



44-37 Douglaston Pkwy., Douglaston, NY 11363 • Tel. 718-631-1084

Fax 718-225-7739

SALES APPLICATION

On behalf of Wellesley Gardens Owners Corp. we welcome you. You have begun the application process. Please review ALL of the enclosed materials carefully. It is important to complete each document and each step, fully, before the application package can be submitted to the Board for their review. The following documents are enclosed in your application:

- ☐ Contact Sheet
- ☐ Apartment Sales Application
- ☐ Flip Tax Worksheet (to be completed by Seller)
- ☐ Statement of Financial Condition
- ☐ Credit Check Authorization
- ☐ Smoke Detector Affidavit
- ☐ Window Guard Form
- ☐ Lead-Based Paint Disclosure Forms
- ☐ Lead-Based Paint Pamphlet
- ☐ No Sublets Permitted Acknowledgement Form
- ☐ No Pet Policy Acknowledgement Form
- ☐ Floor Covering Acknowledgement Form
- ☐ Garbage & Recycling Rules and Regulations Acknowledgement Form
- ☐ House Rules Acknowledgement Form (along with House Rules)
- ☐ Information Sheet for Purchasers

NOTE: FINANCING TERMS: FINANCING IS LIMITED TO 80% OF THE PURCHASE PRICE.

******PLEASE REMEMBER TO SUBMIT ONE (1) COMPLETE ORIGINAL APPLICATION PACKAGE PLUS FOUR (4) COMPLETE COLLATED COPIES TO THE MANAGING AGENT.******

Please call us at (718) 631-1084 if you have any questions.

Sincerely yours,
RIDGE REALTY MANAGEMENT LLC, AS AGENT

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

ADDITIONALLY REQUIRED DOCUMENTS (ORIGINAL AND 4 COLLATED COPIES)

In addition to the items mentioned on the previous page, the following should also be submitted along with the completed application package:

1. Fully executed Contact of Sale.
2. Copy of mortgagee's Commitment Letter.
3. Three (3) original Recognition Agreements
4. Two (2) written letters of recommendation—may NOT be from the applicant's family.
5. Copies of IRS tax return Form 1040 for the two (2) most recent years, as well as W-2's.
6. Letter from employer stating date of employment, job function/position held and salary.
7. Copy of bank(s) two (2) months statements showing type of account and balance.

FEES FOR APPLICATION (FEES ARE NON-REFUNDABLE, HOWEVER DEPOSITS ARE REFUNDABLE UPON COMPLIANCE)

1. \$200.00—Application Fee (purchase and financing), made payable to: RIDGE REALTY MANAGEMENT LLC.
2. \$150.00—Credit Check Fee (Per Applicant), checks made payable to: RIDGE REALTY MANAGEMENT LLC.
3. \$250.00—Administrative Board Fee, made payable to: WELLESLEY GARDENS OWNERS CORP.
4. \$1,000.00—Carpet Deposit, made payable to: WELLESLEY GARDENS OWNERS CORP (Certified check, bank check or money order ONLY).

FEES DUE AT CLOSING (FEES ARE NON-REFUNDABLE, HOWEVER DEPOSITS ARE REFUNDABLE UPON COMPLIANCE)

Seller(s):

1. \$350.00 Managing Agent's Processing Fee made payable to: RIDGE REALTY MANAGEMENT LLC.
2. Flip Tax—5% of the gross profit of sale of the apartment or one (1) month's maintenance, whichever is greater, made payable to: WELLESLEY GARDENS OWNERS CORP (Certified check, bank check or attorney's escrow check ONLY).
3. \$750.00 MOVE-OUT Deposit, made payable to: WELLESLEY GARDENS OWNERS CORP.

Purchaser(s):

1. \$750.00 MOVE-IN Deposit, made payable to: WELLESLEY GARDENS OWNERS CORP.
2. Purchaser must provide a copy of Homeowner's insurance at closing.

ADDITIONAL FEE: CO-OPERATIVE TRANSFER LAWYER'S FEE AT CLOSING.

Seller(s): \$700.00 Co-operative transfer lawyer's fee for closing documents preparation.

Purchaser(s): \$275.00 if there is borrowing/financing for Recognition Agreement review

Submit all required documents and fees due to the Managing Agent. Please be sure that all Credit Authorization forms are signed. Completed packages should be forwarded to:

RIDGE REALTY MANAGEMENT LLC.
44-37 Douglaston Parkway
Douglaston, New York 11363

Managing Agent will arrange for the purchaser(s) to meet with the Screening Committee.

