

Century Tower

March 17, 2020

Dear Shareholders, Occupants and Family Members,

The Board of Directors is pleased to provide you with the attached, up-to-date restatement of Century Tower's Rules and Regulations. While addressing all potential situations is impossible, this compilation specifies common practices that should be followed to facilitate harmonious living in our cooperative community.

Some update and changes were made since the last revisions done in 2014. Please review the Rules and Regulation to familiarize yourself with them.

Cordially,



Bob Scharin
President

Century Tower

HOUSE RULES AND REGULATIONS

"The Board of Directors shall, from time to time, adopt, update and change house rules... for the health, safety and convenience of the tenants and occupants. All house rules shall be binding upon all shareholders and occupants."

Article III, Section 8, House Rules, By-Laws of One Century City Apartment Corporation.

Shareholders are fully responsible for compliance with these rules and regulations and are required to familiarize family members, guests, visitors, household employees and contractors with said rules and are urged to see that they are enforced. Please note that any violation of the House Rules and Regulations may result in a fine assessed against Shareholder's shares. All House Rules can be updated, modified or changed at any time. Century Tower will strive to provide updates to all Shareholders, but it is the Shareholder's responsibility to periodically check with the Management Office to obtain copies of any updated Rules as they relate to any of the items in these House Rules and Regulations.

Revised March 2020

Table of Contents**Page**

Air Conditioning and Heating Units	13
Apartment Refinance/Sale Applications	10
Barbecue	13
Bicycles	3
Compactor Room	5
Contractor's Work	6
Deliveries	2
Elevators	4
Emotional Support Animals (ESAs) and Service Animals	4
Exterminating	12
Fines for Violations of Rules and Regulations	10
Fire Safety	1
Fitness Center	9-10
Game Room	9
Grievances	10
Hallways/Lobbies	2-3
Housekeepers and Caretakers	4
Keys	7
Laundry and Dry-Cleaning	4
Laundry Room	7
Management Office Schedule	1
Moving In/Moving Out	1
Noise and Disturbance	6
No Smoking	2
Parking	11
Payment of Maintenance	11
Pets	3
Private Work by Employees	11
Recreation Room/Playroom	8-9
Renovations and Alterations	6-7
Repairs and Responsibilities	12
Sabbath Elevator	4
Security	7-8
Shopping Carts and Luggage Racks	3
Social Room/Library	9
Storage Bins	8
Swimming Pool and Deck Area	12-13
Windows, Balconies, Roof and Building Exterior	5-6

Management Office Schedule.

Monday	9:00 a.m. – 12:00 p.m.
Tuesday	3:00 p.m. – 5:00 p.m.
Wednesday	9:00 a.m. – 12:00 p.m.
Thursday	3:00 p.m. – 5:00 p.m.
Friday	9:00 a.m. – 12:00 p.m.

The management staff is generally on the premises weekdays from 9:00 a.m. to 5:00 p.m. Shareholders wishing to schedule a visit to the Management Office during that period but outside of the regularly scheduled office hours should contact the Management Office at 201-944-5325.

After hours, weekends, and in case of an emergency, please contact the Concierge at the Front Desk by dialing 201-944-5323. Shareholders may also contact the Management Office by sending an e-mail to linda.montoya@ellimanpm.com.

Moving In/Moving Out.

When a prospective Shareholder is notified in writing that his/her purchase has been approved and the closing date has been set, or when a current Shareholder is moving out, said Shareholder must contact the Management Office by dialing 201-944-5325 to coordinate the move-in or move-out date. All moves must be completed between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, and must be coordinated with the Management Office so that the service elevator can be reserved for use. In the event that unforeseen problems arise and the move extends past 4:30 p.m., the building employee assigned to supervise the movers must remain on duty until the move is completed. If overtime is incurred, the moving party will be charged for the cost incurred, which charges shall be assessed against the Shareholder's shares.

The appropriate Century Tower form currently known as Application for Approval to Move In/Move Out more fully explains the process and the fees to be paid to the Cooperative. This form must be properly and completely filled out, and provided to the Management office with the appropriate fees, prior to the move.

Fire Safety.

The fire alarm, smoke/ carbon monoxide detector, sprinkler head and speaker are installed inside of each apartment unit. This safety equipment may not be papered, painted over or obstructed in any way. Each apartment is equipped with a sealed-battery-operated or hard-wired smoke detector. It can be replaced by calling the Management Office at 201-944-5325.

