



DORIC HOUSE RULES

- I. PUBLIC AREAS OF THE BUILDING**
- II. ELEVATORS**
- III. DRIVEWAYS AND PARKING**
- IV. COMPACTOR ROOMS**
- V. LAUNDRY ROOM**
- VI. CONDUCT WITHIN ONE'S APARTMENT**
- VII. INSURANCE**
- VIII. TERRACES**
- IX. PETS**
- X. UNIT OWNER IMPROVEMENTS**
- XI. POOL**

I. PUBLIC AREAS OF THE BUILDING

1. Smoking is prohibited in all public space including the hallways, lobby, meeting rooms and elevators.
2. Waste paper, garbage and other materials should only be deposited in the proper receptacles and not be discarded in any of the common areas, including the elevators.
3. Any damage done to the walls, ceilings or floors of the common spaces, including the elevators will be responsibility of the individual causing such damage and he will be billed for the cost, including labor, for repairs or replacement of the damaged items. If a minor causes the damage, the parents shall be held responsible.
4. The halls and stairways of the building shall not be obstructed or used for any purpose other than that for which they were intended.
5. Children shall not play in the halls, stairways, laundry room, elevators or lobby.
6. Nothing shall be hung on the outside of the windows or placed on the outside walls, terraces, or doors, and no sign, awning, canopy, shutter radio or television antenna shall be affixed to or placed upon the exterior walls or doors, or exposed on or at any window without the prior written consent of the Board of Directors.
7. No, public hall shall be decorated or furnished by anyone in any manner without the prior consent of the Board of Directors and all of the residents serviced by that hall.
8. No articles may be stored in the halls or on the staircase landings.
9. No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building without the prior approval of the Building Manager of the Board of Directors. Signs and notices are permitted on the bulletin board in the laundry room.



Doric Apartment Corporation

100 Manhattan Avenue | Union City, NJ 07087

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10. No group tour, exhibition or open house for the sale of any apartment or any other propose shall be conducted, nor shall any auction sale of any type be held in any apartment, lobby or parking lot without the consent of the Manager.
11. All residents shall be properly attired in clothes customarily worn on the street when in the lobby area and in the elevators.

II. ELEVATORS

1. The south service elevator (#1) is to be used for walking of pets and users of the laundry room. The north service elevator (#5) is to be used for moving in and moving out furniture, deliveries, and maintenance needs.
2. Moving in and out of the building is by appointment only. All moves not scheduled in advance with the Managing Agent will be denied. All moves must be made between the hours of 9 A.M. and 4 P.M. There is no moving allowed on the Weekends or Holidays.
3. There is a fee of \$250 for moving. Please provide the management office a certified check or money order in the amount of \$500 as a deposit against damages prior to your move. Once an inspection of the elevator and common areas has been completed and there is no evidence of damage a check in the amount of \$250 will be refunded to the resident within 10 days.
4. Residents must notify the service desk in advance concerning the date and time of furniture and appliance deliveries. If a resident is planning an occasion when more than a few guests are expected, a guest list should be provided to the doorman so that each guest does not need to be separately announced.
5. Shopping carts are to be returned promptly to the service entrance. The movement of packages by shopping carts, loading and unloading of vehicles and the movement of bicycles, scooters, baby carriages and similar vehicles is restricted to service elevators.
6. Posting of notices and advertisements in elevator cabs is strictly prohibited.

III. DRIVEWAYS AND PARKING

1. For obvious safety reasons, when driving on the property, one should use caution and not exceed the speed of five miles per hour.
2. Under no circumstances is a vehicle to be left unattended in front of the building for more than ten minutes. Any vehicle parked in the driveway must be registered with the doorman.
3. Vehicles shall not be parked in such a way as to impede or prevent access to the building or to another vehicle.
4. Parking in the fire zones is not permitted. This zone is for emergency vehicles only.

