

PUTNAM HILL HOUSE RULES

(With Revisions Effective September 1, 2019)

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ABOUT PUTNAM HILL HOUSE RULES

Take a moment to think about Putnam Hill Shareholders as a group: each person with his or her unique personality, attitude, experience and background but also living in close proximity, sharing common ownership and common areas as well as common walls, common floors and common ceilings. Without a set of rules and regulations, an owner's manual so to speak, to help avoid the pitfalls of high density living, the result would be chaotic. The Putnam Hill House Rules, which have been developed over time based on experience, are intended to reduce stress and increase the enjoyment of living in a unique property situated in a park-like environment. If there was ever a place where everyone can benefit from following the Golden Rule ... Do unto Others as You Would Have Them Do unto You ... Putnam Hill Apartments is it!

ABOUT PUTNAM HILL APARTMENTS

Putnam Hill Apartments, Inc. (the "Corporation") is a cooperative apartment complex where each of its 195 apartments is occupied by at least one person (and/or his/her spouse, immediate family member(s) or other person(s) authorized by the Board of Directors) who is a shareholder of the Corporation. The shareholder is also the tenant authorized under a Proprietary Lease. The Corporation owns all the buildings and grounds. Overall management of the Corporation, including its buildings and grounds, is the responsibility of a Board of Directors (the "Board") and Board-appointed officers, with day-to-day management carried out by a professional management firm, a Managing Agent, selected by the Board. The Board carries out its fiduciary duties on behalf of all the Corporation's shareholders (sometimes called "Shareholders" or "Shareholder/tenants"). Occupancy of apartments by the Shareholder/tenants is governed by a Proprietary Lease that sets forth the rights and duties of the Shareholder/tenants, and the rights and duties of the Corporation, so long as they occupy their apartments and also abide by the By-Laws of the Corporation and the House Rules as in effect from time-to-time. Ownership of the shares alone does not qualify a person to be or become the tenant of an apartment. To be or to become a tenant, a Shareholder must qualify under the provisions of the Proprietary Lease and these House Rules, which follow below:

I. Buying or Selling Shares and Leasing an Apartment

- a)** Realtors may hang not more than two key lockboxes per apartment on a board provided for this purpose, which is located on the wall just outside of the superintendent's office. Realtor's signs are not permitted anywhere on the property.
- b)** Open houses for realtors may be conducted Monday through Friday, except for legal holidays, between the hours of 10:00 A.M. and 4:00 P.M. Open houses that are open to the public are strictly forbidden at any time.
- c)** Procedures for leasing an apartment may be obtained by requesting a Purchase Application Package from the Managing Agent.
- d)** Mortgage financing the initial purchase of shares allocated to an apartment is limited to not more than 80% of the contractual purchase price (or appraisal value, if such value is less than the purchase price). In addition, mortgage financing is subject to the Corporation agreeing to execute a "Recognition Agreement" suitable to the Corporation and typically required by the lending institution. Mortgage financing by a Shareholder/tenant, subsequent to having purchased the shares allocated to their apartment is limited: (i) with respect to refinancing of an outstanding mortgage – to the then outstanding mortgage

balance; and, (ii) with respect to an initial financing (including a “Home Equity Loan”) – to not more than 50% of the apartment’s appraisal value. The Board, at its discretion, may require a review of the Shareholder/tenant’s financial position (current balance sheet and two (2) most recently filed Federal Income Tax Returns), before considering approval of a refinancing or an initial financing of a previously purchased shareholding.

- e)** At closing, a new Shareholder/tenant is required to pay a one-time capital assessment, currently set at \$1,000 for a one-bedroom apartment, \$1,500 for a two-bedroom apartment and \$2,000 for a three-bedroom apartment. The number of bedrooms is determined based upon the apartment’s original configuration, as reflected on the Putnam Hill website. This assessment is subject to increase from time-to-time, at the Board’s discretion.
- f)** Apartments must be occupied by a Shareholder or a member of the Shareholder’s immediate family. “Immediate Family” is defined as a spouse, parent, sibling, child or grandchild.
- g)** Apartments may also be co-occupied by a Shareholder together with a spouse, a domestic partner/significant other, a live-in caregiver or health-related aide, and by members of the Shareholder’s Immediate Family.
- h)** Set maximum apartment occupancy is based on the actual number of bedrooms. A one-bedroom apartment allows a maximum of three (3) occupants, 2 adults/1 child; a two-bedroom apartment allows a maximum of three (3) occupants, 3 adults or 2 adults/1 child; and, a three-bedroom apartment allows a maximum of four (4) occupants, 4 adults or 3 adults/1 child, or 2 adults/2 children. Any exception to this rule requires explicit, advance approval of the Board.
- i)** Shareholders wishing to permit one or more guests to stay in their apartment for three (3) consecutive months or more must notify the Managing Agent in writing of their intent. The Managing Agent will bring the notification to the attention of the Board, which, in its discretion, may invite the guests to a Board interview before deciding whether to grant approval for such guests to remain beyond a consecutive three (3) month period.
- j)** The Board shall have the right to determine, in its sole discretion, who may reside in any apartment at the time an apartment changes tenancy and from time-to-time thereafter, and unless and until the Board approves a change in occupancy, no other persons may reside in the apartment.
- k)** Apartments may not be sublet or rented under any circumstances.
- l)** Requests that shares owned or to be owned by one or more persons be issued or re-issued in the name(s) of one or more of them, or that shares be issued in the name of a trust for the benefit of one or more Shareholders, will generally be approved by the Board. The word “person,” when used in these House Rules, in the By-Laws and in the Proprietary Leases, shall include individuals and trusts. The procedures for applying to the Board for shares of the Corporation and corresponding Proprietary Leases to be held in the name of a trust are set forth in “Addendum A, Re-issuance of Shares & Lease to a Trust,” which is made an integral part of these House Rules.
- m)** In the case of the death of a Shareholder/tenant, the estate or legal representative of the deceased must notify the Managing Agent of the beneficiary named in the Shareholder’s will, or who otherwise is to succeed to the ownership of the shares according to statute of descent and distribution if there is no will, and whether such person/party wishes to occupy the apartment under lease. If so, the Board, at its discretion, may then ask that person in for a new tenant interview. Otherwise, the estate of the deceased Shareholder

remains liable for the rent and other charges and the apartment in question must remain unoccupied (or may continue to be occupied only by a co-occupant residing there with the approval of the Board at the time of the Shareholder/tenant's death) until a holder of the shares applies for and is granted a Proprietary Lease. When the only occupant dies, the apartment shall be classified by the Managing Agent as "unoccupied" until a new Shareholder/tenant qualifies to own the shares and lease and reside in the apartment. The Managing Agent will alert the Superintendent for security surveillance purposes as in the case of any unoccupied apartment.

- n)** Prior to an apartment being placed on the market for resale, the Shareholder/tenant must notify the Managing Agent. The Managing agent (or the Superintendent at the direction of the Managing Agent), with reasonable advance notice, has the right to inspect the apartment to determine if any alterations or other changes to the apartment have been made which are not in compliance with Putnam Hill policy, are obvious violations of the Town of Greenwich building code and/or were not the subject of a previously approved Renovation Application. If inappropriate or non-compliant alterations or other changes are identified, the Shareholder/tenant will be required to remedy the situation before proceeding to place the apartment on the market for resale. Examples of alterations or other changes to an apartment which may be problematic would include, but are not be limited to, modifications to the heating, plumbing, electrical and/or ventilation systems.