Fire safety instructions and emergency evacuation plans are available in the Management Office. Smoke detection and sprinkler systems are installed throughout the hallways and all common areas, including the garage. The entry door to each apartment must be self-closing.

No Smoking.

Century Tower is a smoke-free building as it relates to the common areas. No smoking is permitted in the lobby, hallways, pool area or common areas including the inside and outside of the building. As a privilege and not a right, Shareholders are permitted to smoke only in their individual units. However, smoking in any individual unit may be prohibited if the smoke or smoke odor substantially interferes with other Shareholders' use and enjoyment of their own unit, or if the smoke or smoke odor permeates into the hallways, stairs, and the inside and/or outside common areas.

Deliveries.

- a) Deliveries of small items by third-party delivery companies such as UPS, Fed Ex, Amazon, food stores and the like are permitted to be made seven (7) days per week and at all times deliveries occur. Management approval is not required for such delivery to an individual Shareholder's unit. All vendors bringing items up to a Shareholder's unit must be announced and sign in with the Concierge at the Front Desk before delivery occurs. Management approval is not required.
- b) Deliveries or Pick-ups for larger items such as furniture, large trunks or cartons are not permitted to come through the Lobby. They are to be made using only the service entrance and by way of the service elevator. Management approval is required for delivery to an individual Shareholder's unit. These Deliveries and Pick-ups require the Shareholder to complete the appropriate Century Tower form currently known as Application for Approval for Delivery/Pick-up, which more fully explains the process and fees to be paid to the Cooperative. Please ask Management for the form as it is the Shareholder's responsibility to have it properly and completely filled out, and provided to Management with the appropriate fees. These deliveries are permitted only on Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., and are strictly prohibited on Saturdays, Sundays and Holidays.
- c) It is the Shareholder's responsibility to ensure that all Packages or items left for Delivery or Pick-up are properly labeled with destination, name of the Shareholder and apartment number. A receipt may be requested.
- d) All Deliveries or Pick-ups accepted by the Concierge are done so as a courtesy, and are the responsibility of the Shareholder. The Apartment Corporation, its employees and managing agent shall not be responsible for such packages. Shareholders are encouraged to register with BuildingLink for notification of deliveries. Contact the Management Office for further information.

Hallways/Lobby.

- a) Hallways may not be obstructed or used for any purpose other than entering and/or leaving apartments. Fire stairways may not be obstructed at any time. Stairway doors must remain closed at all times.
- b) No personal property of any kind may be placed on the outside of the door(s) to a unit, or immediately outside the door in the hallway, in the hallways or on staircase landings. Personal property includes but is not limited to, doormats, shoes, boots, holiday decorations, and umbrellas. Bicycles, baby carriages, wagons and scooters must be stored in places provided in the garage or other designated areas.
- c) Loitering in the hallways, lobby, or in front of the building is not permitted.
- d) Children are not permitted to play in the hallways, lobby or in front of the building.
- e) Hallways and individual apartment doors may not be decorated in any manner, without the consent of Management.

- f) No one is permitted to walk through the common areas barefooted or without a cover-up over their bathing suit.
- g) Persons leaving the pool area should not enter the lobby with dripping bathing attire. Changing rooms are provided at the pool plaza.
- h) Shareholders are responsible for any damage to the common areas caused by them, their family members, their guests, invitees, visitors and/or their employees.
- i) Bicycles, skateboards, scooters and items of that nature are to be brought in and out of the building only through the pool door. Use of the main lobby door for this purpose is not permitted. Riding, skating or ball playing is not permitted in the lobby, hallways, stairways or elevators.

Shopping Carts and Luggage Racks.

Shopping carts and luggage racks are available at the Concierge Desk for the use of Shareholders. The service elevator should be used for their transport, unless it is being used by another Shareholder for move-in, move-out, deliveries, or the Sabbath elevator mode is running at that time. Shareholders may avail themselves of a porter's services for deliveries to their apartment or may choose to deliver their own packages. IT IS THE RESPONSIBILITY OF THE SHAREHOLDER TO RETURN CARTS AND RACKS IN A TIMELY MANNER TO THE CONCIERGE. CARTS MAY NOT BE LEFT IN ELEVATORS, HALLWAYS, COMPACTOR ROOMS OR STAIRWELLS. Fines against a Shareholder's unit may be imposed for violations, and those fines are currently not less than \$100 per violation, which fines are subject to change.