5. Only vehicles with proper handicapped identification may use handicapped parking space.
6. The Management Office assigns all parking spaces. Proper forms, including a license agreement including the identification of the vehicle being parked in the space, must be completed. No other vehicle may be parked in that space without the prior written approval of the Management.
7. Parking spaces are assigned and fees charged monthly, payable in advance. Any licensee who is delinquent in payment of the parking fees after thirty (30) days will have his garage license revoked and his car will be towed. Failure to receive a bill for parking is not an excuse for not paying. Consistently late payment of parking fees will subject owner to revocation of his parking privilege and removal of the vehicle without notice.
8. A licensee cannot rent his parking space to another resident.
9. Oversized trucks may not be parked on the property. Vans or other commercial vehicles may use the garage with the prior written approval of the Management.
10. Campers, trucks, trailers or boats may not be parked on the premises overnight.
11. Washing, repairing or maintaining of vehicles is not permitted on the Doric property. The parking area shall not be used for any purpose other than to park automobiles.
12. Contractors providing services to the building or to shareholders must park in designated areas determined by Management.
13. Guests shall park in the designated guest parking spaces. A daily fee will be charged for its use. Evidence of payment of the fee must be displayed in the front window of the vehicle. Any car parked in the garage without the proper form displayed may be towed.

IV. COMPACTOR ROOMS

1. The residents of the Doric must recycle according to the specifications of the City of Union City. Glass, plastic and metal bottles must be rinsed and placed in the recycling barrel located in each compactor room. Newspapers, magazines and flattened cereal and other light cardboard boxes should be neatly stacked in the designated area.
2. Garbage, including cat litter, must be placed in small plastic bags, tied securely and deposited down the chute. No bags of garbage are to be left on the floor of the compactor rooms.
3. The following items are NOT to be thrown down garbage chutes:
 1. Construction materials, paint or flammables
 2. Clothing
 3. Rugs

4. Wire clothes hangers
5. Aerosol cans
6. Lighted cigarettes or matches
7. Glass
8. Folded pizza boxes

These items should be left neatly on the floor of the compactor room.

4. Large items such as boxes, mattresses, furniture, etc. should not be left in compactor rooms. Their disposal should be coordinated with the porters on staff.
5. Because Christmas trees make a tremendous mess when being disposed of, they must be contained in the apartment in an appropriate plastic bag designed for the purpose and secured. They should then be placed in the compactor room, or if the size is very large, they must be brought down to the disposal area on the ground floor.
6. It is the responsibility of each individual to clean up or report to the doorman any spilled or leaking garbage in the hallways or compactor rooms immediately.
7. Management shall inform residents of any new procedures in the future dealing with recycling of garbage. Residents are expected to fully cooperate with garbage and refuse disposal.

V. LAUNDRY ROOM

1. The laundry room is provided for residents to wash and dry their clothes. No washers or dryers are permitted in the apartments because the utilities are inadequate for them and will be damaged by their use. The laundry carts that are provided in the laundry room are **not ever** to be removed from the room for any reason.
2. Please remove lint and other loose material from washers and dryers after each use.
3. It is imperative that each individual cleans up any spills of detergent or other leakage before leaving the laundry room or advises the staff of such spills to insure that no one slips on them.
4. Please remove clothes promptly from washers and dryers when cycles are finished so as not to keep others waiting to use machines. Your laundry may be removed to a table if there are no other available machines.
5. Please report any water leaks or machines that are out of order to maintenance staff or doorman.

VI. CONDUCT WITHIN ONE'S APARTMENT

1. No one shall make or permit any disturbing noises in the building or do or permit anything to be done therein, which will interfere with the rights, comfort, or convenience of others.

2. TVs, stereos and musical instruments shall be played at a reasonable level at all times. All speakers should be positioned off the floors and away from common walls of the apartment for soundproofing. At no time should such noise be heard in any other apartment.
3. No construction, repair work or other installation involving noise shall be conducted in any apartment except between the hours of 8:00 a.m. and 4:00 p.m. on weekdays and between 9:00 a.m. and 4:00 p.m. on Saturdays. No work is permitted on Sundays or holidays.
4. Toilets and drainpipes shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the plumbing fixtures. The resident who caused the damage shall pay for the cost of repairing any resulting damage.
5. No washer or dryer shall be permitted. The building drainpipes cannot handle the large volumes of discharged water and suds, leaving apartments on lower floors subject to drain backups, flooding and hot water coming out of the cold-water tap. The occupant of an apartment that has a washer and/or dryer will be held solely liable for any damage to the building's plumbing or wiring and damage to other apartments.
6. No one shall put a doormat of any material outside of his/her apartment door because it impedes cleaning of the hallways. Residents shall insure that newspapers and periodicals do not accumulate at apartment doors in their absence.
7. Apartments must be kept clean and offensive odors eliminated. Unsanitary conditions encourage the survival and spread of vermin, insects or other pests.
8. The floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room, excepting only kitchens, bathrooms, closets and foyer.