II. Moving In or Out

- a)** A Shareholder must notify the Superintendent at least 48 hours prior to a scheduled move so that elevators may be padded and arrangements may be made to keep the garage doors open for the duration of the delivery.
- b)** Moves may take place Monday through Friday, between the hours of 8:30 A.M. and 4:30 P.M. Moves are not allowed on weekends or holidays. Holiday shall mean any holiday on which Putnam Hill's Superintendent is not working. Any move that cannot be completed before 4:30 P.M. must be discontinued at 4:30 P.M and completed or re-scheduled for the next permissible day.
- c)** Items for apartments on the 2nd through 4th floors must be carried through the garage entrances and taken up by elevator. Items that are too large to fit in an elevator may be brought in through the door to the left of the main lobby doors and carried up the stairs. Nothing can be brought in through the lobby entrance of a building without the express advance approval of the Superintendent.
- d)** Movers must not prop the elevator doors open or block the hallways with furniture or boxes. There is only one elevator per Building and it must be available for service to all residents at all times. Items for apartments on the 1st floor may be brought in through the door and hallway to the left of the main lobby doors; they should never be carried through the lobby entrance without the express advance approval of the Superintendent.
- e)** Moving vans and trucks must be parked in or near a garage or other appropriate entrance in a way that does not restrict normal traffic.
- f)** Shareholders are responsible for the actions of movers even when they violate these rules without the Shareholder's knowledge. Violations will subject the Shareholder to a fine. It is imperative that Shareholders give their movers clear instructions when arranging for their services and again when they arrive on the scene. Moving companies must be licensed and adequately insured. The Board reserves the right to require the moving company to provide evidence of

insurance designating the Corporation as an “additional insured party” in respect of move-ins and move-outs.

- g)** Shareholder/tenants must ensure all packing material and debris are promptly removed from the premises and not placed in or near dumpsters located in the garage. The Superintendent may be contacted to make private arrangements for disposal.
- h)** Prior to moving in or moving out of an apartment, the Shareholder must post a security deposit of \$500 with the Managing Agent. Checks must be made payable to Putnam Hill Apartments, Inc. This deposit will be fully refunded provided no damage has been caused to common areas during the move and provided no rules have been broken in the process.

III. Deliveries

- a)** Only small deliveries made by the U.S. Postal Service, or an express delivery service, such as UPS, can be brought through the lobby entrance without specific approval in advance by the Superintendent.
- b)** Individual items of furniture, appliances, or other large items may be delivered on weekdays between the hours of 8:00 A.M. and 5:00 P.M. and on Saturdays between the hours of 9:00 A.M. and 1:00 P.M. (provided the volume of a Saturday delivery is minimal).
- c)** The Shareholder/tenant must notify the Superintendent at least 48 hours prior to a scheduled delivery of furniture and other large items, so that elevators may be padded.
- d)** Items for apartments on the 2nd through 4th floors must be carried through garage entrances, and never through the lobby entrance of a building. Items for apartments on the 1st floor may be brought through the door to the left of the main lobby doors if possible; they may not be brought through the lobby entrance without specific approval in advance by the Superintendent.
- e)** Shareholder/tenants are responsible for the actions of delivery personnel even when they violate these rules without the Shareholder’s knowledge. Violations will subject a Shareholder/tenant to a fine. Therefore, it is imperative that Shareholder/tenants give delivery services clear instructions when arranging for a delivery and again when they arrive on the scene.
- f)** Shareholder/tenants must ensure any packing material is promptly removed from the premises and not placed in or near dumpsters located in the garage. The Superintendent may be contacted to make private arrangement for disposal.

IV. Renovation of Apartments

- a)** Any and all apartment renovation or renovation projects, of any kind whatsoever, must first meet with the written approval of the Board. This list would include, but not be limited to:
 - all structural modifications and electrical or plumbing work within the apartment
 - removing and/or replacing carpeting and padding
 - removing and replacing existing flooring or wallboard on walls and ceilings
 - relocation of doorways
 - kitchen or bathroom renovations
 - window replacements
 - installation or replacement of balcony or terrace doors, storm doors, floor surfaces, screen enclosures, or awnings

- installation of washers and dryers in apartments.
- b)** Changing, modifying and/or managing the landscaping adjacent to ground floor apartments is not permitted. This is a responsibility of the Corporation.
 - c)** Prior to any renovation, the Shareholder must submit a “Renovation Application” to the Managing Agent. This Renovation application is available on (and can be printed from) the Putnam Hill website or, alternatively, it will be provided by the Managing Agent upon request. The Renovation Application must include proposed drawings, specifications and dates certain for starting and ending the project. Extension of the ending date requires the Shareholder to submit a new Renovation Application for approval by the Board. Until and unless the Board approves an extension, after the original ending date, no further work on the project will be permitted until an extension is requested and approved. The Shareholder will receive a written response from the Managing Agent within 30 days of submission of the Renovation Application and work shall not commence (or commence again), until written permission has been granted. Only contractors that can document that they are properly licensed and have adequate liability and workers’ compensation insurance with the Corporation added as an “additional insured party” will be approved. The Application, when signed on behalf of the Corporation, shall be and become a valid binding contract among the parties, including the prime contractor and subcontractors.
 - d)** Notwithstanding anything provided or implied to the contrary by this section, Shareholder/tenants may perform normal household chores within their apartments, whether the work is done by members of the household or a third party, provided the work does not require a Town permit or the professional services of a licensed electrician, plumber or other professional. This work may involve touch-up and more extensive painting, wallpaper removing and hanging, hanging pictures and art work, installing, repairing or replacing window draperies and any kind of cleaning and minor electrical and plumbing projects that would not call for a licensed electrician or plumber. Care should be taken not to carry open cans of paint through the common areas of the building. The Shareholder/tenant should contact the Managing Agent before undertaking a project that will create an unusual noise or smell (like some kinds of wood floor applications).
 - e)** Renovation projects will be divided into two categories. Class A will be any project that in any way involves the demolition, construction, reconstruction or replacement of the floors, walls, ceiling, kitchen cabinets or bathroom fixtures and upgrading the electric service and installing washers and dryers. Class B will be all other projects.
 - f)** The Managing Agent shall maintain a written record or file on each project in order to monitor them, working together with the Superintendent, from start to finish, and to be in a position to report to the Board about each project, its progress and likely completion date. For Class B projects, the Managing Agent and the Superintendent shall be directly responsible for monitoring the project but may consult with the President or any officer at any time they deem necessary. For Class A projects, a copy of the Application will be directed to the President, or any officer delegated by the President, who together with the Managing Agent and the Superintendent will monitor the project throughout on behalf of the Corporation.
 - g)** The Superintendent will monitor each project and visit the site to assess the progress and be able to report to the Board from time-to-time about each project through the Managing Agent. The Superintendent shall have the authority to

participate in any pre-construction meetings with the Applicant and his/her prime and other contractors and obligate the Corporation thereto, and shall have, among other powers, the authority to suspend work on any project pending review by the Board, when in his discretion that may be necessary.

