

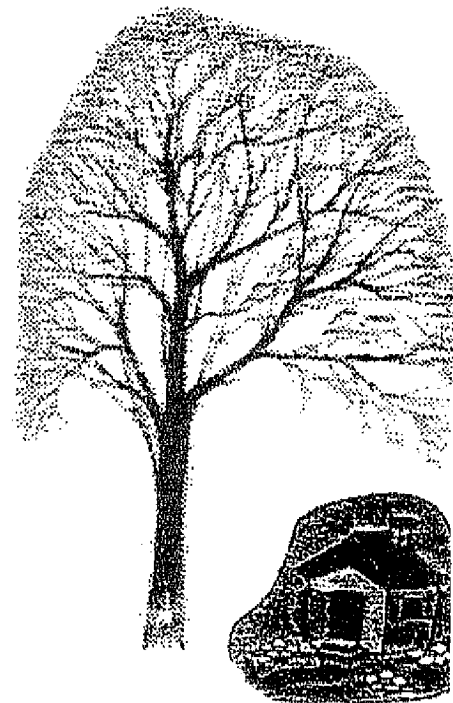


RIVER TERRACE

COOPERATIVE

HOUSE RULES

Revised February, 2008



It is the desire of the Board of Directors to insure that River Terrace Cooperative, Inc. is a comfortable, attractive place to live. In order to accomplish this, it is important that all tenants abide by the Rules and Regulations set forth herein.

COMMON AREAS

HALLS AND STAIRWAYS

Halls and stairways of these buildings should not be obstructed or used for any purpose other than entering or exiting from apartments in the building. Nor should they be decorated or furnished by a tenant in any manner without the prior consent of both the Board of Directors and the tenants whose apartments such hallways serve as a means of exit and entrance.

Children may not play or loiter in halls or stairways or leave any object in those areas. At no time should bicycles, baby carriages or any other objects be left in the hallways or on stairways.

UNDER NO CIRCUMSTANCE MAY CHILDREN (OR ANYONE) PLAY OR RIDE BICYCLES OR SCATE-BOARDS ON THE PREMISES.

Hallways are smoke free. This includes the stairwells and stairways, laundry rooms and entrance/exit ways.

A fire extinguisher is located in each building. Please check the location of these extinguishers and read instructions for use in case of fire.

LAUNDRY ROOMS

There is a laundry room in each building with coin-operated washers and dryers for the use of tenants only. Please clean up spills and clean the traps in front of dryers after each use. Both outside and inside doors should be kept closed and the light turned off when not in use.

Laundry may not be started before 8:00 a.m. or after 9:30 p.m. Clothing should be removed from washers and dryers promptly so that your neighbors will not have to wait to use the equipment.

Do not use washers for large, heavy comforters, sleeping bags or rugs.

Any damage to a machine will be billed to the person causing the damage.

STORAGE ROOMS

Each Unit is assigned a storage room. This is for your use to store a minimal amount of **non-flammable** items only. All containers must be labeled with name and unit number of owner. Any unlabeled items or item left outside the assigned space may be removed by the Board after a period of 30 days. Bicycles are not allowed in storage rooms unless they can be completely contained in the storage unit.

TRASH

Trash must be bagged in plastic and securely tied before placing in the dumpster. Do not leave any trash outside the dumpster. Trash collectors take only what is in the dumpster. **Furniture and any other large items may not be placed in or next to the dumpster.** Residents are responsible for disposing of large objects such as furniture and appliances.

Under no circumstances may combustibles, such as gas, oil, paint or turpentine be placed in the shed.

Residents are encouraged to recycle as much trash as possible using drop-off areas such as the one at Belvue Rd. and I-95. Please keep the shed door closed.

SECURITY

Security of the Coop is a responsibility which must be shared by all tenants.

Make sure all entrance doors are kept securely locked at all times. **DO NOT** let anyone except your guests into the buildings unless you know definitely that the individual is a resident. Please instruct your children regarding both these rules.

Entrance doors, including laundry room doors, are not to be propped open at any time except for moving in and out and when someone is watching.

Keys are not to be given to non-residents.

If you see anyone loitering in the buildings or on the grounds who does not belong here, contact the New Castle County Police at 573-2800 immediately. Lost keys can be replaced for a fee of \$10 each. Keep a replacement handy.