VII. INSURANCE

1. Though the corporation maintains property insurance on the structure and liability insurance for the corporation, individual shareholders and residents and their apartment contents are not covered by this policy. For their own protection and for the protection of the corporation, all tenant/shareholders and subtenants shall maintain what is called "renter's insurance" or "coop or condo owner's insurance", which provides property insurance for the contents of the apartment and for the liability of the shareholder or occupant.
2. The Board of Directors may require that all apartment owners and residents provide a certificate of insurance or other evidence that such property and liability insurance coverage is in place.

VIII. TERRACES

1. No terrace shall be enclosed by glass, screen or any material whatsoever. No terrace shall be covered by any awning. Nothing shall be hung from the windows or terraces or placed upon the exterior windowsills or be attached to the railing.
2. All terrace doors, ceilings and divider walls, where existing, shall be painted the building standard color. The railings, ceilings and floors of the terraces may not ever be painted. The floors and ceilings have been treated to preserve them and painting them would violate the warranty, necessitating that the coating be reapplied. The cost of this re-application will be billed to the unit owner.
3. Astro-turf or carpeting is prohibited on the terrace as it holds water and contributes to the deterioration of the surface of the terrace.
4. No rugs or mops may be shaken or hung from any of the windows, doors or terraces, nor shall anything be swept or thrown from the doors, windows or terraces.
5. No clothing, towels or articles of any kind shall be hung on terrace railings.
6. No piece of furniture or anything structural shall be installed on terraces above the rail, nor shall anything be projected out of any window or over any terrace above 4 feet. Furniture and other objects on terraces must be secured during high-wind conditions. During extended absence of occupants, objects that could be blown away must be secured or removed.
7. Hanging objects are not allowed on terraces because of the high wind factor.
8. Only electric grills are permitted; absolutely no propane or charcoal units shall be allowed, as they are extremely dangerous and are against City Fire Regulations. The authorities may impose a fine of \$500 on the resident of any unit which has a propane tank on the terrace or who uses a charcoal or propane grill.
9. No feeding of birds is permitted from terraces. Pigeons are a health hazard and we take efforts to minimize their numbers.
10. Terraces should not be used for storage of unsightly objects.

IX. PETS

1. Pet Rule Shareholders and their tenants, family members and employees (collectively referred to in this Paragraph 1 as "Residents") shall not keep, raise, harbor, or otherwise allow any pets to reside within any unit for any period of time, no matter how short or temporary, except that Residents may keep a total of two pets, only one of which may be a dog, in accordance with the other provisions of Section VII of the House Rules.



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2. Kinds of Pets Permitted: Residents are permitted to keep only the following pets:
 - a. One dog weighing less than fifty (50) pounds, except those that are deemed by the Board of Directors to be dangerous;
 - b. Domestic house cats (wild cats are not permitted);
 - c. Birds;
 - d. Fish kept in a tank not exceeding a capacity of fifty (50) gallons. Fish kept in a tank are considered to be one pet; and
 - e. Service pets, so long as the proper supporting documentation has been submitted to, and approved by, the Board of Directors.
3. Prohibited Pets
 - a. The following animals are not permitted to be kept in the building: rodents, reptiles, insects, poultry, pigs and non-human primates.
 - b. Due to concerns about certain breeds of dogs that may pose unique safety risks to children, older residents, or other adults, dogs trained to fight or attack, as well as Pit Bulls, Bull Mastiffs, Rottweilers, and any other breed of dog deemed by the Board, in its sole and absolute discretion, to be vicious, dangerous or a nuisance, must pass the American Kennel Club's Canine Good Citizen Test (the "Test") and the Resident must submit a certificate to Management indicating that the dog passed the Test, together with the registration documents described in paragraph 5 below. The pet owner is responsible for all costs and expenses relating to taking the Test. A new certificate indicating that the dog has passed the Test must be submitted to Management every two years. The Board of Directors has sole discretion to determine whether a dog that is one of the aforementioned breeds can reside at The Doric, or if a dog that is one of the aforementioned breeds is already residing at The Doric, may continue to reside at The Doric. Regardless of training, no dog shall be exempt from the weight restrictions.
4. Guests: A Resident is permitted to harbor a guest dog in his or her apartment so long as the following conditions are met:
 - a. The Resident must submit a written request to management indicating that the Resident would like approval to harbor a guest dog in his or her apartment;
 - b. The guest dog shall not be brought onto the Corporation's property unless Management or the Board has issued written approval to the Resident, including the amount of time the dog may remain in the building;