- h)** No Class B project may have a duration period longer than one (1) month; no Class A project may have a duration period of more than six (6) months, unless so agreed in advance by a majority of the Board members. Extension of the end date will require the Shareholder/tenant to submit a new Renovation Application for approval by the Board. Until and unless the Board approves an extension, after the original end date, no further work will be permitted on the project until an extension is requested and approved. Once signed by the Applicant, the contractors and the Corporation, the Renovation Application will become a contract binding on all the parties.
- i)** When violations are observed by or corroborated by the Superintendent, the Corporation may assess the Applicant and/or the contractor contractual penalties, as set forth in the Renovation Application form.
- j)** Renovation projects may not include:
 - i.** Any kind of modification of the heating system; bypassing or capping the steam pipes, removal of radiators, or the installation of another or alternative HVAC or heating, air conditioning or heat pump.
 - ii.** The demolition of the ceiling of any apartment or of any room of an apartment unless the Shareholder/tenant provides an engineering and/or architectural study to the Managing Agent showing that it will not endanger the structural integrity of the building and the apartment above or below it.
 - iii.** The removal of the carpeting and/or the refinishing of the flooring of any apartment above the first floor, until and unless, prior thereto, the Applicant re-secures the flooring to the sub-flooring in such a way as to eliminate or reduce as much as possible the phenomenon of "squeaking floors." This process will be supervised by the Superintendent and/or the Deputy Superintendent.
 - iv.** The replacement of the flooring in any apartment above the first floor unless and until the Applicant undertakes to soundproof the area between the sub-flooring and the ceiling of the apartment below and/or between the new flooring and the subflooring in order to muffle to the extent possible in the opinion of the Superintendent any construction noises generated within the apartment that can be heard by the downstairs tenant.
- k)** On weekdays (Monday through Friday) contractors and other workers are prohibited from entering the buildings before 8:00 A.M. Work, however, cannot begin until 8:30 A.M. and work must end by 4:00 P.M. Contractors and other workers must have cleaned up and be out of the building by 4:30 P.M.
- l)** Work of any kind is prohibited on Saturdays, Sundays and any holiday when the Superintendent is not on duty. Shareholder/tenants are responsible for the actions of a contractor's crew even when the crew violates these rules without the Shareholder's knowledge.
- m)** Shareholders who undertake renovation projects of any kind without written permission will be subject to fines and may also be required to remove the work performed or make further modifications when the work does not conform to the standards applied by the Corporation and/or the Town of Greenwich.

- n) Washing machines must be installed so the water drains through the 4” pipes that serve the bathrooms. They cannot be connected to the 2” pipes that serve the kitchens as this may result in water backing up into the kitchen sinks of apartments on the lower floors.
- o) The installation of a washing machine requires the Applicant to purchase and install a “FloodStop” package. This is to help prevent damage from leaks. Metal-jacketed reinforced hoses must also be used to connect the washer to the water supply.
- p) Dryers must operate without venting of any kind, including blowing exhaust into a vessel of water.
- q) Licensed and insured contractors are required for all renovation, maintenance, repair and replacement work authorized by a Shareholder/tenant, approved by the Board and performed by a party other than the Shareholder/tenant or an employee of the Corporation. Contractors must be licensed and insured to at least the minimum standards required by the State of Connecticut and the Town of Greenwich. Upon request by the Corporation through the Managing Agent, the Shareholder shall provide documentation satisfactory to the Corporation with regard to the licensing and insurance maintained by any contractor engaged to perform work on the apartment. Any loss or damage caused by renovation, repairs, replacements, installations and/or maintenance to any apartment or Common Element, which is performed by unlicensed or uninsured contractors shall be the responsibility of the Shareholder/tenant.

V. Vehicles, Garages and Parking Areas

- a) Shareholders who wish to rent an indoor parking space must direct their request to the Managing Agent. If no space is immediately available, the Shareholder will be placed on a waiting list to be maintained by the Managing Agent. All requests are honored on a first come/first served basis. There is no way to accelerate the process. The current waiting lists for indoor parking assignments are posted on the bulletin boards of each Building.
- b) A garage space is available to any garage tenant only for so long as he/she pays the rental and occupies his/her apartment. The right to occupy a space in the garage is not inheritable and does not automatically transfer to a new Shareholder/tenant of the same apartment unit, except for a surviving spouse or other legal co-occupant of the apartment who continues to need the parking space as determined by the Managing Agent. If an apartment associated currently with a garage space becomes unoccupied, a vehicle parked in the garage space may, at the Board’s discretion, be removed from the garage within 30 days. Any such vehicle not so removed may be moved outdoors and parked on the parking lot.
- c) Once a Shareholder/tenant has been assigned a garage space, the space assigned may be occupied only by a vehicle belonging to the Shareholder/tenant who received the assignment and who is responsible for paying the monthly rent on the assigned space. Assigned garage spaces **may not** be made available by the assignee for use (even on a temporary basis) by another Shareholder/tenant or any other third party.
- d) There is a monthly rental charge for indoor parking spaces, as well as a non-refundable fee for the purchase of a garage door opener.
- e) Unregistered vehicles are normally not permitted to be parked in the garages, given the limited number of garage spaces available to Shareholder/tenants for regularly used and registered vehicles.

- f)** Shareholders must obey all parking and traffic signs located on the property.
- g)** The Board will request that Shareholder/tenants remove vehicles parked outdoors on the parking lots that are unregistered and/or deemed “unsightly.” If the request is not acted upon in a timely manner, the Corporation, at its discretion, will remove the vehicle and charge any expense involved in the removal back to the Shareholder/tenant owning the vehicle.
- h)** Vehicles with commercial lettering, or with contractor equipment, racks or ladders may not be parked on the Property except while the operator is performing work for the Corporation or a Shareholder/tenant. The parking lot located between Christ Church and Temple Shalom is available for overnight parking of commercial vehicles owned or operated by a Shareholder. Recreational vehicles are not allowed on the Property at any time and must instead be parked in the lot located between Christ Church and Temple Shalom.
- i)** “For Sale” signs may not be displayed on vehicles parked on the Property at any time.
- j)** Indoor parking spaces are not to be used for the storage of loose items or materials. Shareholder/tenants with assigned parking spaces may lease a storage cabinet through the Corporation provided the assigned parking space is deemed large enough to accommodate a cabinet by the Superintendent. The Corporation’s maintenance staff will acquire a cabinet and install it for a one-time lease charge to cover the cost of the cabinet plus a nominal surcharge for installation. The amount of the lease charge will be determined at the time a Shareholder/tenant expresses an interest in having a cabinet and the agreed upon total will be billed to the Shareholder/tenant on their next monthly statement. Only storage cabinets leased through the Corporation are allowed. When a Shareholder/tenant ends his/her residency at Putnam Hill and/or surrenders the parking space, the storage cabinet remains the property of the Corporation. As a further convenience to Shareholder/tenants, bicycles and shopping carts may be stored in their assigned parking space; however, no other visible storage will be tolerated and items stacked on or around the space will be disposed of without notice to the offender.
- k)** If a Shareholder/tenant damages the storage cabinet in their assigned space, causing it to be unstable, unsafe or unsightly in the opinion of the Superintendent, they have the option of leasing another one at the then lease rate or having the damaged cabinet removed without a replacement.

VI. Security

- a)** The lobby doors are never to be propped open and Shareholder/tenants should never open a door for anyone they cannot identify.
- b)** Every Shareholder/tenant is required to provide a duplicate set of all keys to their apartment to the Superintendent, so that access can be obtained in the event of an emergency or when the Superintendent and/or the Managing Agent deem access necessary.
- c)** Additional building entrance devices (fobs) may be obtained from the Managing Agent or the Superintendent for a fee (such fee to be determined from time-to-time by the Board). The fee will be charged to the Shareholder/tenant’s account.
- d)** Shareholders may not give or loan building entrance devices or provide a keypad entry code to day workers or outside contractors. An entry device can be provided to a contractor, in conjunction with an approved Renovation Application, by placing a refundable deposit (the amount of such deposit to be determined from time-to-time by the Board) with the Managing Agent. Long-term employees

of Shareholder/tenants, such as live-in caregivers and domestic help, are exempt from this restriction.

