At a minimum all rooms must have clear egress to all doors and there must be clear passage from one end to another; no person's stored items can block other's belongings or the doors from opening completely and freely.

Items are stored in the storage room at the owner's sole discretion, Management and the board will not be responsible for any lost, stolen, missing or damaged items in the storage rooms.

INSURANCE

Liability and property insurance are strongly recommended to safeguard personal belongings and assets. Purchasing Liability insurance, in particular, can provide essential protection against unforeseen incidents.

All subleases will include a rider in accordance with RPL 231-b regarding flood history and renter's flood insurance.

INFESTATIONS

Resident Shareholders are to maintain the interior of their apartment free of vermin. If the Shareholder fails to do so the Corporation reserves the right to have it done and charge the costs to the Shareholder. Shareholders may be liable for any damages suffered by the Corporation or other Shareholders.

Any occurrence of bedbugs must be reported to Management immediately. The Corporation has a set protocol and procedure for eradicating bedbugs and is available through Management. The cost of the eradication may be charged back to the Shareholder.

Reasonable cleanliness is required by the Shareholder or resident to prevent any infestation. Regular extermination services are maintained throughout the building. Please contact Management if further attention is required.

REPAIRS

The Corporation reserves the right to charge the Shareholder for repairs requested that are not covered in the Proprietary Lease.

Basic repairs and assistance may be requested but are at the sole discretion of Management in accordance with the Corporation's Proprietary Lease.

Smoke detectors and Carbon Monoxide Detectors must be kept in working order at all times. Batteries must be changed as necessary to maintain proper function. If a Smoke Detector/Carbon Monoxide detector becomes inoperable for any reason, the tenant must notify

the Management.

PERSONAL USE OF STAFF

No Shareholder or resident shall use any employee of the building for any private business during their working hours. This includes supervision of children or pets.

RENOVATIONS

All renovations are subject to the Alterations Agreement available through Management and BuildingLink. The fee structure and Insurance requirements in accordance with the type of renovation will apply. Board approval is required, and necessary permits must be obtained.

COMMUNICATION

BuildingLink for 3 Hanover Square Residents is a portal strictly for building-related purposes. It is for personal use only and all posts are subject to Board approval. Inappropriate messages, disclosure of personal information, or use of vulgar language are strictly prohibited and will be promptly deleted by Management.

PENTHOUSE

The Penthouse Levels and Atrium of the Building (floors 21-23) fall under the category of Common Areas, therefore all Common Areas house rules apply. Additional house rules specific to the Penthouse Garden areas are as follows:

- a) Shareholders may only use building-provided planters.
- b) Creeping vines such as Ivy and Morning Glories can cause damage to the stucco and are therefore not allowed.
- c) Patio furniture and trellises are strictly prohibited.
- d) Planting Guidelines and General Information for the Penthouse Garden Areas shall be provided to all residents on the Penthouse/ Atrium Levels and are included at the end of these House Rules.

The Board of Directors for 3 Hanover Square reserves the right to amend, revise or repeal the house rules at any time.

PLANTING GUIDELINES FOR THE PENTHOUSE / ATRIUM FLOORS

(Provided by the New York Botanical Gardens)

1) Bees do not see color the same way that humans do so they are attracted to certain flower colors. Bees are attracted to plants on the blue and yellow end of the color spectrum because those are the colors they can easily perceive. Darker colors such as red appear black to the bees and since black is the absence of color the bees are not naturally attracted to plants with red hues. Also, some tubular flowers are not attractive to bees because the shape is not conducive for pollination to them.

2) Choosing red plants will discourage bees, included are several suggested annual (and some non-annuals) plants that you could use in your planters to add beauty and also keep the bees away. Marigolds, tulips, day lilies, impatiens and dianthus are all popular plants that bees do not show a preference for. Ornamental grasses are also an attractive option. Flowering herbs such as mint, thyme, rosemary, and feverfew are another less showy option that can work because bees do not like the smell that these plants give off. If you want to add some visual interest in the fall, chrysanthemums are an excellent option and come in a wide variety of shapes and colors.

3) Additional Common Plant Species Less Attractive to Bees:

Columbines
Fuchsia
Red salvias
Hyssop
Flowering tobacco
Geraniums
Petunias

4) Some Common Plant Species Attractive to Bees that Should be Avoided:

Echinacea/Coneflower Lobelia Cardinalis/Cardinal Flower Sedum/Stonecrop Gaillardia/Blanket Flower Cimicifuga Racemosa/Black Snakeroot Gaura Lindheimeri/Wand Flower Monarda Didyma/Bee Balm Penstemon/Beardtongue Phlox Paniculata/Tall Garden Phlox Rudbeckia Hirta/Gloriosa Daisy	Hosta/Plantain Lily Caryopteris/Blue Mist Shrub Centaurea/Bachelor Buttons Heuchera/Coral Bells Buddleia Davidii/Butterfly Bush Russian Sage Lavender
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