- c. The guest dog must comply with the weight limit described in Paragraph 6 below, and the Resident must submit a copy of the dog's current license and inoculation record prepared by a licensed veterinarian, and a written statement from a licensed veterinarian indicating the current weight of the dog; and
- d. In the event that a guest dog causes damage to any property of the Corporation, the shareholder in whose apartment the guest dog is being harbored shall be responsible for all costs and expenses incurred to repair the damage, including, but not limited to, attorney's fees that may be incurred if the Corporation's counsel is consulted or performs legal services as a result of the damage.

5. Registration with Management

- a. Residents must register all pets with Management prior to the pet moving into the building. If a pet is already residing in a unit at the time this Section VII is adopted, the Resident must submit a completed Pet Registration Form to Management. A Pet Registration Form is attached to this Section VII.
- b. The completed Pet Registration Form must be accompanied by a copy of the pet's current license issued by the Union City Health Department (if applicable), a copy of the pet's inoculation record prepared by a licensed veterinarian (if applicable), a current photograph of the pet, and, if the pet is a dog, a letter from a licensed veterinarian indicating the weight of the dog. A copy of the pet's renewal license, as well as an updated letter from the veterinarian regarding a dog's weight, must be submitted to Management annually.
- c. Upon registration with Management of a dog that takes up residence at The Doric on or after October 25, 2011, Residents must submit a deposit in the amount of \$500.00, which will be held by the Corporation as security in the event the dog causes damage to the common elements of the Corporation. If the Corporation incurs costs and expenses to repair damage to common elements caused by a pet, the costs and expenses shall be deducted from the security deposit, and the Resident must deposit additional funds with the Corporation so that the amount of the deposit remains at \$500.00. If the Corporation incurs costs and expenses in excess of \$500.00 to repair damage to the common elements caused by a pet, the Resident must reimburse the Corporation for any excess costs and expenses, and deposit additional funds with the Corporation so that the amount of the deposit remains at \$500.00.
- d. Upon registration with Management of a dog that has permanently resided at The Doric prior to October 25, 2011, Residents shall not be required to submit a deposit in the amount of \$500.00. However, a Resident who has registered with Management a dog that has permanently resided at The Doric prior to October 25, 2011, may be required to submit a deposit of \$500.00 at any time if the Board of Directors determines, in its sole discretion, that the dog or the Resident is in violation of these Pet Rules, or for any other reason.