- e)** Any Shareholder/tenant whose apartment will be vacant for a period of one (1) month or longer must notify the Managing Agent in advance by completing and submitting a "Vacancy Form." This form is available on the Putnam Hill website. It can also be obtained from the Managing Agent. Any Shareholder/tenant who plans an extended absence of any duration greater than 9 days (but for a duration of less than one month) may, if they so choose, also notify the Managing Agent by using the same form. The form shall authorize the Superintendent and the Assistant Superintendent, or either of them, in their discretion, to access the apartment throughout the vacancy in order to fulfill the Corporation's surveillance obligations and verify the security and condition of the apartment. This information will help the Managing Agent and the Superintendents in protecting the security of the residents. The notice must also indicate who, other than the legal occupants and co-occupants, such as cleaning personnel and construction contractors of the Shareholder/tenant, may have access to the apartment during the period of vacancy.

VII. "Living Together"

- a)** Complaints by a Shareholder/tenant about a neighboring resident should, if he/she feels comfortable in doing so, first be addressed directly with the offending neighbor(s). Otherwise, or if such attempts have failed, the matter may be brought to the attention of the Managing Agent in writing for assistance.
- b)** When Shareholder/tenants go outside their apartments, personal dress should be appropriate for street wear. Pajamas, bathrobes and slippers are not appropriate dress, even for quick trips to the refuse rooms or the mailbox.
- c)** Putnam Hill is a non-smoking complex. Smoking is prohibited inside apartments, in and on Limited Common Elements (i.e., balconies and terraces) and in public spaces such as lobbies, hallways, indoor parking areas, laundry rooms and entry areas, and smoking is further prohibited anywhere on the grounds that is within fifty (50) feet of any of the Corporation's five residential buildings.
- d)** The Managing Agent (or the Superintendent at the direction of the Managing Agent) has the right, subject to providing reasonable advance notice, to inspect any apartment to address a complaint from a neighboring resident regarding, but not limited to, excessive noise, unpleasant odor, unauthorized renovation and other unreasonable annoyances which can result from living in close proximity. In addition, any serious suspicion of dangerous or unlawful activity, or any indication of leaking water or gas which may reasonably be believed to have a detrimental effect to the building or to other residents in the building, will warrant immediate inspection. In such a situation, a reasonable attempt will be made to notify the Shareholder/tenant before entering the apartment. However, the Managing Agent and/or the Superintendent and Assistant Superintendent have, after making a reasonable attempt to notify the Shareholder/tenant, the right to enter and inspect the apartment for the suspected detrimental or dangerous situation. In the case of repeated gas leaks which result from the failure of the Shareholder/tenant to properly shut-off the gas to their stove, the Board, at its discretion, may order the gas line servicing the apartment to be permanently turned off or, alternatively, may require the installation of a detection device.

VIII. Pets

- a) Only one dog or cat shall be permitted in each apartment. No other pets of any kind will be permitted. Pets may not be larger than 24 pounds, or stand more than 18" at the shoulders.
- b) A Shareholder/tenant must remove a pet that is deemed a "nuisance" by the Board based on complaints from one or more neighboring Shareholder/tenants.
- c) Dogs must be on a leash at all times when outside their apartment.
- d) When dogs are walked on the Property for "elimination" purposes, they should be taken to one of two designated areas - the roadway between Christ Church and Temple Shalom, or the lawn area at the back right corner of Building 2. In either case, the Shareholder/tenant must always pick up the "leavings" of their pet and properly dispose of them.

IX. Storage Rooms

- a) Storage Rooms are located in the basement of each Building. All items stored in any Storage Room must be contained within storage containers of a kind approved or temporarily permitted by the Corporation; no items may be stored any place except within containers. No loose property items of any kind may be stored on top of, between, behind or beside any storage container or anywhere else on the floors or walls of a Storage Room. Any loose items of property found in the Storage Rooms will be subject to disposal by the Superintendent without prior notification.
- b) **Old Bins.** A number of metal storage containers each measuring approximately 4' by 4' by 6', sometimes standing alone and sometimes in two tiers (the "Old Bins") are located in the Storage Rooms. These containers are individually owned by Shareholders, not by the Corporation. However, the Corporation does own the space they occupy and it has an obligation to assure that Shareholders have a reasonable opportunity to utilize it and to keep it, and the installed storage containers, clean, reasonably well lighted, and generally free from humidity and dust or dirt and at a reasonably comfortable temperature.
- c) **New Metal Open Wire Cabinets.** The Corporation has available for sale to individual Shareholder/tenants a new type of storage container (called "New Cage") which measures either 3' by 4' by 7.5' or 4' by 3' by 7.5' (90 cubic feet and occupies 12 square feet of floor space), which is the second kind of storage container approved by the Corporation for use in the Storage Rooms and will remain approved until further and different actions of the Board. The New Cages are offered for sale to every Shareholder/tenant who does not now own an Old Bin (or in a few cases some other kind of permitted enclosed storage container currently in place and in good condition) for a price approximately equal to their acquisition and installation cost. The New Cages will be installed subject to there being in the opinion of the Superintendent sufficient space within the various Storage Rooms to site them.
- d) A goal of this Rule IX is to accommodate one storage container for each apartment whose Shareholder/tenant wants one. Except as provided in this subsection d), sales, purchases or rentals of storage containers between Shareholders are prohibited. No present Shareholder owning at least one approved storage container may acquire another. When a Shareholder acquires and owns one approved storage container, that container, or in the case of a Shareholder who owns more than one container, one of the containers, shall, unless specifically exempted by the Board, become and remain a part of the premises of the Shareholder's apartment and his/her Proprietary Lease and,

when that Shareholder departs, shall be passed on to future tenants of the same apartment and shall be included within the purchase price of the shares offered to the new Shareholder(s) leasing the apartment. A Shareholder owning more than one Old Bin may at any time sell the extra Old Bin(s), but only one each, to a Shareholder approved by the Managing Agent that does not then own an Old Bin or New Cage. If a Shareholder who is selling his/her shares owns more than one Old Bin, he/she may sell the extra Old Bin(s), but only one each, to a Shareholder approved by the Managing Agent who does not have an Old Bin or a New Cage; otherwise, the unsold extra containers shall become the property of the Corporation. The Corporation may sell and transfer the ownership of the Old Bin(s), but only one each, to a resident(s) who does not then own an Old Bin or New Cage for a sale price negotiated by the Corporation and the purchasing Shareholder.