Bicycles.

If a Shareholder wants to store his or her bicycle in the Garage, the appropriate Century Tower form which fully explains the process must be properly and completely filled out in advance of storing the bicycle. The form can be obtained from the Management Office. If a Shareholder does not do so, the bicycle may be removed and discarded without any notice. The bicycle is being stored as a courtesy and at the Shareholder's own risk. The bicycle is not be the responsibility of the Corporation, its employees, or its Managing Agent. Shareholders are strongly urged to lock any bicycles to the rack. Racks for storing bicycles are available on levels A, B and D in the garage. Bicycles must be brought in or out of the building only through the pool door and transported in the service elevator. They may not be brought into the main lobby. Bicycles may not be stored on terraces.

Pets.

One cat or one bird is permitted per apartment, with the proper licensing and registration. Pet Rules and procedures are in place. Before a Shareholder brings his or her pet into the building, the Shareholder is required to fill out the appropriate Century Tower form for this, which more fully explains the process.. Please ask Management for the form as it is the Shareholder's responsibility to have it properly and completely filled out, and provided to Management. If a Shareholder does not follow the House Rules with regard to the cat or the bird, shareholder may lose the privilege of having said cat or bird.

In addition to other Rules established in the Form, please note that Pets are not permitted in the passenger elevators or in the Lobby. Pets can be brought to the Garage by way of the Garage elevator or stairways.

Emotional Support Animals (ESAs) and Service Animals.

These animals are not classified as pets. If a Shareholder has an emotional support animal or a service animal, the shareholder is asked to notify the Board of Directors and the Management Office of the animal, and provide proper documentation for the animal in this regard. If a Shareholder would prefer, he or she can instead notify Century Tower's legal counsel of this by way of letter and documentation: Legal Counsel - Louis Verde, Esq. Verde Pontell and Steinberg, Hackensack NJ. Emotional Support Animal Registration and Rules are available at the Management Office.

Elevators.

- a) Elevators are automatically recalled to the lobby floor in accordance with Fire Department protocol when fire alarms have been activated. Only stairways may be used at that time.
- b) There shall be no interference with the operation of the passenger and/or service elevators in the building by Shareholders, their family members, their guests, invitees, visitors and/or their employees.
- c) Delivery persons and/or messengers must use the service elevator whenever possible.
- d) Tradesmen, mechanics, construction and repair people must use the service entrance and service elevator.
- e) The extension of furniture, carpeting or other objects through the hatch of the service elevator is not allowed unless permission is obtained from the Management Office; nor may any article be moved on top of the elevator.
- f) Laundry carts, baskets or bags containing exposed laundry are not allowed in the passenger elevators.
- g) Uncovered food being carried to and from the Barbecue areas is not permitted in the passenger elevators.
- h) Children under six (6) years of age are not permitted in any elevator, unless accompanied by an adult.

Sabbath Elevator.

The service elevator will serve as a Sabbath elevator every Friday from sundown until Saturday at sundown and on major Jewish holidays, except when needed for necessary building operation. The elevator is available to all Shareholders. Access to the Sabbath elevator is through the compactor room. Currently, the Sabbath elevator stops automatically on every other floor.

Laundry and Dry-Cleaning.

Laundry and dry cleaning left for pick-up in the package room must be packaged and identified with the name of the cleaning business, as well as the name and apartment of the Shareholder. Pick-up should be made through the Concierge. Laundry and dry cleaning are the responsibility of the shareholder and will not be the responsibility of the corporation, its employees or its Managing Agent.

Housekeepers and Caretakers.

It is the responsibility of the Shareholder to keep his/her Housekeepers and Caretakers informed of all relevant House rules, and said Housekeepers and Caretakers are expected to comply with all such Rules. Shareholders are responsible for the actions of their Housekeepers and Caretakers in this regard, and fines may be assessed against the shares if these Rules are not followed.

Compactor Room.