PARKING

Your vehicle must be parked in your assigned space. Cars parked in the reserved area **must have a RTC sticker on the back window** and be registered with the Coop. The number on the sticker must match the parking space number. There will be a charge of \$10 for two stickers. These will be sent to the Unit owners for their use or to be given to tenants. This charge will be added to the monthly Statement. Unit owners must collect used stickers from tenants who move to give to new tenants. There will be an additional charge of \$10 for each new sticker.

All cars must be registered with the Coop. Two cars per Unit may be registered. The second car may park in the Visitors' parking spaces. A third car may be registered with the payment of \$10 per month.

Parking stickers are to be obtained from the previous owner when you purchase your Unit. Renters should obtain their sticker from their Landlord.

The visitors lots are for temporary parking only. Guests are not permitted to use the RTC lots for more than three consecutive days unless written permission has been granted by the Board. Any unapproved car will be towed at the owner's expense. All calls for towing will be made through the Maintenance Committee. **Parking in the fire lanes is not permitted under any circumstances.**

Parking spaces may not be exchanged between residents. If there are extenuating circumstances, and if the Board approves, there will be a \$10 charge for the change.

No commercial vehicles, boats or trailers are to be parked in the lots. **(Large vans or anything larger than an SUV) may not be parked in the upper lots due to insufficient maneuvering space. These vehicles may use the side lot on Haines Rd. adjacent to Bldg. C or park on the street.**

Repairing of vehicles is not allowed in parking lots. This includes changing motor oil and car washing.

SPEED LIMIT IN THE PARKING LOT IS 3 MILES PER HOUR.

Disturbing noises caused by a motor vehicle, whether moving or stationary are strictly prohibited.

Damage to any portion of the Coop's property caused by a motor vehicle belonging to a unit owner, renter or guest shall be repaired at the expense of the individual causing the damage.

There is to be no storage of damaged, unused or unlicensed vehicles anywhere on the grounds.

INDIVIDUAL APARTMENT UNITS

Each apartment must be kept in a good state of preservation and cleanliness.

Fire Extinguishers/Smoke Detectors

Our insurance provider requires that all Units have a small fire extinguisher and a smoke detector. These will be inspected by the Board annually.

No structural alterations, plumbing alterations or electrical alterations can be made without prior written consent of the Board. Approved alterations must be made by LICENSED PROFESSIONALS. Proof of license is required.

Any needed repairs are the responsibility of the Unit Owner. If these damaged items, i.e. leaks, are not corrected within thirty days of written notification, the Board has the right to take corrective measures and then bill the Unit Owner. The Unit Owner must pay for the repairs within thirty days or they will be subject to a fine of \$50 for a first violation of House Rules. After sixty days the matter will be turned over to our attorney for collection. Violation fees will continue to be charged monthly until the bill is paid. The Unit owner is also responsible for the repair of any damage to another Unit due to the leak, etc.

Copies of keys to dead bolts or any extra locks on Units must be provided to the Board. The Board of Directors has the right to enter any Unit in case of an emergency, (i.e. water leaks, fire, electrical problems, etc.). Emergency repairs in the absence of the Owner will be made by the Board and billed to the Unit Owner.

ALL UNITS ARE TO BE USED AS PRIVATE DWELLINGS AND NOT FOR BUSINESS PURPOSES.

No sign, advertising or illumination shall be inscribed or exposed on any window or other part of the building without approval of the Board. In addition, shades, awnings, window guard, air conditioners, ventilators, radio or TV arials shall not be attached to or hung from the exterior of the building or windows.

Electrical devices other than small plug-in appliances shall not be installed or used without prior approval of the Board as to the type, location and manner of installation or use of such devices, and provided sufficient electrical current is available.

Clothes washers and dryers and waterbeds are forbidden in all Units.

BBQ grills, kerosene or combustible-fueled heaters are not permitted in Units, or anywhere on the grounds.

Unit owners, renters or guests are not permitted to cause disturbing noises or permit anything on this property which interferes with the rights, comforts or conveniences of other residents.

The Cooperative carries fire and liability insurance for the buildings themselves. Personal Property and Liability insurance is required of each resident and owner. A certificate of insurance from your insurance company must be provided to RTC.