- e)** Each Old Bin or New Cage must be clearly labeled with the Shareholder's name and apartment number. The Managing Agent will prepare and maintain a control log of all approved storage containers keyed to the apartment number and name of the owner and will take responsibility for recording all changes of ownership when Shareholder/tenants depart. All approved storage containers must be kept in good repair. The Corporation will assume responsibility for cleaning and maintaining in good condition the exterior of all approved storage containers; the Shareholder/tenants will be responsible for keeping the interiors of all approved storage containers clean and avoiding or correcting any corrosion or other destruction that may result from storing any items in their interiors. Although the containers are all owned by Shareholders, the Corporation may repair or remove damaged or unsightly approved storage containers at its discretion and may charge the Shareholder for the costs associated with the removal, disposal, repair or relocation of any approved storage container, including its contents. The Corporation shall not be responsible to the Shareholders for the loss of or damage to any storage container, including the contents thereof, unless it has been demonstrably caused by the actions or inactions of the Corporation in providing the space to site such containers.
- f)** Nothing flammable or otherwise hazardous to human life, such as oil-based paint or chemicals, may be placed in the approved storage containers or anywhere in the Storage Rooms. The Superintendent, without notice or warning, will remove such items.
- g)** Upon selling his/her shares, the departing Shareholder/tenant must remove any padlock and all stored objects from the Storage Rooms and/or storage containers or they will be disposed of by the Superintendent in his discretion at the departing Shareholder/tenant's expense

X. Laundry Rooms

- a)** Washing machines and dryers are available in the laundry room located in the basement of each building for the exclusive use of the residents.
- b)** As a courtesy, one person should use no more than two washing machines or two dryers at a time and the interiors of the washing machines and the lint trap on the dryers must be cleaned after each use. Clean laundry should be promptly removed from machines at the end of each cycle to allow other residents access to the equipment.
- c)** In each laundry room, a container of bleach is provided in order to eliminate the need to carry bleach to and from an apartment and risk a spill or drip that will damage the hallway carpeting.

- d) The Putnam Hill laundry rooms may never be used in a way which creates unhygienic circumstances. Soiled diapers (adult and children), sheets, clothing, towels and other similar soiled items must be handled offsite in a professional or other laundry facility. Failure to comply with this rule will result in the offending Shareholder/tenant and/or their domestic help being barred from using the Putnam Hill laundry room facilities.

XI. Television Reception

- a) All buildings are wired for cable and antenna television reception and outlets are located in each apartment. Running cabling from the outlets to the location(s) of a television set(s) is the Shareholder/tenant's responsibility.
- b) Shareholder/tenants may request approval to install a satellite dish by writing to the Managing Agent. After receiving approval, a Shareholder may install a satellite dish on their private terrace provided it does not exceed 18 inches in diameter, and proved the dish and other mechanical parts do not extend above the plane of the top of the handrail.
- c) No installation is allowed on brick surfaces of the buildings.
- d) Roof Installation of antennas or reception dishes is prohibited. Any existing installation (installed before October 1, 2015) may continue provided it was approved under the prior rules, is fully connected and functioning and still serving the apartment of a Shareholder/tenant. The Superintendent may remove any existing installation that is no longer used or needed by the Shareholder/tenant who owns it, with or without the approval of the owner. Under no circumstances may cables be routed around the outside of a building.

XII. Putnam Hill is Responsible for the following:

- a) Maintenance and repair of apartment radiators and connected valves. Shareholder/tenants should not touch or otherwise attempt to adjust radiator valves. Any damage caused by a Shareholder/tenant improperly opening or closing a radiator valve is the responsibility of the Shareholder/tenant, including damage caused to a neighboring apartment. If a Shareholder/tenant wishes to have a radiator valve turned off (or a valve in the off position opened), they may contact the Superintendent and request that he make the required adjustment.
- b) Painting of the exterior window trim, apartment front doors and trim, balcony ornamental railings, terrace railings, and balcony ceilings on a building-by-building rotational basis, or as determined by the Superintendent.
- a) Replacement of apartment front door marble thresholds, as determined by the Superintendent.
- b) Pest control services - a Shareholder/tenant must contact the Superintendent to request pest control services. However, such services are performed routinely, in an effort to protect all apartments.
- c) Installing the outside covers for the air conditioners each fall and their removal each spring. The Superintendent or the Assistant Superintendent is responsible for the storage of the covers.
- d) Repairing window trim and interior walls caused by damage from outside water.
- e) Maintaining all Common Elements of the Property.

XIII. Shareholders are Responsible for the following:

- a) Keeping radiators accessible for maintenance and repair by the Corporation. Radiator covers and other enclosures must be designed in a way that allows their quick and simple removal for access.

- b)** Maintenance of terrace floors and balcony surfaces and keeping drains clear at all times. It is strongly suggested that if you employ a housekeeper or other worker to clean your apartment you make sure that they also clean the terrace and balcony floors and drains as a part of their service to you. Since clogged drains and dirty balconies and terraces can cause costly problems for the Corporation and annoy your neighbors, kindly contact the Managing Agent if you find yourself unable or unwilling for any reason to comply with this Rule. Our experience is that when tenants do not comply, in many cases because they lack the ability to do so, it is costly to the Corporation. With your authorization, the Managing Agent will arrange with the Superintendent to physically inspect and clean your terrace and balcony areas and drains for a fee to be billed to you as part of your monthly maintenance. If a Shareholder/tenant notices water accumulating on their own terrace or balcony or that of a neighbor's terrace or balcony, they should as soon as possible call the Superintendent or the Managing Agent to alert them to what could become a serious and costly problem for the Corporation and for all of the Corporation's Shareholders.
- c)** Rolling up or removing terrace and balcony awnings prior to November 5th each year.
- d)** Cleaning apartment windows; inside and outside.
- e)** Maintenance and/or replacement of windows and screens. Effective from September 1, 2009, all newly-installed windows are required to be of composite material, not wood. Window and/or screen replacement constitutes a Class B renovation project and requires advance approval from the Managing Agent. The Managing Agent, together with the Superintendent, will provide guidance on the appropriate type of windows and screens which are accepted as replacements.
- f)** Repair and/or replacement of air conditioners, which must be placed within the sleeves provided. Window units are strictly prohibited. The replacement of an air conditioning unit is a Class B renovation project and requires advance approval from the Managing Agent. The Managing Agent, together with the Superintendent, will provide guidance on the appropriate type of air conditioning unit, the sourcing of the unit and the proper sleeve into which the unit is to be placed.
- g)** No personal items are to be placed (even temporarily) in stairwells, common hallways, lobby areas and on sidewalks. In addition to being unsightly, such personal items can obstruct swift and safe passage in the event of an emergency.
- h)** Repair and maintenance of common areas that are normally the responsibility of the Corporation after a Shareholder modifies the space. Examples include, but are not limited to, tiling of a terrace floor or screening of a balcony. This responsibility carries forth from the current Shareholder to future Shareholders in perpetuity.
- i)** Awnings and slat roll-up and other types of blinds on the balconies must be uniform in color; namely "forest green."
- j)** Water damage – Any loss, damage or expense, be it to the Shareholder/tenant's apartment or another (typically adjacent) apartment caused by water escaping from a sink, bathtub or shower stall, or from external exposed plumbing – for which the Shareholder/tenant has a responsibility to maintain - or from a device (i.e., an ice maker) or other equipment located in the apartment and under the sole control of the Shareholder/tenant, is the responsibility of the Shareholder/tenant, to the extent that such loss, damage or expense is not covered by the Corporation's property damage insurance. Typically, this means

the Shareholder/tenant who through their inattention, lack of oversight or negligence causes the loss, damage or expense to be incurred is responsible for an amount not to exceed the per occurrence deductible under the Corporation's then in force insurance coverage.

- k)** Reporting water leakage – Each Shareholder/tenant owes a duty to Putnam Hill and to their neighboring building residents, as well as to all Shareholders to report to the Superintendent and/or the Managing Agent any water leak or other condition resulting in escaping water immediately upon identifying any such leak or condition.