- a) Garbage and refuse must be securely enclosed in bags before being deposited into the compactor chute. Any garbage or refuse that falls to the floor must be cleaned up promptly. No items are to be left in the compactor chute.
- b) Wet debris must be packed in drip-free bags before it leaves the apartment.
- c) Shredded paper must be bagged and tied before being deposited into the chute.
- d) Newspapers and magazines must be placed on the designated stand and not left on the floor. Do not place any other materials in the newspaper stand. All hangers should be hung on the newspaper stand. No items are to be placed on the recycling container's cover.
- e) A recycling container is provided for the disposal of glass, plastic and metal products. Do not deposit any of the aforementioned materials into the compactor chute.
- f) Do not force any items down the compactor chute. Bulky items should be placed in the compactor room for disposal by building personnel.
- g) Plants, Christmas trees, etc. must not be deposited into the compactor chute. Please call the Concierge to arrange for the removal of all excessively large items. **UNDER NO CIRCUMSTANCES SHOULD OIL-SOAKED RAGS, EMPTY PAINT CANS, OR ANY OTHER FLAMMABLE, EXPLOSIVE, OR HIGHLY COMBUSTIBLE SUBSTANCES BE DEPOSITED INTO THE COMPACTOR CHUTE.** All such materials must be bagged or boxed and left at the service elevator for disposal. Lighted cigars or cigarettes must not be deposited into the compactor chute.
- h) Vacuum cleaner bags must never be emptied into the compactor chute. Dirt, dust and similar refuse should be wrapped in a securely tied bag or package before being placed into the compactor chute.
- i) Shareholders should immediately report to the Concierge (201-944-5323) if they detect any smoke, flame or ashes coming out of the compactor chutes, and contact 911 when appropriate.

Windows, Balconies, Roof and Building Exterior.

- a) Exterior shades, awnings, window guards, ventilators or air conditioning devices are not permitted to be installed in any apartment without the written consent of Management.
- b) Signs, notices or advertisements may not be displayed on any window or any other part of the building. In addition, no object(s) may protrude from any window of the building.
- c) Balconies may not be enclosed, altered or painted without prior written approval of Management. Written plans for balcony enclosures must be filed with the Management Office and approved by the Borough Building Department.
- d) Radio or television equipment shall not be attached to, or hung from, the exterior of the building.
- e) Fences, structures, permanent flower boxes or other plant installations shall not be erected or installed on the open balconies of the building. Potted plants are permitted. In the event the Shareholder refuses to move prohibited installations, Management may remove them without liability and may charge the expense incurred by such removal to the Shareholder.
- f) Barbecues and/or other cooking devices are not permitted on balconies of the building.
- g) Shareholders, their family members, their guests, invitees, visitors or their employees are not permitted on the roof area of the building.
- h) Shareholders may not sweep or throw anything from the doors, windows, or balconies. Shareholders may not hose down their balcony.
- i) Shareholders may not hang or shake any objects, including towels, bathing suits or laundry

from their doors, windows, or balcony, or allow them to be placed upon the windowsills of their apartment.

- j) Open terrace floors may not be carpeted. The placing of tiles on open balcony floors is permitted, provided the tiles do not extend beyond the perimeter railing. All Shareholders must contact the Management Office in advance of any tile installation for specific requirements. If deemed necessary, the Board has the right to remove such tiles at the Shareholder's expense.
- k) Open terraces may not be used as storage areas.
- l) Shareholders are responsible for not leaving any items on their balcony that may be blown off by weather conditions.

Noise and Disturbance.

- a) Shareholders may not make or permit any disturbing noise in their apartment or anywhere in the building or do anything to substantially interfere with the rights, comforts or convenience of other residents.
- b) At all times, shareholders may not play, or permit to be played, any musical instrument or permit a radio or radio equipment, television or electronic device at a volume that disturbs any resident of the building. Shareholders should be particularly considerate where adjacent apartments share common walls.
- c) Shareholders may not engage in the business of providing dance, vocal or instrumental instruction within the building.
- d) The floors of each apartment must be covered with adequate rugs or carpeting and with good and sufficient padding or equally effective noise reduction material installed underneath, and shall cover at least eighty (80%) percent of the entire floor area of each room of the apartment, excluding only the kitchen, bathrooms and closets. Where a hard floor covering is used, such as asphalt, rubber, vinyl tile or laminate, it shall be laid over plywood. The entry foyers and the hallways of the apartment must also have adequate carpeting with sufficient under padding installed. The Board reserves the right to require residents to install additional carpeting, rugs or padding in the event complaints are received from neighbors about noise from an apartment due to walking on bare floor areas. The Board reserves the right to have the Managing Agent inspect the apartment for adequate floor coverings.

Contractor's Work.