Closings cannot be scheduled until the Managing Agent has received the executed closing documents from the Board. You should expect that scheduling takes approximately 20 business days from date of approval.

PLEASE NOTE: THE AZTECH DOCUMENT SYSTEMS, INC. FORM OF RECOGNITION AGREEMENT IS THE ONLY ONE ACCEPTABLE TO THE CO-OPERATIVE CORPORATION.

MOVING PROCEDURES – Please contact the Managing Agent's office at (718) 631-1084 for moving procedures after the closing.

NOTE: All correspondences and inquires must be made through RIDGE REALTY MANAGEMENT LLC (not through any Board Member) regarding the status of the application.

Your appraiser, your bank will require that you provide them with certain documents concerning your building such as—questionnaires, comparable sales, Annual Financial Statements, copies of the Proprietary Lease and By Laws, Master Insurance Certificate, Indemnification letters, Maintenance letters, Offering Plans (additional copying charge required). **ALL THESE DOCUMENTS CAN BE OBTAINED ONLY BY CONTACTING THE MANAGEMENT COMPANY.**

If you or your lawyer want to set up an appointment to review minutes, you must contact the Management Company.

ANY ANTICIPATED DECORATIONS OR ALTERATIONS TO THE APARTMENT WILL REQUIRE REVIEW AND POSSIBLE APPROVAL BY THE BOARD.

CONTACT SHEET

PURCHASER'S ATTORNEY NAME:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

PURCHASER'S BROKER NAME:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

SELLER'S ATTORNEY NAME:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

SELLER'S BROKER NAME:

ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

APARTMENT PURCHASE APPLICATION

Please fill in all requested information. If an item is not applicable you should so indicate by entering "N/A" in the appropriate space. Incomplete applications will be returned to applicant(s) unprocessed.

Apt.: _____ Date: _____

Purchase Price: \$ _____ Proposed Closing Date: _____

Special Conditions, if any _____

Name(s) Cooperative stock will be held in: _____

MORTGAGE INFORMATION:

Name & Address of Bank issuing Mortgage: _____

Amount Financed: \$ _____ Monthly Payment: \$ _____

Interest Rate: _____ % Term: _____ years

Name of Seller: _____ Phone: _____

Address of Seller: _____

Seller's Attorney: _____ Phone: _____

Attorney's Address: _____

Purchaser's Attorney: _____ Phone: _____

Attorney's Address: _____

Name of R/E Broker: _____

Broker's Address: _____

INFORMATION REGARDING APPLICANT:

First Name: _____ Initial: _____ Last Name: _____ (Jr./Sr.)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

Social Security #: _____ Date of Birth: _____

Citizenship: _____ Date of Residence: _____ to _____

PREVIOUS ADDRESS (If at current address less than 3 years)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Date of Residence: _____ to _____

INFORMATION REGARDING CO-APPLICANT INFORMATION:

First Name: _____ Initial: _____ Last Name: _____ (Jr./Sr.)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

Social Security #: _____ Date of Birth: _____

Citizenship: _____ Date of Residence: _____ to _____

PREVIOUS ADDRESS (If at current address less than 3 years)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Date of Residence: _____ to _____

PERSONAL INFORMATION:

APPLICANT:

CO-APPLICANT:

Salary Previous Year: _____

Salary This Year: _____
(Estimate)

Name of Business: _____

Job/Position Title: _____

Street Address: _____

City, State, Zip Code: _____

Business Telephone: _____

Period of Employment: _____

Name & Address of _____
previous business: _____
(if in present business _____
for less than 5 years) _____

Name, Address & _____
Telephone of CPA if _____
Self-employed _____

Alimony/Child _____
Support _____

Educational & _____
Professional _____
Background _____

Life Insurance: _____
Amount: _____
Premium: _____
Beneficiary: _____
Cash Value: _____

Amount received last year from:

Employment: _____
Dividends: _____
Interest: _____
Rent: _____
Alimony/Support: _____
Sale of Assets: _____
Other (Itemize): _____
(Use separate sheet, if necessary)

NAMES OF ALL PERSONS TO RESIDE IN APARTMENT IN ADDITION TO APPLICANT & CO-APPLICANT:

NAME:	RELATIONSHIP:	SOC. SEC. #:	OCCUPATION:
-------	---------------	--------------	-------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAMES OF ALL RESIDENTS OF WELLESLEY GARDENS KNOWN BY APPLICANT(S):

REFERENCES:

Personal References (give name, address & telephone number):

Present Landlord or Ownership Association (give name, address & telephone number):

BANK REFERENCES:

Savings Bank: _____ Account #: _____

Address: _____

Savings Bank: _____ Account #: _____

Address: _____

Checking Account Bank: _____ Account #: _____

Address: _____

YES or NO
Applicant

Co-Applicant

Do you have any outstanding judgments?