XIV. Other Prohibited Activities

- a)** Tag sales or other commercial activities.
- b)** Installation of electric stoves in apartments; only gas stoves are permitted.
- c)** Installation of garbage disposals in apartments.
- d)** Plants, flower arrangements and wall hangings or other furniture or decorations in common hallways, unless approved in writing by the Board.
- e)** Planting of shrubs, flowers or vegetables on the common grounds.
- f)** For fire safety reasons, concerns about the Corporation's insurance coverage and to ensure compliance with the Connecticut State Fire Prevention Code, no gas fired, charcoal, electric or any other kind of outside grill may be used anywhere at Putnam Hill.
- g)** Hanging of planter boxes on the outside of balcony or terrace railings; they may be installed facing inward.
- h)** Installation of storage cabinets on terraces and balconies which extend above the plane of the top of the handrail (or equivalent height on non-ground-level terraces).
- i)** Attempting to engage members of the Putnam Hill staff during normal working hours to address issues that are the Shareholder/tenant's responsibility.
- j)** Altering the exterior of a building in any manner.
- k)** Providing a lobby entry device or a keypad code to contractors or other third parties, except a family member and those third parties engaged by the Shareholder/tenant as a regular housekeeper or healthcare aid. A keypad code, key or other access device can, of course, be provided to a legal/approved co-occupant, and, as appropriate, the Superintendent can provide an access device (on a temporary basis – see "Security" VI (d) - for additional guidelines) to contractors and other service providers, including those contractors and service providers engaged by Shareholder/tenants.
- l)** Propping open lobby doors and/or garage doors for an extended time period, except to accommodate a planned delivery or pre-approved move in or move out.
- m)** Decorative lighting on balconies and terraces, except at seasonal times, which are defined beginning from Thanksgiving Day and extending through January 31st. Outside of this timeframe, such lighting is prohibited.

XV. Recycling and Trash Disposal

- a)** Guidelines for recycling and trash disposal are posted in the refuse/recycling room on each floor of each Building. Failure to follow these guidelines may result in the offending Shareholder/tenant being fined.
- b)** Please inform your housekeeper/cleaner or other domestic help of the importance of following these guidelines.

- c)** All bottles, cans and plastic containers must be thoroughly rinsed out before being recycled.
- d)** Household garbage must always be put in plastic bags and either dropped down the garbage chute, if the bag is small enough, or brought down to the basement trash area if it is too large and placed in the appropriate dumpster. If your garbage falls out of your plastic bag in trying to get it down the chute, it is your responsibility to clean it up.
- e)** Large cardboard boxes must be broken down and taken to the dumpster in the garage ... not left in the recycling room.
- f)** Larger items must also be brought directly to dumpsters in the garage. The Superintendent may be contacted to assist with the removal of larger items, which in some cases may require additional dumping fees, such additional fees to be borne by the Shareholder/tenant.

XVI. Fines

- a)** The Corporation may fine a Shareholder/tenant for violations by the Shareholder/tenant (or by persons co-occupying the same apartment) of the By-Laws, the Proprietary Lease or these House Rules. Notice in writing of a violation and resulting fine shall be given to the Shareholder/tenant by the Managing Agent after approval by the President or another officer in the President's absence, by mail or electronic mail or by hand delivery.
- b)** Each such notice shall describe the alleged violation, the date the violation took place, the start date and potential amount of the fine and shall fix a time, place and date for an interview or other meeting where the Shareholder/tenant may be heard about the alleged violation. The Shareholder/tenant may, but need not, waive the hearing in writing and agree to pay the fine.
- c)** Any two Directors or a Director and the Managing Agent shall conduct the interview. The interview may result in a recommendation to the Board to: (1) levy a fine upon specified terms; (2) cancel the fine; (3) change the terms of the fine; or (4) change the effective date the fine starts or ends. No fine shall be considered final and be billed to the Shareholder/tenant until the interview and the recommendations of the interviewers have been approved by the Board.
- d)** Fines may be levied once or on a continuing daily, monthly or other periodic basis for so long as a violation continues. Fines shall not exceed \$150 in amount per incident or per period on a continuing basis. Fines levied shall be billed together with the monthly rental as additional rent and, if on a continuing basis, until the Shareholder/tenant has demonstrated to the satisfaction of the Managing Agent that the violation has been cured or has ceased.

XVII. Common Charge Late Fees

- a)** A late fee will be applied to any outstanding common charge balance not paid by the last day of every month. The late fee is currently \$25 plus 1.5% of the balance due each month, but may be changed at the sole discretion of the Board upon 30 days notice. The amount of the late fee will double to \$50 plus 3% of the balance due when an account reaches 90 days past due. At the sole discretion of the Board, late fees may be increased to \$50 plus 3% of the balance due when a Shareholder is repeatedly and chronically in arrears for more than 30 days but less than 90 days.

XVIII. Inter-floor Noises, Carpet and Padding Requirements

- a)** In all apartments above the first floor, Shareholder/tenants are responsible for installing and maintaining medium to high quality cut-to-measure carpeting wall-to-wall, or to within three (3") inches of the base boards, which can be and is laid down over ½ inch rated re-bond (foam) padding (or equivalent recommended),-in all areas of the apartment, except in the kitchen, bathrooms and closets. Pieces of carpeting, sometimes called "area rugs," laid down even with padding over otherwise bare floors, are not consistent with this subsection a); area rugs may be placed over carpeting and padding laid down wall-to-wall or to within 3" of the base boards.
- b)** All new Shareholders/tenants, prior to the occupancy of their apartment, must provide the Managing Agent with a detailed Carpet Plan showing the existing carpeting and/or the additional or other carpeting the new Shareholder/tenant proposes to install and maintain and request approval of it by the Board. If the Carpet Plan approved complies fully with the carpeting and padding called for under subsection a), the Corporation will have met its obligations to mitigate to the extent possible the effects of inter-floor noise and shall not be obligated to take any other or further actions.
- c)** This Section XVIII a) and b) applies to the apartment of any existing Shareholder/tenant whose carpet may be or become non-compliant but only if a downstairs neighbor complains of excessive noise from above or the Shareholder/tenant complains of excessive noise from below. In that case the Board must order the upstairs tenant to install and maintain the amount of carpeting and padding as required by subsection a) above. In case a Shareholder/tenant complains about noises from the downstairs apartment heard in an upstairs apartment, the Board may order the complaining Shareholder to cover all bare floors with the carpet and padding required by subsection a) above. Once the required amount of carpeting and padding is installed, the Corporation will have met its obligations to mitigate to the extent possible the effects of inter-floor noise and shall not be obligated to take any other or further actions.
- d)** Floor boards that squeak because they have loosened from their sub-flooring base by use since they were installed are a separate but equally annoying problem for Shareholder/tenants at Putnam Hill. Squeaking floors cannot be effectively muffled by installing and maintaining carpeting and padding as required by subsection a) above. However, when a Shareholder applies to remove all the carpet and/or refinish the flooring in their apartment, the Shareholder/tenant must attempt to re-affix all areas of the flooring to the sub-floor by screws or nails wherever the Superintendent determines the flooring "squeaks."
- e)** Noise and commotion transfers easily between apartments and therefore must be kept to a minimum. TVs, radios, stereos and other noise-emitting devices must be kept at a reasonable level determined by the resident of an apartment at all times, especially after 10:00 P.M. and prior to 8:00 A.M. Residents should not complain about noise unless it is excessive and/or repetitive. If a neighboring resident complains, such devices must be turned off altogether or listened to with headphones before 8:00 A.M. and after 10:00 P.M. Vocal or instrumental musical practice is permitted only if within reason and conducted for short periods of time as determined by the Board. Using apartments for rehearsals or vocal or musical instruction is not permitted.

