

HUDSON TROY TOWERS GENERAL POLICY INFORMATION

The following is a summary of important house rules and policies of Hudson Troy Towers Apartment Corporation that should be of interest to prospective purchasers:

- The on-site Management Office is open Monday – Friday from 9 am – 5 pm and on Wednesdays until 7 pm.
- You must notify the Management office prior to moving in or out in order to be allocated an elevator. Moving is scheduled Mon – Fri from 9:00 am – 5:00 pm.
- You must inform the Management Office if the apartments' occupants change. Anyone over 30 days must be registered.
- You do not own your apartment, you have a Proprietary lease. You must provide the office with any apartment modification plans PRIOR to the commencement of work. Management must approve any plans to modify the apartment prior to commencing work. We have a “renovation” packet that you can obtain from the Office. There are no exhaust fans allowed in the kitchens and bathroom that obstruct the ventilation of other apartments, “wet over dry” is not permitted, and access to bathroom pipes is required.
- This is an OWNER OCCUPIED building, not an investment property. There is a sublet policy. Illegal rentals will result in a \$500 per day Administrative charge. A continuation of the illegal rental could result in your Proprietary Lease being rescinded and foreclosure of the apartment.
- You are required to carry homeowners insurance. This must be submitted prior to moving in and should be submitted for each year thereafter.
- There are no dogs permitted in the building; visitors may not bring their dogs into the building to visit.
- Absolutely no use of Airbnb or similar online or personal sublet/hostel/housing services are permitted anywhere in Troy Towers, no exceptions.
- All subletting is to be confirmed by management and approved by the board, subject to corporation guidelines.
- Washers, dryers and garbage disposals are not permitted in the apartments
- Only Electric barbeque grills are permitted on the open terraces, no gas, charcoal grills nor fire pits, are permitted.
- There is NO Smoking in the common areas (lobby, pool, hallways, stairwells, incinerators, etc) in the building, and cigarettes may not be tossed from terraces. You will be held responsible for your guests to comply.
- Parking on the front circle is limited to 30-minutes and the use of the vehicle's 4-way flashers is mandatory. Guest parking is for guests only, not residents. It costs \$5 for every 8 hours and \$10 for up to 24 hours. This will be charged to your maintenance bill for the following month.
- Monthly parking fees are billed separately on your monthly maintenance statement. Pool passes (\$10 each) are also billed on your monthly statement.
- Gym membership is optional and costs \$240 for the year, billed every January.
- There is a noise policy in the building; 80% of the floor must be covered with carpeting or like material.

- Troy Towers uses Building Link for its communication tool. This software records packages received, work orders, and emergency contacts for use by the management office. Sign in by residents is required.
- Troy Towers' staff is not allowed to perform private jobs for residents during their scheduled work shifts. Non-compliance will result in an Administrative charge and the loss of staff job.
- Recycling is mandatory at Troy Towers. Please use the designated bins in the trash closets.
- Cable TV is mandatory and we have a bulk rate billed with your monthly maintenance.
- Being in arrears on Maintenance, Parking or Administrative charges will result in loss of garage privileges, and possibly legal proceedings.
- Please ask to see and read the By-Laws, House Rules and Fire Safety Procedures.
- Fuel Surcharge, Assessments and Maintenance increases may be imposed if necessary at any time.