Work performed by contractors is permitted only between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Contractors must sign in upon arrival and sign out at the loading dock no later than 4:30 p.m. No work will be permitted on Saturdays, Sundays or holidays. Contractors must use the service elevator at all times. Prior to the commencement of any work all Shareholders are required to fill out the appropriate Century Tower form for this, which more fully explains the process and the fees to be paid to the Cooperative. Please ask Management for the form as it is the Shareholder's responsibility to have it accurately and completely filled out, and provided to Management with the appropriate fees.

Renovations and Alterations.

Prior to doing any renovations or alternations, it is the Shareholder's responsibility to have the Alteration forms (which forms are more fully explains the process and the Rules associated with renovations and alternations), accurately and completely filled out. The forms must be signed and

submitted the Management Office, with the required fees. (Please ask Management for the forms. Shareholder who is planning to make any renovations or repairs in their apartment, whether or not building permit(s) is (are) required by the Borough of Fort Lee, must submit an Alteration Request

Forms. Assistance in completing the forms or related information is available by contacting the Management Office at (201) 944-5325. This completed form, along with any other forms which may be required by the Apartment Corporation in this regard, must be approved by Management, prior to starting any renovations or alternations.

In addition to obtaining Management approval for the work, in accordance with the Borough of Fort Lee requirements, Shareholders must obtain a building permit prior to the commencement of work. In the event of non-compliance with regard to the town a Municipal Court summons may be issued and work will be halted immediately. In the event of noncompliance with regard to Board approval, work will be halted immediately and fines may be imposed by the Board against the shareholder. If there is work being requested by the Shareholder that does not require building permit(s) from the town, the Board must still be in receipt of and approve the Alteration Request Form.

A Certificate of Insurance naming the Corporation and the Managing Agent as Additional Insureds with an Endorsement naming the Corporation and the Managing Agent, from all contractors and a security deposit as described in the Form will be required before work may proceed.

Laundry Room.

The equipment in the laundry room shall be operated in accordance with the instructions posted. Tables and chairs may not be removed for personal use without the approval of the Management Office. All users of the laundry room equipment should extend the courtesy of cleaning lint from machines after each use. The laundry room must be kept clean and orderly at all times.

Any malfunction of the laundry room equipment must be reported to the Management Office immediately. Shareholders may also report problems to the laundry concessionaire directly by following the instructions that are in the laundry room. Shareholders should extend the courtesy to their neighbors of removing their washed and dried laundry from the machines in a timely manner. No personal items or property should be left in the laundry room.

Keys.

Each Shareholder must provide the Management Office with a workable key(s) to their apartment. Failure to provide a key is a breach of the Proprietary Lease. If no key is provided, entry will be forced in the event of an emergency. In the event of a forced entry, the Shareholder failing to provide such key(s) will be responsible for the cost of repairing or replacing the door and locks and shall be liable for all damage to the building, to common areas, and to the persons and property of the Shareholder and other Shareholders that result from such denial of emergency access.

Security.

Shareholder's guests will be announced from the Concierge desk upon arrival. At that time, Shareholders must give permission to the Concierge to allow their guests up to their apartment. Personnel at the Concierge Desk should be contacted immediately in the event of any suspicious person or incident by calling 201-944-5323.

Service or household personnel and all delivery persons must sign in at the Concierge Desk when entering the building and sign out when leaving the building. Canvassing, soliciting or peddling in the building is prohibited. Shareholders are requested to promptly report any violation of this rule to the Management Office by calling 201-944-5325.

Shareholders are not permitted to give their common area key to anyone. Contractors must obtain the proper identification tags at the loading dock, which must be worn at all times while in the building. For security purposes, cameras are positioned at various points throughout the building and garage.

Broker's Opens for the purpose of selling an apartment are permitted, so long as the Management Office is notified of same, and the Realtor connected to the Broker's open is on the premises and in the apartment, coordinating any flow of clients and agents. However, tag sales, auctions, estate sales, sales parties, or any other type of sales in apartments are prohibited, unless the prior written consent of the Board or the Managing Agent is obtained.

Storage Bins.

