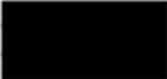


OSSA PROPERTIES, INC.

301 EAST 66TH STREET
NEW YORK, NY 10065

FAX 

IMPORTANT HOUSE RULES AND BUILDING PROCEDURES REMINDER FOR ALL RESIDENTS AT 301 EAST 66TH STREET, NEW YORK, NY 10065

11/07/2016

1. LAUNDRY ROOM:

We ask that clothes be removed from washers and dryers shortly after their respective cycles have concluded. Not returning to the laundry room on time is extremely discourteous to the next user. Additionally, in most cases the longest cycle for a dryer is about 40 min. It is a lot better for the clothes to do multiple loads at shorter cycles. Please do not remove the carts from the Laundry Room, and if you must, please be sure to return them ASAP. Also it is recommended by the washing detergent manufacturer that for a most effective wash use the cold cycle,

2. COMPACTOR ROOM:

Please put paper, newspapers, magazines and cardboard in the *smaller* receptacle, cans and bottles and other recyclables in the larger receptacle, and discard all remaining items down the chute -- in a sealed plastic bag. This includes leftover food items, pet feces and baby diapers. If you enter the compactor room and it is filled with recyclables as to preclude you from adding even more of them, please contact the doorman and ask that a porter be sent to remove the overflowing items or bring them down to the first floor and leave them outside the first floor compactor door. Large cardboard boxes can all be brought down and placed outside the compactor room door.

3. DOGS:

While our building is pet-friendly, we request that the dog-owners be respectful of all residents; some of whom may be fearful of dogs. Dogs should never be unleashed in the elevators, nor allowed to run free throughout the lobby once the elevator doors open. Additionally, we kindly ask that all dog owners and/or dog walkers bring dogs well **away** from the main entrance of the building to "*do their business*". No matter how unintentional it may be, allowing dogs to urinate (or defecate) right in front of or on either side of our main entrance is unsightly, not to mention that the smell of urine can be terribly unpleasant in the outdoor area where one enters or exits the lobby. Please be mindful of your canine friends and do your part to help keep the area near the main entrance of our building clean.

4. GARDEN AREA:

The outside garden area, adjacent to the building lobby, is for the enjoyment of all building residents and their guests. It is a "no smoking area". Also, please do not allow your pets to "*do their business*" in this garden.

5. PACKAGES WITH DOORMAN:

The doorman will accept packages for pick-up every day but we cannot due to space constraints use the package room as a storage area. Please do not leave items overnight. The doormen will continue to distribute all deliveries to apartments in the afternoon and early evening where possible.

Your cooperation in helping maintain 301 East 66th Street as a wonderful and friendly place to live in is truly appreciated.

Thank you!