In the last 7 years, have you been declared bankrupt?

Are you a co-maker or endorser on a note?

Are you a party in a lawsuit?

Are you obligated to pay alimony, child support or separate maintenance?

[illegible]

Will any part of your cash payment be borrowed?

Do you or any member of your family have diplomatic status?

Have you ever been convicted of a crime?

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If a “YES” answer is given to a question in this section, please explain in full below. Use a separate sheet of paper if necessary.

[illegible]

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

FLIP TAX WORKSHEET TO BE COMPLETED BY SELLER

(this page must be submitted along with the completed application)

Unit Number: _____

1) Contract Sales Price: \$ _____

2) Original Purchase Price: \$ _____

3) 5% Flip Tax (no allowable deductions):
(payable to: *Wellesley Gardens Owners Corp.*) \$ _____

I/We understand and agree that the foregoing information is subject to the approval of the Board of Directors of Wellesley Gardens Owners Corp.

Shareholder

Date

Shareholder

Date



44-37 Douglaston Pkwy., Douglaston, NY 11363 • Tel. 718-631-1084

Fax 718-225-7739

CREDIT CHECK AUTHORIZATION

Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

Co-Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

I/We, applying for an apartment at: _____ do hereby

permit Ridge Realty Management LLC, the management company for the Co-op

Corporation/Condominium, to conduct a Credit search, Criminal search (County and State)

Employment verification and or any other inquiries being made herein for the purpose of
verifying my/our background.

I, Applicant: _____, Co-Applicant:

_____, do hereby affirm that it is agreed and

understood by me that my approval for the apartment located at:

may be based on my credit history and other inquiries.

AGREED AND UNDERSTOOD:

Applicant's Signature: _____ Dated: _____

Co-Applicant's Signature: _____ Dated: _____

STATEMENT OF FINANCIAL CONDITION

Name: _____

Address: _____

For the purpose of procuring credit from the above named company, or its assigns, the following is submitted as being a true and accurate statement of financial condition of the undersigned on the _____ day of _____, 200____. Fill all Blanks, writing "NO" or "NONE" where necessary to complete the information.

[illegible]

APPLICANT & CO-APPLICANT SOURCE OF INCOME	
Base Salary	\$
S/E income	\$
Bonus & Commissions	\$
Dividends and interest income	\$
Real Estate income (Net)	\$
Spouse income (specify)	\$
As Endorser or Co-Maker on Notes	\$
Maintenance payments (Annual)	\$
Other Income - itemize	\$
Are there any unsatisfied judgments?	
Have you ever taken bankruptcy? Explain	
Are you a defendant in any legal action?	
TOTAL	\$

PERSONAL INFORMATION	
Occupation or Type of Business Applicant:	
Occupation or Type of Business Co-Applicant:	
Employer for Applicant:	
Employer for Co-Applicant:	
Position held for Applicant:	No. of years
Position held for Co-Applicant:	No. of years
Partner or officer in any other venture or other employment:	
GENERAL INFORMATION	
Personal bank accounts carried at:	
Savings & Loan account at:	
Purpose of Loan:	

SCHEDULE OF BONDS AND STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date _____ 20__

Applicant Signature _____

Date _____ 20__

Co-Applicant Signature _____

**Affidavit of Compliance
With Smoke Detector Requirements
For One and Two Family Dwellings**

State of New York)

) SS:
County of)

The undersigned, being duly sworn, depose and say under penalty of perjury that they are the grantor and _____,

(Street Address)

_____, New York, _____ ("the premises");
(Borough) (Block) (Lot)

grantee of the real property or of the cooperative shares in a cooperative corporation owning real property located at _____.

That the Premises is a one or two family dwelling, or a cooperative corporation apartment or condominium unit in a one – or two-family dwelling, and that installed in the Premises I an approved and operational smoke detecting device in compliance with the provisions of Article 6 of Subchapter 1 of Title 27 of the Administrative Code of the City of New York concerning smoke detecting devices;

That they make affidavit in compliance with New York City Administrative Code Section 11-2105 (g). (The signature of at least one grantor and one grantee are required, and must be notarized.)

Name of Grantor (Type or Print)

Name of Grantee (Type or Print)

Signature of Grantor

Signature of Grantee

Sworn to before me
this _____ date of _____ 20 _____

Sworn to before me
this _____ date of _____ 20 _____

These statements are made with the knowledge that a willfully false representation is unlawful and is punishable as a crime of perjury under Article 210 of the Penal Law.