Storage bins are located on Level D of the garage. Storage of any personal items may not be stacked higher than the height of the storage bin. They measure approximately 26 sq. ft. Each apartment is assigned one bin. Each Shareholder must provide his or her own lock for the storage bin and is encouraged to lock the unit. Storage of articles in bins shall be at the Shareholder's risk. Management is not responsible for any damages or claims by the Shareholders. **ITEMS PROHIBITED BY LOCAL OR STATE ORDINANCE MAY NOT BE STORED IN THE STORAGE BINS.** Management has the right to reassign a Shareholder to another storage bin, at any time. Cameras do not monitor the storage area.

Recreation Room/Playroom.

- a) Recreation Room is available to Shareholders for private functions. However, prior to using the Recreation Room for a private function, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Recreation Room Rental Form (which form more fully explains the process and the Rules associated with the rental of the Recreation Room for a private function), to the management Office. Please ask Management for the form.
- b) The room must be reserved at least five (5) business days in advance. The room is rented on a first-come, first-served basis.
- c) Children under the age of twelve (12) must be accompanied by a parent or other adult, at all times.
- d) Shareholders using the room are responsible for keeping the Recreation Room neat, clean and safe.
- e) Horseplay or roughhousing is not permitted. Water guns, non-washable art supplies or other items that may damage the premises are not permitted.
- f) Use of the Recreation Room is at the Shareholder's own risk, and the Shareholder is responsible for his or her own personal belongings.
- g) Food is not permitted, other than on special occasions and by permission of the Management Office.
- h) All toys and play equipment in the Recreation Room are the property of Century Tower and may not be removed.

- i) The Board of Directors and Management reserve the right to restrict any person, child or item from the Recreation Room.
- j) Should Management deem it necessary to engage the services of a security guard, the Shareholder will be responsible for the cost incurred.

Game Room.

- a) No one under the age of 14 permitted in Game Room unless accompanied by an adult. Guests must be accompanied by a Shareholder.
- b) Play is on a first-come basis. No reservations are accepted.
- c) Play is limited to 1 hour when there are other players waiting.
- d) Take careful care of all equipment left in the room, including but not limited to ping pong balls and ping pong paddles, billiard cue sticks, billiard balls, racks, pool tables and ping pong tables.
- e) No food or beverages allowed, except water in non-breakable containers.
- f) No radios, audio equipment or televisions allowed.
- g) Report any damage to equipment promptly.
- h) Shareholders using the Game Room, must leave it in good order, neat and clean, free of any garbage, and shut out the light and close the door.

Social Room/Library.

- a) The Social Room is designated for the use of Shareholders and their guests. Shareholders may use the library, card tables and other amenities.
- b) Books are available for the use of Shareholders and their families. Books are borrowed and returned on the honor system. Contributions to the library are welcome but the Management Office should be notified before large contributions are deposited in the Library.
- c) The Social Room is available to Shareholders for private functions. However, prior to using the Social Room for a private function, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Social Room Rental Form (which form more fully explains the process and the Rules associated with the rental of the Social Room for a private function), to the Management Office. Please ask Management for the form.
- d) The room must be reserved at least five (5) business days in advance. The room is rented on a first-come, first-served basis.
- e) Balloons, signs or other "decorations" may not be placed in the lobby.
- f) Guests are not to use the lobby as an extension of the Social Room.
- g) The Shareholder is solely responsible for the cleanup of the room.
- h) Children's parties must have adult supervision of at least one adult to one child. Use of the Recreation Room in the Lower Lobby (rather than the Social Room) is strongly encouraged for children's parties.

Fitness Center.

Prior to using the Fitness Center, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Fitness Center Rules and Waiver (which form more fully explains the process and the Rules associated with the Fitness Center), to the Management Office. Please ask Management for the form.

Shareholders should familiarize themselves with the proper use of the equipment and safety

precautions before using any equipment. For safety and security purposes, CCTV camera monitors the room. Shareholders should promptly report any damage or equipment problems to the Management Office at 201-944-5325. Vandalism will not be tolerated and violators will be prosecuted to the full extent of the law. Use of the Fitness Center may be also be revoked for violators.

A complete list of rules is posted in the Fitness Center and is available at the Management Office. A copy will be provided to Shareholder if requested. Fitness Center Rules can be updated, modified or changed, at any time, without notice.

Fines for Violations of Rules and Regulations.

Shareholders are requested to report all infractions of the Rules and Regulations in writing to the Board of Directors and/or Management Office. Upon the receipt of the written complaint, the Board will conduct a preliminary investigation into the allegations of the complaint and communicate its findings to the respective parties.