6. Weight Limit: Any dog kept by a Resident shall not weigh over fifty (50) pounds.
7. Grandfathered Dogs
 - a. Any dog residing in the building on October 25th, 2011 that: a) weighs over fifty (50) pounds; or b) is one of two dogs residing in a unit, is “grandfathered,” and permitted to continue to reside in the building, provided that:
 - i. the dog is registered with the Management Office in the manner prescribed by the Corporation, pursuant to Paragraph 5;
 - ii. the dog maintains good behavior and does not constitute a nuisance, as determined by the Board of Directors in its sole and unfettered discretion; and
 - iii. the Resident provides the Corporation, annually, with: proof of homeowner’s insurance, which must cover damage to person or property by the dog.
 - b. If a Resident fails to comply with subsections (i), (ii) or (iii) above, the Resident’s dog will no longer be “grandfathered,” the restriction against dogs weighing over fifty pounds, and the restriction against having more than one dog residing in a unit, will be enforced against that dog, and that dog will no longer be permitted to reside in the building. Owner will also no longer be grandfathered from the \$500 security deposit for any remaining dog.
 - c. If a Resident’s “grandfathered” dog dies or otherwise no longer resides in the building, the Resident shall not be entitled to replace the dog with a dog that weighs over fifty (50) pounds, or a second dog (if the grandfathered pet was one of two dogs).
8. Common Areas Pets shall be kept entirely within the confines of the unit occupied by the Resident, must not be left unattended on the balcony or a patio of any unit, and under no circumstances shall be allowed to roam at large outside the unit. When in common areas or on the grounds of the building, all pets must be carried, or walked on a short leash, by an adult resident, and must wear identification tags. Large dogs must be held tightly by the collar when in common areas. Pets are not permitted in the lobby, garden, deli, Management Office, pool area, dry cleaners, fitness center, laundry room, stairwells or North/South ground level hallways.
9. Entering and Exiting the Building All pets, whether being held by a Resident or on a leash, must enter and exit the building using the service elevators (#1 and #5) only. Residents must use Exterior Door Cards to enter and exit the building with their pets through the Service Doors. Cards are available for purchase in the Management Office. Pets are not permitted to walk through the revolving doors. Additionally, access from and to the garage will be permitted by proceeding directly through the rear garden service door, continuing directly to the south service elevator.



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10. Noise Pet owners are responsible for the noise level of their pets. Pets shall not cause a disturbance due to noise that affects any other Resident in any way. Pet owners are responsible for any unreasonable noise caused by any animal brought or kept upon the property by any Resident. If a Resident is disturbed by noise made by a pet, the owner of the pet must consult with the Board of Directors or the Property Manager and alleviate the noise. If the pet owner fails to cause the noise to be alleviated, fails to comply with this Section VII, or if the pet creates or continues to create a nuisance or disturbance, the pet may be subject to removal from the building.
11. Pet Debris Pet owners must clean up the debris of their pets and properly dispose of it. If a pet causes an accident in the building or the grounds of the building, the pet owner must clean the debris and immediately notify staff so that the area can be sanitized. If building staff must clean any area of the building as a result of damage caused by a pet, the Resident in whose unit the pet resides will be charged for the costs related to the clean-up, which will be a minimum of \$50.00. If any of the Corporation's property must be replaced because it could not be cleaned to the satisfaction of Management, the cost incurred by the Corporation to replace its property must be reimbursed by the Resident in whose unit the pet resides.
12. Damage to Person or Property: Pet owners are responsible for any damage to person or property caused by their pet brought or kept upon the property.
13. Registration Fee: At the time these Pet Rules are adopted, the Board shall collect an annual pet fee of \$25.00. This fee is reasonably related to all costs and expenses associated with keeping a record of the dog and all documentation required by this Section VII, as well as any excess wear and tear to the Corporation's common elements. The Board reserves the right, in the future, to collect additional fees from Resident pet owners, such as a registration fee or a monthly fee.
14. Commercial Use Prohibited: No animal may be kept, bred or raised in a unit for commercial purposes.
15. Dog Park Pet owners are encouraged to use the dog park located across the street from the building, which can be accessed from the front of the building.
16. Indemnification Any resident who keeps or maintains any pet shall be deemed to have indemnified and agreed to hold the Corporation, its directors, officers, and agents free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of keeping or maintaining the pet within the building.
17. Removal of Pet
 - a. The Board of Directors has the right to require that any pet, which in the Board's sole discretion, endangers the health or security of any Resident, or creates a nuisance or unreasonable disturbance, be permanently removed from the property upon seven (7) days' written notice. If the Resident fails to remove the pet the Board may cause the pet to be removed.