NEW YORK CITY REAL PROPERTY TRANSFER TAX RETURNS FILED ON OR AFTER FEBRUARY 6TH 1990, WITH RESPECT TO THE CONVEYANCE OF A ONE OF TWO FAMILY DWELLING, OR A COOPERATIVE APARTMENT OR A CONDOMINIUM UNIT IN A ONE OR TWO FAMILY DWELLING, WILL NOT BE ACCEPTED FOR FILING UNLESS ACCOMPANIED BY THIS AFFIDAVIT.

**COMMENCEMENT OF OCCUPANCY NOTICE FOR PREVENTION OF LEAD BASED PAINT
HAZARDS—INQUIRY REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in the dwelling unit (apartment) for which you are signing this lease/commencing occupancy. If such a child resides or will reside in the unit, the owner of the building is required to perform an annual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to live in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age resides in the unit, you should also inform the owner immediately at the address below if you notice any peeling paint or deteriorated sub surfaces in the unit during the year.

Please complete this form and return one copy to the owner or his or her agent or representative when you sign the lease/commence occupancy of the unit. Keep one copy of this form for your records. You should also receive a copy of a pamphlet developed by the New York City Department of Health explaining about lead based paint hazards when you sign your lease/commence occupancy.

CHECK ONE: ☐ A child under six years of age resides in the unit.
 ☐ A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

Certification by owner: I certify that I have complied with the provisions of §27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties to be performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead based paint hazards to the occupant.

_____ (Occupant signature)

RETURN THIS FORM TO: _____

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

**ANNUAL NOTICE FOR PREVENTION OF LEAD BASED PAINT HAZARDS—INQUIRY
REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in your dwelling unit (apartment). If such a child resides or will reside in the unit, the owner of the building is required to perform an annual visual inspection of the unit to determine the presence of lead based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to reside in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age lives in the unit you should also inform the owner immediately if you notice any peeling paint or deteriorated surfaces in the unit during the year. You may request that the owner provide you with a copy of any records required to be kept as a result of a visual inspection of your unit.

Please complete this form and return one copy to the owner or his or her agent or representative by March 1st. Keep one copy of this form for your records.

CHECK ONE: ☐ A child under six years of age resides in the unit.
 ☐ A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

RETURN THIS FORM TO: _____

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

New York City Department of Health Window Guards Required Bureau of Window Falls Prevention

For Further Information Call: Window Falls Prevention (212) 676-2158

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

Your landlord is required by law to install window guards in your apartment if you ask him to install window guards at any time (you need not give a reason).

OR

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.

Tenant (Print)

Tenant's Signature

Date

Tenant's Address

Apt No.

RETURN THIS FORM TO:

☐ RIDGE REALTY MANAGEMENT LLC
☐ Own 44-37 DOUGLASTON PARKWAY
☐ DOUGLASTON, NY 11363

Owner/Manager's Address

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) X 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) X 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) RRM LLC Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) 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.

WELLESLEY GARDENS OWNERS CORP.

Lessor	Date	Lessor	Date
Lessee	Date	Lessee	Date
<u> RIDGE REALTY MANAGEMENT LLC </u>			
Agent	Date	Agent	Date

Simple Steps To Protect Your Family From Lead Hazards

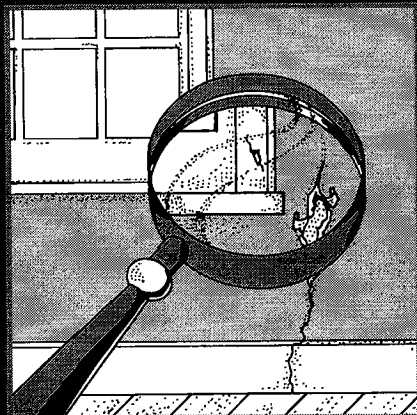
If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.

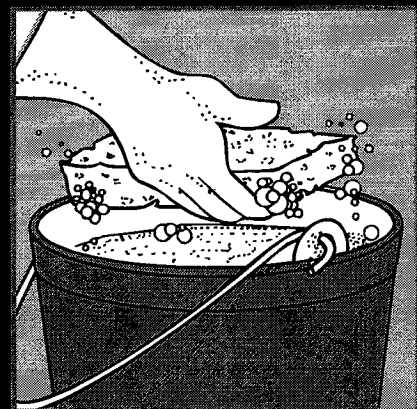


Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.