The Board has the right to impose fines for violation of House Rules and Regulations. The schedule of fines for violation of House Rules, except as they relate to pool and barbecue infractions, shall be as follows:

First Violation:	Not less than \$100.00
Second Violation:	Not less than \$175.00
Third Violation:	Not less than \$300.00

At any time, the Board reserves the right and power to institute actions that may lead to the termination of the Shareholder's Proprietary Lease and revocation of his or her shares.

Grievances.

The Apartment Corporation shall provide a fair and efficient procedure for the resolution of disputes between individual shareholders and the Apartment Corporation or between shareholders. A Grievance Committee may be convened at the Board's sole and absolute discretion as one method for resolution of disputes.

Apartment Refinance/Sale Application.

Shareholders wishing to refinance a loan secured by their shares of stock allocated to their unit shall submit the required application in triplicate, together with the appropriate processing fee. The Managing Agent will forward the application to the Admissions/Financial Review Committee. The Admissions/Financial Review Committee will review the application and submit its report and recommendation to the Board of Directors. The Board will then take action on the application in a timely manner. The only approved Lender Recognition Agreement is the Aztec version. This Agreement must be presented to and approved by the Corporation prior to closing for signature by the Board of Directors. Thereafter and no later than the closing, a fully executed Recognition Agreement must be provided to the Management Office

A similar process applies to prospective purchasers, with additional requirements including, but not limited to, a personal interview. Shareholders should contact the Management Office for details if they are selling their apartment.

Payment of Maintenance.

Maintenance payments are due on the 1st day of each month. Payments not received by the 10th day of the month will be subject to a late charge (see paragraph 12 of the Proprietary Lease). Contact the Management Office for further information. Auto Pay is available for payments.

Private Work by Employees.

Shareholders may not request any building service employee to perform private work for them during the employee's work hour, including parking their automobile. Shareholders should ensure that employees, if performing private work for Shareholders on their free time, comply with all building regulations. The Corporation bears no liability or responsibility for work performed for Shareholders by building service employees on their own time. All work negotiated is strictly between the parties.

Parking.

- a) Shareholders who use the garage facilities are bound by the terms of their Parking Space Lease Agreement.
- b) Prior to using the Garage, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Parking Space Lease Agreement (which form more fully explains the process and the Rules associated with the Garage), to the Management Office. Please ask Management for the form.
- c) All vehicles must display an authorized Century Tower parking sticker, which identifies the assigned parking space for said vehicle. The sticker must be permanently affixed to the rear passenger window of the vehicle.
- d) Headlights must be on at all times when an automobile is being driven in the garage.
- e) Automobiles may not be driven in the garage at a speed in excess of five (5) mph.
- f) Washing or vehicle maintenance of any kind is strictly prohibited on Corporation property.
- g) In accordance with the Parking Space Lease Agreement, Shareholders must register the make, model and license plate number of the vehicle with the Management Office. If the vehicle is replaced, the Shareholder must promptly register the new vehicle with the Management Office and request a new parking sticker.
- h) Parking or standing of a vehicle is not permitted in front of the building and in the driveway, except when picking up or discharging passengers. Chauffeurs or other drivers must remain with their vehicles at all times.
- i) Vehicles belonging to guests will be valet parked. There is no charge for guest parking during the day. A charge of Ten Dollars (\$10) per overnight guest parking will be added to the Shareholder's maintenance bill. Any vehicle that is not properly parked in the garage may be towed, at the owner's expense. Shareholders may give permission to their domestic employees to use their assigned parking space, and Shareholder assumes the responsibility for any and all damages in that regard.
- j) Automatic garage door openers may be purchased from the Management Office at a cost of Thirty-Five Dollars (\$35). This price is subject to change.
- k) A Fifteen (15) minute parking area is provided as a convenience to Shareholders, and vehicles parked in excess of 15 minutes may subject the Shareholder to fines.
- l) The outdoor parking spaces along the west side of the building are reserved for the exclusive use of the Doctor's office. Shareholder assumes any risks for parking there, such as towing at the Doctor's office's discretion.

Exterminating.

A licensed exterminator is available for routine treatments at no charge should Shareholders request the service. It is recommended that Shareholders avail themselves of this service periodically.

Prior to moving into the building, Shareholders must sign up with the Concierge to arrange for an exterminating treatment to the unit that they will occupy. After the move-in is completed and all boxes have been removed, a follow-up treatment by the exterminator is required.