XIX. Putnam Hill Collection and Foreclosure Policy

Rental, maintenance charges and any other amounts properly billed to the account of a Shareholder shall be due and payable on the first day of each month. If payment is not received by the last day of the month billed, the Shareholder shall receive a Notice of Delinquency from the Corporation or the Managing Agent, which after demand of the amount past due, will state that the account may be turned over to Legal Counsel for collection if not paid in full.

If the delinquency is not paid in full (or adequate arrangements made with the Managing Agent or Board of Directors) by the last day of the second month, the account will be turned over to Legal Counsel for collection. Failure of the Shareholder to receive any notices will NOT invalidate any collection efforts. It is the responsibility of the Shareholder to insure that the Corporation and the Managing Agent have the Shareholder's current address.

In addition to receiving the above Notice of Delinquency, the Shareholder will be assessed late fees, collection costs, attorney's fees, and interest pursuant to the Corporation's Bylaws and House Rules and applicable law. A delinquency exists if there is any balance due and owing on the account as of the last day of any month. If the delinquency is not paid in full by the last day of the month, then every month thereafter the late fee is assessed on the first day of each month until the account is paid in full.

Any account which remains delinquent in an amount equal to at least two months of common expense assessments for sixty days will be referred to the Corporation's Legal Counsel for formal collection action without any additional notice from the Corporation.

After referral to Legal Counsel, Legal Counsel will send the Shareholder and any mortgage holder entitled to notice pursuant to Connecticut General Statutes 47-258, a demand letter or other record requiring payment of the delinquency, including all costs of collection and legal fees, within thirty days of the date the demand letter is sent (or sixty days if a demand letter is also sent to a mortgage holder). Legal Counsel shall send a copy of the Demand Letter sent by Legal Counsel to the Shareholder to each mortgage holder of record. If full payment is not made within thirty days (or sixty days if a demand letter is also sent to a mortgage holder) (or other satisfactory arrangements made), Legal Counsel shall commence foreclosure proceeding provided the account is delinquent in an amount equal to at least two months of common charge assessments. All costs of collection shall be the responsibility of the Shareholder. Costs, whether or not litigation commences, shall be treated as common expense assessment against the Shareholder and shall be the Shareholder's sole responsibility. Costs shall include, without limitation, attorney's fees, title search fees, service fee, recording fee, appraisal, copies, postage, and filing fees.

In the event partial payments towards past due sums are made, the Legal Counsel, in consultation with the Managing Agent, shall determine whether it is advisable for the Corporation to commence or continue a foreclosure proceeding and the attorney is authorized to act in accordance with the determination.

HOUSE RULES ADDENDUM A

Applications for the Issuance or Re-issuance of Shares and Lease to a Trust

The Board will approve a trust as a Shareholder/tenant only if the trustee and the approved occupant or occupants agree to jointly and severally be responsible for paying the financial obligations under the Proprietary Lease. Pursuant to the By-Laws, all the shares allocated to an apartment must be issued to the shareholder(s) in one certificate simultaneously with a Proprietary Lease in the name of the same shareholder(s) and no one may occupy any apartment without being approved by the Board.

The Application requesting the issuance or re-issuance of shares in the name of a trust must specify the following:

- name, date and address of the trust;
- the name and contact information of each trustee; and
- the name of the person or persons who will occupy the apartment in question with a representation that such person or persons is/are named as beneficiary or beneficiaries in the trust instrument.

The Application must be accompanied by a written statement of the attorney who represents the applicant in the proposed transaction. The written statement of the attorney shall confirm that the trust is legally formed and has the legal authority to fulfill the responsibilities of a Shareholder/tenant.

Frequently Asked Questions (FAQ's)

Q: When I notice a problem with the common areas at Putnam Hill, such as hallways or lobbies, indoor parking or storage areas, or the outdoor grounds, whom should I call?

A: The Superintendent. He may be reached through his office phone at **203-661-4969** from **7:30 A.M. to 4:00P.M., Monday through Friday**. Although he is seldom at the office, he checks for messages throughout the day and will return a call only if necessary, such as getting further clarification from the caller. Otherwise, he will handle the matter in the timeliest manner possible. Alternatively, if the situation is not urgent, you may email the Superintendent at Super@PutnamHillct.com

Q: How can I find someone to hire for simple repairs or renovations in my apartment that are not Putnam Hill's responsibility?

A: The phone book and the internet are excellent sources of information. For example, under the "Handyman Service" listing, there are a number of display ads and/or references that describe the services provided, years of experience and references on request. It is recommended that Shareholders compile their own list of tradesmen and services and keep it on hand in case of an emergency. The Superintendent or the Managing Agent may be called for a recommendation, but only during normal business hours.

Q: Whom should I call with a question about my account with Putnam Hill or some other administrative or management matter having to do with Putnam Hill?

A: Call the Managing Agent at **203-359-4611**. Tell the telephone receptionist the nature of your question and she will direct your call to the right department.

Q: What do I do if there is a real emergency after hours or on the weekend?

A: If a Shareholder notices something that has to do with Putnam Hill and not with their own apartment, such as a leak or other problem coming from outside the apartment or from another apartment, or an elevator failure or problem with the heating system, they should call the Managing Agent via their emergency answering system. Just dial their regular office phone number (**203-359-4611**) and follow the voice prompts to report the emergency.

If the emergency situation appears to be confined within the Shareholder's own apartment, they should seek help from one of the service providers they customarily use and who are able to respond and also alert the Managing Agent by calling **203-359-4611** and following the voice prompts to report the emergency and ask for whatever assistance the Managing Agent can provide.

Q: What if there is a loss of electrical power?

A: If power is lost, Shareholders should call the Superintendent at 203-661-4969 during the day or the Managing Agent at 203-359-4611, Extension 6, if it is after hours or a weekend or holiday, to determine whether it affects the whole building or only your apartment. If that is not productive, Shareholders may call Eversource Energy at 800-286-2000 to report the outage. If the outage is building wide, the Shareholder may call that

same number for information about when power is expected to be restored.

Each building has its own back-up generator. The generator will provide power to operate the elevators, the overhead garage doors, the boilers providing heat and hot water, all common area emergency lighting and the outer and inner lobby doors, including the security door lock to the inter lobby and the resident directory in the outer lobby.

Q: What if I smell gas in my apartment or in the adjacent hallway?

A: If a Shareholder smells gas they should immediately call the CNG at 1-866-924-5325 or the local Greenwich number (1-203-869-6900) and report the situation. Do not use a landline or cell phone or turn on or turn off any electrical switches as that might emit a spark that would ignite the gas; go outside to make the call from your cell phone or a pay phone or phone of a neighbor in another building. If possible you should also call the Superintendent's office at 1-203-661-4969 or the off duty line of the Managing Agent at 203 359 4611 to tell them about the smell and that you have alerted CNG.

Q: What happens if I experience a plumbing problem in my apartment after Plaza Realty's business hours that may or may not be Putnam Hill's responsibility?

A: Any problem that crops up after hours requires a Shareholder to make a judgment call. A dripping faucet or pipe under a sink would clearly be a Shareholder responsibility, which must be dealt with by calling a licensed and insured service of the Shareholder's choosing. However, if the problem appears to be a clogged line backing up into a sink or shower, the chances are it is being caused by a blockage in a main plumbing line and the Managing Agent's emergency system should be contacted. They will dispatch appropriate personnel – sometimes the Superintendent, and sometimes a plumber – to address the problem. Understandably, if it is determined the Shareholder caused the clog, the Shareholder will be billed for the service call so it is important to carefully consider the boundaries of responsibility between Putnam Hill and Shareholders. Below is an excerpt from the standard Proprietary Lease that may help to clarify this issue:

“(The Shareholder) will keep the apartment, its interior plumbing and fixtures (including sinks and toilets), and refrigerators, ranges, air conditioning equipment, and all other fixtures and appliances (except heating equipment and connections) in good repair. (Putnam Hill) will not be responsible for any repairs or replacement of the above. (The Shareholder) will clean and keep clean the windows, exterior and interior of the apartment, as well as any balcony or terrace. If (the Shareholder) neglects to do the above maintenance, (Putnam Hill) will have the right to do it. (Putnam Hill's) officers or authorized agents may enter my apartment for that purpose. (Putnam Hill) can collect from (the Shareholder) the cost of such repair, replacement or cleaning as additional rent.”