Protect Your Family From Lead In Your Home



EPA

United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

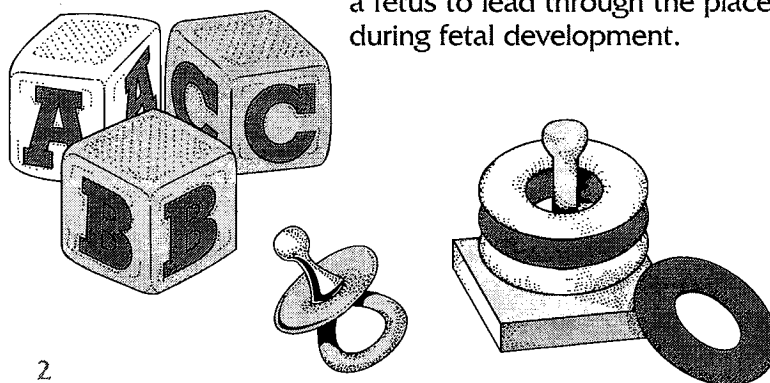
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

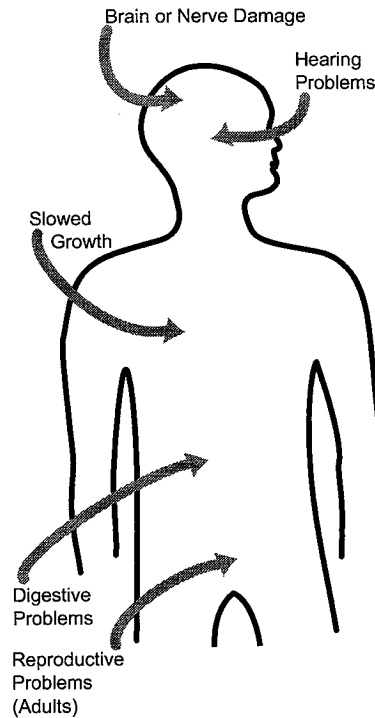
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



**Lead affects
the body in
many ways.**

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.



You can get your home tested for lead in several different ways:

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

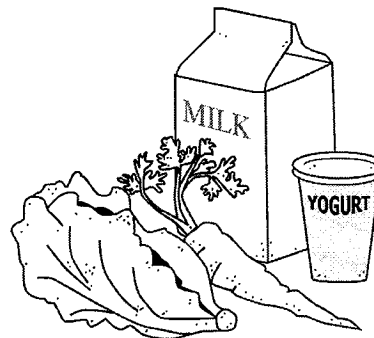
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
- ◆ 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

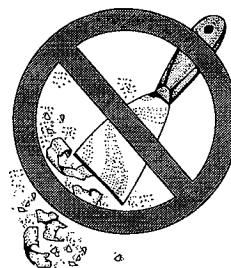
Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

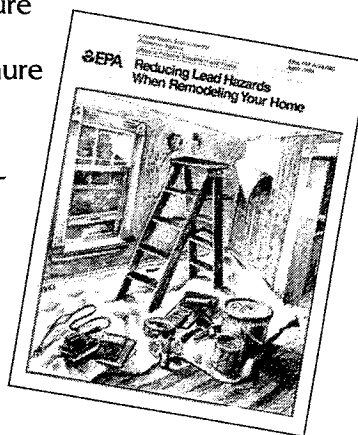
Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

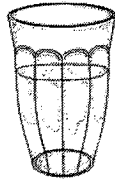
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



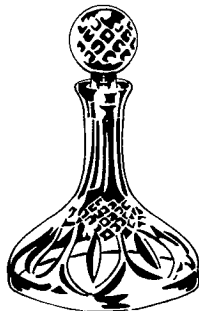
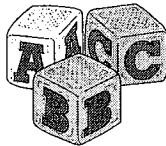
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

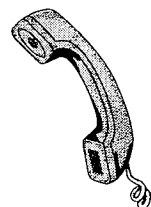


- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.

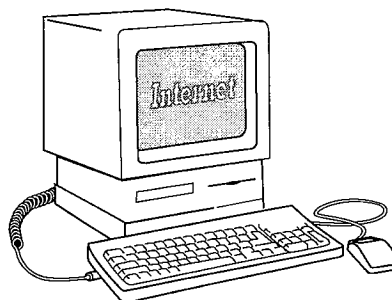


EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

November 1, 1998

Dear Shareholder:

The Board of Directors, after extensive consideration, has enacted a NON-SUBLET regulation for the Corporation.