Management may deem it necessary that the exterminator treat any apartment. If this service is refused by a Shareholder, Management and/or an authorized contractor/workman may enter the apartment at any reasonable hour in accordance with paragraph 25 of the Proprietary Lease to determine what measures are necessary to control or exterminate vermin, insects or other pests. Management may take any and all measures necessary to ensure that the health and welfare of others are protected. Shareholders will be responsible for any costs incurred for exterminator services that exceed routine levels.

Repairs and Responsibilities.

Questions frequently arise as to the responsibility of the Shareholder for repairs and maintenance of his or her apartment. According to Paragraph 18 of the Proprietary Lease, Shareholders are responsible for the following:

- a) Painting and decorating the interior of the Shareholder's entire apartment.
- b) Repair and maintenance of the interior, including walls, floors, ceilings, interior and exterior windows and doors.
- c) Repair and maintenance of all appliances, lighting, electrical and plumbing fixtures, exposed gas, steam and water pipes and electrical wiring from the circuit breaker throughout the apartment.
- d) Repairs to any other part of the interior or exterior of the unit, or common areas, if caused by the negligent or intentional act of the shareholder, his/her residents or occupants, guests, visitors, invitees, or employees.
- e) Toilets and other such facilities in the building shall not be used for any purposes other than those for which they were constructed; nor shall any sweepings, rubbish, rags, animal litter or waste or any other articles be thrown into same. Any damage resulting from the misuse of any water closet or other apparatus shall be paid for by the Shareholder.

The Shareholder remains responsible for the removal of any decoration or other objects obstructing repair work.

Swimming Pool and Deck Area.

- a) Prior to using the Pool or the Deck Area, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Pool Rules and Waiver (which form more fully explains the process and the Rules associated with the Pool), to the Management Office. Please ask Management for the form.
- b) The swimming pool and deck areas are for the exclusive use of the Shareholders their families and guests, as further established in the Pool rules.
- c) Shareholders, their family and guests use the swimming pool and facilities at their own risk.

- d) Domestic employees are permitted to use the pool facilities only when accompanying the Shareholder's children or the Shareholder. Children of domestic employees may not use the facilities.
- e) Management and lifeguards will enforce all rules and regulations.
- f) A complete list of rules is available at the Management Office, and a copy will be provided to Shareholder if requested. Pool Waiver and Rules can be updated, modified or changed, at any time, without notice. It is the Shareholder's responsibility to obtain any updates from the Management Office.

Barbecue.

Prior to using a barbecue, it is the Shareholder's responsibility to have properly and completely filled out, signed and submitted the Century Tower form currently known as Barbecue Rules and Waiver (which form more fully explains the process and the rules associated with the barbecue), to the Management Office. Please ask the Concierge at the Front Desk or the Management Office for the form. Shareholders must reserve the area in advance by signing up at the Concierge Desk.

No individual under the age of 18 may operate the barbecue. Shareholders are responsible for cleaning up the area, as well as the barbecue itself and properly turning off the gas at both the burner knobs and propane tank valve. Shareholders must contact the on-duty superintendent prior to their first-time use to obtain operating instructions. A table is provided at the barbecue area for Shareholder's and their family's use. Food is not permitted at the pool level.

Air Conditioning and Heating Units.

Shareholders are responsible to check with Management when installing air conditioning apparatus. Each unit in the apartment requires periodic maintenance and service. In the spring of each year, the Management Office will notify the Shareholders of the schedule to service the filter in the air conditioning units in the apartments. **IT IS THE SHAREHOLDER'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH THE MANAGEMENT OFFICE FOR SERVICING OF THEIR APARTMENT UNITS BY ARRANGING TO BE HOME OR LEAVING A KEY WITH THE DOORMAN.**

In order for service to be properly performed, arrangements must be made by the Shareholder to remove enclosures or other obstructions to the units in the apartment. The Apartment Corporation is not responsible for the removal of same; nor can the maintenance company undertake to do so. In the colder months, starting October 15th, **ALL UNITS MUST BE LEFT ON THE APPROPRIATE SETTING SO THAT PIPES DON'T FREEZE.** The maintenance staff can assist with this.

Shareholders are responsible for checking their units. Neglect by Shareholders may result in their incurring costs for any associated damages to the Apartment Corporation as well as to other Shareholders and residents affected by the damage caused by the neglect.

END OF DOCUMENT