- b. Any pet that, in the sole discretion of the Board of Directors, presents an immediate danger to the health, safety, or property of any Resident, may be caused to be removed by the Board immediately.
 - c. The Board may determine, in its sole discretion, that a pet must be removed by a Resident who has violated the Pet Policy.
18. Exceptions: The Board may grant exceptions to the Pet Policy in particular cases, in its sole discretion.
19. Fines Any resident who violates any provision of this Section VII will be issued a notice to cure the violation and will be given an opportunity to participate in the Corporation's Alternative Dispute Resolution process. In the event the resident fails to cure the violation, the Board will impose fines as follows:
- a. First violation of Section VII: Written warning.
 - b. Second violation of Section VII: \$50 for each day the violation continues.
 - c. Third violation of Section VII: \$100 for each day the violation continues.
 - d. Fourth violation of Section VII: \$250 for each day the violation continues.
 - e. Fifth violation of Section VII: \$500.00 for each day the violation continues, removal of pet and termination of Proprietary Lease.
20. Rules Subject to Change: This Section VII of the House Rules is subject to change, without notice, as determined by the Board of Directors.

X. UNIT OWNER IMPROVEMENTS

- 1. Nothing shall be done in any unit, nor in or on or to the common areas which will impair the structural integrity of the building or which would structurally change the building.
- 2. Unit owners must submit to the Board of Directors for approval a drawing or written description of changes within their unit which will involve or affect the walls, floors, ceilings, electrical, plumbing, windows or doors. (For example: new kitchen, bathroom, moving or cutting back walls, installing marble floors, etc.) No work can begin until there is written approval from the Board of Directors. The unit owner must pay the cost of the review of the plans by the Board's engineer.
- 3. All changes must comply with City and State Building and Fire codes.
- 4. Management and/or the Board of Directors will have the right to inspect work during and after completion to insure compliance with approved drawings and/or written documents.

5. All outside contractors or suppliers doing work or installations in the building must have a current Certificate of Insurance and Work Permit on file with the Management Office insuring the Doric Apartment Corporation against all liability and naming unit or common area to be worked on.
6. Any new hard surface flooring (marble, tile, wood, etc.) being installed to replace old flooring is to be installed over cork or other suitable soundproofing subfloor.

XI. POOL

1. The pool area is open to the residents of the Doric and their guests. All who enter the pool are subject to these rules.
2. Entry to the pool is by pass only, which will be available to residents on the payment of a processing fee. The Management Office will issue these passes. Guests passes may be available at an amount fixed annually by the Board of Directors.
3. Swimming can take place only when the lifeguard is on duty. He/she will control or designate adult time or lap swimming time as requested.
4. An adult must accompany children under 14 years of age. Children are not allowed to be left unsupervised or in the care of the lifeguard.
5. Parents or guardians are fully responsible for all persons under the age of 14 years using the swimming pool facilities.
6. All children in diapers must wear plastic pants with snug fitting elastic waist and leg bands. Parents must report any "accidents" to the lifeguard immediately.
7. No playpens or cribs are permitted in the pool area.
8. Music is permitted in the pool area with earphones only.
9. Alcoholic beverages and glass bottles are prohibited in pool area.
10. There shall be no horseplay, diving into the shallow end of the pool and no running in the pool area.
11. Conduct that endangers the safety and comfort of others shall be prohibited.
12. Littering is prohibited. Pool Members must remove their own garbage from the pool area.
13. No animals will be allowed in the swimming pool area.
14. No swimming will be allowed during inclement weather conditions.
15. All persons must shower before entering the swimming pool.



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16. No person showing evidence of a communicable disease, bodily discharges, open blisters or cuts and bandages will be allowed entry to the swimming pool area. Persons suspected being under the influence of drugs or alcohol shall be prohibited from entering the water.
17. Deck chairs and lounges shall not be removed from the pool and sundeck area. The furniture shall be protected from sun tan lotions by a towel and shall not be reserved for extended time (30 minutes) by towels or personal articles
18. Everyone must be properly attired and dry when entering the lobby and elevators. Bathing tops and shoes must be worn in the Common Areas.
19. The lifeguard is empowered to enforce these rules and regulations and to withhold a member's pool pass after three (3) violations. Reinstatement of a minor is conditional upon the parent and child appearing before the Pool Committee.
20. Pool use shall be subject to any additional rules and regulations promulgated by the pool management company, lifeguard or the Pool Committee.