Effective September 15, 1998 no unit currently owned by a shareholder may be sublet. Current lease agreements may be continued until expired. Thereafter, the unit may not be sublet.

The new regulation will provide each shareholder with important benefits derived from a policy of 100% owner occupied units;

1. Banks will more readily extend mortgages for units in a 100% owner occupied building, should you decide to sell your unit.
2. Greater bank support will increase the market value of your unit. Each unit will be more sellable at a higher price to qualified buyers.
3. Collectively, the stronger market attractiveness of the units, will give the Corporation increased financial valve thereby allowing greater flexibility to seek the best loans for future improvements or repair projects.
4. Each shareholder will develop a deeper and more personal vested interest in the routine functioning, maintenance, improvements and overall appearance of the building and surrounding grounds.

The Board recognizes the importance of this regulation and will answer any questions that may arise and are submitted in writing. Please forward any questions to RIDGE REALTY MANAGEMENT LLC, the Managing Agent.

Sincerely,
The Board of Directors,
WELLESLEY GARDENS OWNERS CORP.

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

NO PET POLICY ACKNOWLEDGEMENT FORM

RE: 42-30 DOUGLASTON PARKWAY
UNIT # _____
DOUGLASTON, NY 11363

I have read and understand the Offering Plan, By Laws & House Rules of the Wellesley Gardens Owners Corp. More specifically those relating to pets and understand that the Wellesley Gardens Owners Corp. is a pet free building. In addition, I agree that at no time will I harbor any pet in my apartment.

If I am found harboring a pet and the Board of Directors or Management decides to take any type of action including legal action against me I will be responsible for any and all cost involved.

Dated: _____

Applicant

Co-Applicant

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

FLOOR COVERING ACKNOWLEDGEMENT FORM

RE: 42-30 DOUGLASTON PARKWAY
UNIT # _____
DOUGLASTON, NY 11363

I (We) have read and understand the current House Rules regarding:

- **100% floor covering with rugs or carpeting including padding in the bedroom(s)**
- **80% with padding for each room other than the bedroom(s) excepting only kitchens, pantries, bathrooms, maid's rooms, closets and foyer.**

Dated: _____

Applicant

Co-Applicant

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY, DOUGLASTON, NEW YORK 11363

GARBAGE & RECYCLING RULES AND REGULATIONS
ACKNOWLEDGEMENT FORM

Please be advised that as shareholders and residents it is your responsibility to comply with New York City recycling laws.

There will be spot checks done to ensure that the Corporation will not receive any fines from building residents and shareholders who do not follow the recycling laws. If a spot check is done and we do find that anyone has been caught breaking the recycling laws, the fines can start as follows:

\$50.00 for the first offense
\$100.00 for the second offense
\$300.00 for the third offense

Please take extra measures to ensure that the recycling laws are taken seriously, it is in everyone's best interest to maintain a clean environment.

Finally, please do not discard used clothes, shoes, etc in the trash. Kindly take all unwanted items down to the superintendent so that arrangements can be made to discard items properly.

The following rules and regulations are as follows:

****ALL GLASS BOTTLES, CANS AND FOIL MUST BE WASHED AND PLACED IN THE BLUE CONTAINER****

****ALL PLASTICS, SUCH AS JUICE AND MILK CARTONS, PLASTIC SODA BOTTLES, ETC. MUST BE WASHED AND PLACED IN THE BLUE CONTAINER IN GARBAGE CHUTE ROOM.****

****ALL GARBAGE MUST BE BAGGED AND TIGHTLY TIED BEFORE DEPOSITING DOWN THE GARBAGE CHUTE.****

****ALL NEWSPAPERS, MAGAZINES, CARDBOARD AND CEREAL BOXES MUST BE TIED AND PLACED IN THE GREEN BINS LOCATED ACROSS FROM THE LAUNDRY ROOM ON THE FIRST FLOOR OR IN THE GARBAGE CORRIDOR.****

Please be caring of your environment. Management and the superintendent can only do so much to preserve the building without your help.

Thank you in advance for your cooperation.

Applicant: _____

Dated: _____

Co-Applicant: _____

Dated: _____

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

HOUSE RULES ACKNOWLEDGEMENT FORM

RE: 42-30 DOUGLASTON PARKWAY
UNIT # _____
DOUGLASTON, NY 11363

This is to acknowledge that I/We have received and read the House Rules for the above referenced building supplied by RIDGE REALTY MANAGEMENT LLC, AS AGENT.