Shareholders should become familiar with these boundaries, since the service personnel who perform work may not understand the distinction themselves. If a Shareholder receives an invoice for services they thought were the Corporation's responsibility, the matter should be brought to the attention of the Managing Agent for resolution.

Q: What if I'm experiencing a plumbing problem in my apartment while the Superintendent is on site during his normal working hours? Do I really have to call an expensive plumber?

A: It's O.K. to call the Superintendent first, leaving a message for him to come as soon as possible to help evaluate the situation. He will respond when he hears the message. If water is pouring out, call the Managing Agent's office so they can page the Superintendent immediately. The Superintendent can usually address simple leaks or clogs, even if it's the Shareholder's responsibility. If the problem exceeds his capabilities, he will direct the Shareholder to call a plumber and at that point, further repairs will be the sole responsibility of the Shareholder. If the Superintendent is not available, the Assistant Superintendent is capable of providing assistance and advice.

Q: What happens if I lock myself out of my apartment?

A: If this happens during working hours, the Shareholder should either call the Superintendent or find him somewhere around the complex and request assistance. If this happens after working hours or on the weekends, the only remedy is to call a locksmith for assistance. Most Shareholders leave an extra key with one or two neighbors or carry an extra key in the glove compartment of their car. **DO NOT** call the Managing Agent's emergency system after hours in an attempt to reach the Superintendent so he can open a locked apartment door. The Superintendent and Assistant Superintendent are neither equipped nor compensated for providing such on-call service for matters that are the Shareholder's responsibility.

Q: What should I do if the Superintendent does not follow up to my satisfaction on something I've asked him to look into?

A: Shareholders who are dissatisfied with some aspect of the Superintendent's performance in connection with his duties at Putnam Hill should write a letter to the Property Manager, with a copy to the Board, describing their grievance in detail. The Property Manager will look into the matter and report back to the Shareholder and to the Board.

Q: What should I do if the Managing Agent (Property Manager) is not meeting my expectations?

A: Shareholders who are dissatisfied with some aspect of the Managing Agent's performance should write a letter to the Board describing their grievance in detail. The Board will look into the matter and report back.

Q. May I hire the services of the Superintendent and Assistant Superintendent to perform household chores in my apartment when they are off duty?

A. Yes, if they are willing to perform such services "off duty" on weekdays and Saturdays (but not Sundays or days that are Holidays at Putnam Hill), provided the chore is something that they are capable of doing for hire and provided what you want them to do is not something that is the responsibility of the Corporation pursuant to Article XII of the House Rules without charge. However, the Superintendent and Assistant Superintendent are not allowed to perform services which require a licensed professional (i.e., plumbing and electrical installation and/or repair). In seeking to hire the services of the Superintendent and/or the Assistant Superintendent, it is important to understand that when doing work for residents while "off duty" the Superintendent and the Assistant

Superintendent are not covered by Putnam Hill's worker's compensation insurance and the services they might perform are not covered by Putnam Hill's general liability insurance. Therefore, any injury they may sustain in performing work for you (as a resident), while they are "off duty" or any damage they may cause to your apartment, another apartment or to a common element of the Property, is entirely your responsibility.

Q. What do I need to know about Smoke Detectors?

A. Putnam Hill installed a new Fire Safety system in 2019. Each apartment has a hard-wired, addressable heat sensor just inside the front door, and there are additional heat sensors located in the building hallways and in other common areas. Each apartment also includes a strobe and sounder device located just above the unit's front door. **Do Not** remove, take down, cover, paint or tamper with in any way the sensor, strobe or sounder devices located in your apartment or elsewhere in the building. Doing so could result in either a false call to the Fire Department or an interruption in the Fire Safety system which may require an emergency service call by our alarm company technician. Residents must ensure that aides, caregivers, cleaning staff and contractors are aware these devices should not be touched or otherwise tampered with. In addition to being subject to a fine, residents who do not comply will be responsible for the cost to repair any damage resulting from tampering with these devices, such cost to be billed directly to the responsible Shareholder/tenant's account.

Putnam Hill has commenced a program to install additional smoke detectors, including combination smoke/carbon monoxide detection devices in the apartments. These are ceiling mounted, sealed battery units. They have a ten year life span, after which time the entire unit needs to be removed and replaced. There is no maintenance to be performed on these units. The number of these units may vary with apartment size and layout. One detector will typically be found just outside the master bedroom. (One unit may serve two adjacent bedrooms.) In some cases, additional units may be in hallway areas. Putnam Hill will take responsibility to remove and replace these units as they approach the end of their life expectancy.

Some residents may have purchased and installed smoke detectors on their own. These are typically battery powered units, with the battery needing periodic replacement. Chirping or beeping from one of these units indicates the need for a fresh battery. Maintenance of this type of smoke detector, including battery replacement, is the responsibility of the Shareholder/tenant. However, if you need assistance to replace the battery, you may call the Superintendent during his normal working hours and leave a request for assistance. The Superintendent can also help you to identify the various types of detectors in your unit.

Q. Do I need to have Home Owners Insurance?

A: The Corporation owns the buildings which comprise the Putnam Hill Complex and is required by law to insure them. Shareholder/tenants occupy their unit under a Proprietary Lease. However, this arrangement leaves Shareholder/tenants with a number of risks and responsibilities similar to those of home ownership. Shareholder/tenants should have their own, individual, insurance policy to adequately cover their obligations and responsibilities under the Proprietary Lease regarding the interior and contents of their unit, contiguous units and various appliances (other than heating equipment and devices), and to cover third-party liability for property damage or personal injury occurring within, or emanating

from, their unit. Consultation with an independent insurance consultant and discussion with independent insurance brokers suggest that a policy known commonly as “HO-6” is most appropriate for a Putnam Hill Shareholder/tenant. An “HO-6” or similar policy protects a Shareholder/tenant, Shareholder/tenant property and other units in the same building, and such a policy should be in place throughout a Shareholder/tenant’s tenancy. Recognizing that insurance coverage is highly personal, the Board of Directors recommends Shareholder/tenants consult directly with their insurance broker or insurance company about the coverage most appropriate for them, given their particular circumstance. Insurance coverage is very important even if a Shareholder/tenant believes they have sufficient financial strength to self-insure.

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| 2012 Revisions | Effective date: October 23, 2012 |
| 2013 | Republished to substitute latest version of the Renovation Application in Addendum B, per Board resolutions on 01/22/13 |
| 2014 | Republished to change address of Plaza Realty |
| 2015 Revisions | Effective date: September 15, 2015 (Restated and redistributed) |
| 2016 | Collection and Foreclosure Policy approved on December 12, 2016 |
| 2017 | Revision of Q&A section regarding Home Owners Insurance effective May 4, 2017. Removed Addendum B – Renovation Application |
| 2019 Revisions | Effective date: September 1, 2019 (Restated and redistributed) |