YOU MUST CARRY LIABILITY INSURANCE.

This insurance needs to include a rider to cover the co-payment of \$2500 to the Coop insurance company.

Gardening is not permitted on the grounds of the Coop without prior written approval of the Board.

Whenever new carpeting is installed in a Unit, new sub-flooring must be installed to replace worn sub-flooring, and sub-flooring should be nailed down. RTC will supplement the cost of sub-flooring in the amount of up to \$250.

All living room, bedroom and hallways must be carpeted.

Although apartments are reasonably soundproof, be considerate of your neighbors and do not play your stereos, radios, musical instruments or TV's too loudly. All residents must make an extra effort to not disturb their neighbors, especially during the hours between 10:00 p.m. and 8:00 a.m.

Do not remove newspapers or mail which does not belong to you from the mail bins or hallways. Tampering with mail is a **Federal Offense**.

If you lose your mailbox key or are in need of a new lock, there will be a charge of \$10 for each replacement. **Keep a spare copy of your key.**

Only white or light off-white window-coverings (blinds or curtains) are allowed on windows. The use of sheets to cover a window is forbidden.

Balconies and Patios

Only outdoor furniture is allowed. Decorative flowers are allowed. Outside areas are not for storage. Any cabinets, boxes, bicycles, or baby strollers, tools, mops or any other items are prohibited. Violators will be fined. Outside storage is not allowed on patios or under the ground-level balconies. Awnings, screens or roll-up shades are not permitted on balconies or patios.

DO NOT HANG WASH TO DRY ON BALCONIES, PATIOS OR FROM WINDOWS.

Tenants are liable for damage or injury caused by an object which falls, blows or is thrown from balconies. Dirt or any other substance or object must not be swept or thrown from balconies.

Authorized entry

Agents of the Cooperative and any contractor or workman authorized by the Coop 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 making emergency repairs.

Pets

One cat is allowed per apartment. Dogs and other pets are not allowed. Renters must have the approval of the owner of the Unit. A non-refundable fee of \$75 payable to the Co-op is required.

Cats are not to be left unattended on a balcony. Do not allow cats to soil balconies, walkways, parking lots or grounds. Kitty litter boxes are not allowed on balconies or patios. Do not allow your pet to disturb other residents.

Owners of animals found to be in violation of any of the above rules will be fined by the Board and the Board will have the right to enforce the removal of the pet.

REQUESTS FOR SERVICES

Do not ask employees of the Coop to perform any personal services during work hours. All requests for services must be made through the office telephone (764-6317), or in writing to the Board.

DRUG USE

Use of illegal drugs in Units, Buildings or on the grounds of RTC is not permitted. Violations will result in informing the Police and in eviction of tenant(s).

Continues in effect as per previous edition of House Rules Booklet

ADDENDUM TO HOUSE RULES

SELLING OR SUBLETTING

Before renting or selling a Unit, owners must obtain an application to be submitted by the prospective resident to the Admissions Committee of the Board of Directors with a check for \$35. The Committee will require a personal interview and can accept or reject any applicant without providing an explanation of the decision. At the meeting with the Committee, the prospective tenant must sign an Agreement that the House Rules have been explained, and they have been given a copy of the House Rules.

Anyone who will be residing in the Unit must be present at the meeting with the Committee.

Visitors who stay longer than one month will be considered residents. They will need to submit an application and be interviewed by the Admissions Committee to be accepted or rejected. They will also have to register their vehicle with the Board if accepted.

The number of people in each Unit is limited to two people in a one-bedroom Unit and four people in a two-bedroom unit.

In order that other residents are not disturbed, moving in and out of your unit will be allowed only during the hours of 8:00 a.m. to 10:00 p.m.

If you move from your Unit and continue to own the Unit, your current address and phone number must be registered with the Cooperative.

If an exception, under temporary conditions, has been granted by the Board of Directors to allow extra people to reside in the Unit, there will be a charge for electricity, water, etc. for the extra people in the Unit. The charge is to be set by the Board of Directors.

**STOCKHOLDERS ARE RESPONSIBLE FOR
THE ACTIONS AND REQUESTS OF THEIR TENANTS**