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

INFORMATION SHEET FOR PURCHASERS

1. All new Shareholders of Wellesley Gardens Owners Corp. must arrange to meet with the Superintendent, Mike Haxhaj, prior to moving in. His phone number is (718) 428-2582.
2. All apartments must be exterminated prior to moving in.
3. All move-ins must be done Monday through Friday between the hours of 8:00AM and 4:00PM. If the move-in is not completed by 4:00PM, there will be a charge of \$50.00 per hour for the Superintendent and/or Porter's overtime.
4. Front door lobby keys and side entrance keys are distributed by the Superintendent only.

FEES:

- | | |
|---|------------------|
| 1. Lords Pest Control (one time charge payable at closing): | \$60.00 |
| 2. Mike Haxhaj or Ron Johnson | \$50.00 per hour |
| 3. Lobby door key | \$25.00 |
| (one key free—deposit for additional resident) | |
| (for non-resident) | \$100.00 |

Wellesley Gardens Owners Corporation
House Rules

1. The public hallways and stairways of the building shall not be obstructed or used for any purpose other than to enter or exit from apartments in the building, and all fire stairwells shall not be obstructed in any way. No items, of any nature, may be positioned on hallway floors or in front of each apartment entrance.
2. Children may not play in the public halls, courts, stairways, fire towers, lobby or elevators and are not permitted on the roof.
3. No public hall of the building shall be decorated or furnished by any shareholder.
4. No shareholder shall make or permit any disturbing noises in the building or permit anything to be done within their unit which will interfere with the rights, comfort or convenience of other shareholders. No shareholder shall play or practice any musical instrument or permit to be operated any audio-visual equipment in their apartments between the hours of eleven o'clock pm and the following 8 am if the same shall disturb or annoy other occupants of the building,
5. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8 o'clock am and 4 o'clock pm. The board, when necessary, may authorize work to be performed on building areas other than these time frames.
6. No article shall be placed in the halls or in the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.
7. No awnings, sun blinds, window air-conditioning units or ventilators shall be used in or about the building and terraces except such as shall have been expressly approved by the board or the managing agent, nor shall anything be projected out of any window of the building without similar approval.
8. 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 or the managing agent.
9. Fire escapes are for an express exit by residents and will not be used for entrance into any apartment by anyone except emergency personnel e.g. Medics, police, firemen.
10. No bicycles, or similar vehicles shall be allowed in a passenger elevator or lobby. Baby carriages and the above mentioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building. All bicycles will be stored on cycle hooks in the garage. All cyclists will use the side door in the garage for exit and entry.

11. All messengers, postal service, housecleaning services shall only use the service entrance.
12. Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building.
13. Shopping carts, strollers, carriages, golf clubs, trunks and heavy baggage and any other bulky items must be taken in or out of the building through the service entrance.
14. All garbage and refuse from the apartments shall be bagged and disposed of in such manner as the superintendent or the managing agent of the building may direct.
15. Toilets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags and any other article be thrown into the toilets, tubs or sinks. The cost of repairing any damage resulting from the misuse of any toilets or other apparatus shall be paid for by the shareholder in whose apartment it shall have been caused.
16. No shareholder shall send any employee of the corporation out of the building on any private business of the shareholder.
17. No bird or animal shall be kept or harbored in the building unless the same in each instance be expressly permitted in writing by the board of directors. Such permission shall be revocable by the corporation. In no event shall dogs be permitted on elevators or in any of the public portions of the building. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.
18. No radio or television antennas or satellite dish shall be attached to or hung from the exterior of the building.
19. No vehicle belonging to a shareholder or to a member of the family or guest or employee of a shareholder shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle.
20. As specified by your proprietary lease, all shareholders must provide a full set of keys for all units and storage bins. The keys will be safeguarded by the superintendent to gain entrance to the unit or bin in the event of an emergency.
21. There will be no commercial furniture deliveries or move in's or move out's of furniture or bulk items on weekends or legal holidays.
22. All shareholders shall use the available laundry facilities only upon such days and during such hours as may be designated by the board of directors or the managing agent.
23. The corporation shall have the right from time to time to curtail or relocate any space devoted to storage, parking, laundry or gym purposes.

