

BRIGHAM PARK COOPERATIVE
SECTION 4, INC.
2211 BRAGG STREET BROOKLYN, N.Y. 11229

INFORMATION FOR INCOMING TENANT/SHAREHOLDERS

We would like to take this opportunity to welcome you to our cooperative and apprise you of some basic rules and regulations, which govern cooperative living at Brigham Park 4. All cooperators are obligated to follow the by-laws, occupancy agreement, and any additional rules and regulations agreed upon by the Board of Directors. The following list summarizes the most important rules and regulations with which an incoming tenant/stockholder should be familiar:

- The Board of Directors must approve any structural changes or installation of electrical or plumbing equipment/fixtures in writing in response to your written request to make these changes. A licensed plumber must permanently install dishwashers and/or washing machines. A licensed electrician must do all electrical work. The Board must be notified when installation has been completed so that an inspection can be made.
- No portable dishwashers, portable washing machines, clothes dryers or freezers of any size or type are permitted.
- You are permitted to install an air conditioner in any or every room of your apartment **EXCEPT** in windows leading to a fire escape. Please be aware of the following specific regulations concerning air conditioners.

< Each air conditioner must be operated from a separate, dedicated air conditioner outlet, line, and circuit breaker on the new circuit breaker panel box. **NO** air conditioner may be operated from a general use apartment outlet. Extension cords may not be used from an air conditioner outlet at one window to power an air conditioner in another window.

< Air conditioner outlets that you may wish to install in your apartment must be installed by a licensed electrician of your choice and must originate from the circuit breaker panel with a proper separate circuit breaker, line, and outlet near the window in which the air conditioner is to be installed. It is the shareholder's responsibility to ascertain that the electrician is licensed and that he/she files for an inspection certificate with the proper New York City agency. It is also the shareholder's responsibility to receive this inspection certificate and to immediately return it over to the Administrative Committee of the Board of Directors, as well as to notify the Committee in writing immediately upon installation of the outlet, even if you don't yet have the inspection certificate.

< You may choose any combination of 220 volts and/or 110 volts and 20 amp or 15 amp air conditioner outlets, lines, and circuit breakers for your apartment. You must be sure to match them to the air conditioner that you intend to install.

< It is the shareholder's responsibility to notify the Administrative Committee in writing immediately upon the installation of each air conditioner, as well as to notify the Committee in writing if proper charges have not been added to the monthly maintenance fee after two billing cycles. If the annual apartment inspection of air conditioner window count reveals an unreported or incorrectly charged air conditioner, the shareholder, the shareholder will be billed retroactive to the last annual inspection with late charges at the prevailing rate, regardless of when the air conditioner was installed. Please be reminded that air conditioners charges are annual for each air conditioner regardless of when during the year it was installed. The billing for each annual charge is done in 12 monthly installments for shareholder convenience.

- Every shareholder must carry liability insurance if they have installed any or all of the following: dishwashers, washing machines, and/ or air conditioners.
- The front entrance of the building may not be used for moving in or out, delivery of furniture or other large items or for bringing bicycles in or out of the building. Any damage done to the entrances or hallways will be the responsibility of the shareholder who does not adhere to this regulation.