24. The floors of each apartment must be covered with rugs or carpeting and padding or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room including hallways. The only spaces excepted are kitchens, bathrooms, closets and entrance foyers. All units purchased and titles closed after 1/1/08 must have all bedrooms 100% padded and carpeted.
25. No group tour, open house or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the board of directors or the managing agent.
26. The shareholder shall keep the windows of the apartment clean. In case of refusal or neglect of the lessee during 10 days after notice in writing from the corporation or the managing agent to clean the windows, such cleaning may be done by the corporation, which shall have the right, by its officers or authorized agents, to enter the apartment for the purposes and to charge the cost of such cleaning to the shareholder.
27. Complaints regarding the service of the building shall be made in writing to the superintendent and/or managing agent of the corporation.
28. Any consent or approval given under these house rules by the board of directors shall be revocable at any time.
29. When renting parking spots indoor/outdoor each shareholder will abide by all rules and policies established by the board of directors within the garage and driveways. In the parking area, no storage of items other than empty personal shopping carts are permitted.
30. The following rules shall be observed with respect to the compactor and chute:
 - a. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the compactor chute.
 - b. Debris should be completely drip- free before it leaves the apartment and carried to the trash room in a careful manner and in a drip-proof container; then placed into the flue hopper so it will drop into the flue for disposal.
 - c. Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into compactor chute.
 - d. Syringes and other hazardous medical waste of any type shall not be dropped down the compactor chute.
 - e. Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly

combustible substance or lighted cigarettes or cigar stubs be thrown into the compactor chute.

- f. Vacuum cleaner bags must never be emptied into the compactor chute. Such dust, dirt, etc, should be wrapped in a securely tied bag or package and then be placed through door panel into compactor chute.
 - g. The superintendent shall be notified immediately of any drippings or moist refuse appearing on trash room and all hallway floors.
 - h. All bulk garbage shall exit the building via notification to the super and padded elevators. Any damage done to the elevators in the act of removing bulk garbage will be directly billed to the shareholder.
 - i. Recycling laws are to be followed at all times.
31. Shopping carts must always be returned to the point of origin in the storage bin area or the garage area.
32. No clothes will be left in or out of the machines unattended in the laundry area.
33. Laundry carts shall not be removed from the laundry rooms at any time.
34. No personal items will be left outside the storage bins at any time.
35. All leaks must be reported to the superintendent immediately, who will supervise, or by arrangement with the shareholder, repair the identified leaks effecting common areas and or other shareholders and their units.
36. Graffiti and/or vandalism shall not be tolerated and will be deemed a violation of this rule. The cost of removal shall be borne by the shareholder in whose unit the perpetrator resides or was invited.
37. No subleasing of any kind is allowed.
38. Cooking or barbecuing is not permitted on terraces. Terraces cannot be used as storage areas.
39. No unit owner shall install any permanent plantings on the terrace, balcony or roof without prior written approval of the Board of Directors.
40. Washers, dryers, Jacuzzis, non-approved air conditioning units and automatic garbage disposal units are not permitted in shareholder units.

41. Plans and scope of work for renovations must be submitted to management and the board of directors for approval prior to the start of work. The contractor must submit proof of required insurance. No work shall be commenced unless the same has been approved by the corporation and that all forms have been duly completed and all certificates of insurance delivered to the corporation in the manner required by the corporation. In addition, a security deposit established by the board of directors shall be paid to the corporation by the shareholder and held in escrow until all renovations are completed and inspected.
42. The agents of the corporation, and any contractor or workman authorized by the corporation, 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 and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.
43. These house rules may be added to, amended or repealed at any time by resolution of the board of directors.
44. Breach of a rule or regulation set forth herein shall give rise to the imposition of a fine or fines imposed by the corporation upon the shareholder. The amounts of such fines shall be determined by the board of directors of the corporation in its sole discretion. Any such fines shall be deemed as additional maintenance due from the subject shareholder.
45. These revised House Rules shall supersede the previously promulgated House Rules in effect prior to June 1, 2008. These House Rules shall become effective on June 1, 2008. Until such date, the previous House Rules shall remain in full force and effect.

WELLESLEY GARDENS OWNERS CORP.
42-30 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

INFORMATION SHEET FOR PURCHASERS

1. All new Shareholders of Wellesley Gardens Owners Corp. must arrange to meet with the Superintendent, Mike Haxhaj, prior to moving in. His phone number is (718) 428-2582.
2. All apartments must be exterminated prior to moving in.
3. All move-ins must be done Monday through Friday between the hours of 8:00AM and 4:00PM. If the move-in is not completed by 4:00PM, there will be a charge of \$50.00 per hour for the Superintendent and/or Porter's overtime.
4. Front door lobby keys and side entrance keys are distributed by the Superintendent only.

FEES:

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| 1. Lords Pest Control (one time charge payable at closing): | \$60.00 |
| 2. Mike Haxhaj or Ron Johnson | \$50.00 per hour |
| 3. Lobby door key | \$25.00 |
| (one key free—deposit for additional resident) | |
| (for non-resident) | \$100.00 |