



# *BayRidge Air Rights, Inc.*

260 65<sup>th</sup> Street, Brooklyn, NY 11220  
Tel: (718) 492-5300 - Fax: (718) 745-7549

## BAYRIDGE RULES & REGULATIONS

### **Management:**

- Management Office hours of operation: Mon-Fri, 9AM-5PM & Wed, 9AM-7PM.
- Office staff facilitate maintenance requests, respond to billing inquiries, and manage day-to-day operations.
- 24/7 Customer Service line available after hours - all inquiries are forwarded to Management and responded to by the following business day.
- Emergencies: Gas, Fire Flood - if gas smell is detected, shareholders are advised to call Management or security immediately for maintenance or security to respond and check for gas leaks with a gas meter.
- Move-ins & move-outs require a Certificate of Insurance provided by a licensed moving company.
- All large deliveries are to be delivered, Mon-Fri 10AM-4PM, when elevators are padded - Shareholders are advised to inform Management of any upcoming deliveries so Security permits delivery to apartment. All deliveries must also be made by the front of the building.
- Shareholders are advised to notify Management of any expected loud noise from construction within the apartment.
- A Certificate of Insurance must be provided to Management for all renovations that involve electric, plumbing, and/or gas and require a licensed plumber or contractor to facilitate the installation - it is advised that if plumbing work is to be done in the apartment, a shutdown of the water line is expected to be done prior to prevent possible flooding or other water damage.
- Laundry rooms are open from 7:30AM-12AM. The first laundry card is provided by Management. Any subsequent laundry cards can be purchased via the refill machine found in the laundry room.
- An exterminator visits both buildings four times a month. Shareholders are advised to notify Management if extermination service is needed in the apartment or in any common area.
- Community rooms are available in both buildings for shareholders and building events. Shareholders may inquire about available dates through Management. The cost of reserving a room includes a \$200 rental fee and a \$400 security deposit - the security deposit may be returned after the event, post-inspection of the room.

- Shareholders may request a parking space in the lot located outside their building. Currently the waitlist is approximately two years. The cost of parking space is \$60/month. All vehicles must be licensed, registered, and insured to the address of BayRidge.
- Dogs over 80lbs, rottweilers, and pit bulls are strictly prohibited in the buildings. All dogs registered in the building carry a gold B.R.A.R. tag. There is a one-time \$150 registration fee, rabies inoculation documents, and a NYC dog license is required to register a dog to BayRidge. The only 1 dog is allowed.
- Currently, terraces are restricted. Shareholders identified on their terraces may be subject to fines by the D.O.B.
- Shareholders are recommended to leave spare keys with Management or a trusted party if they plan to go on vacation or for an extended period of time. In case of emergencies, an emergency contact form must be filled out.
- No cameras or recording devices may be installed outside the perimeter of the apartment entry door. Cameras must only be installed directly onto the entry door.

#### **Maintenance/Porters:**

- Shareholders are responsible for the cost of replacement parts; they are not charged for labor.
- The cooperation is responsible for everything within the walls, while shareholders are responsible for all visible pipes and parts within the apartment.
- Compactor closets are located on every floor - regular waste is to be disposed of in the chute, and recycling is to be disposed of into the blue bins located below the chute.
- Porters complete 'trash-downs' every morning from 9AM-10AM which involves removing recycling waste from all compactor rooms. Contractors are responsible for removing any construction debris and/or waste from the apartment. Any bulk items (refrigerators, stoves, cabinets, etc.) may be discarded in the building 260 parking lot bulk area.
- Porters are responsible for keeping common areas (i.e. laundry rooms, hallways, lobbies, etc.) clean and tidy.
- Super and maintenance are available to answer any questions regarding renovation restrictions.
- The shareholder is responsible for all wear-and-tear parts (i.e. grouting, peephole covers, window screens, etc.).

#### **Board Of Directors:**

- The board conducts several open-board meetings throughout the year. Shareholders are invited to attend to voice their concerns and ask questions.
- Shareholders are invited to attend the Annual Meeting. Attendance of the annual meeting or voting in the board election (not both) will count towards the annual quorum. If shareholders are unable to attend the annual meeting nor able to vote on election day, shareholders may cast a vote via absentee ballot.

**Security:**

- Security is available in the lobbies 24/7, 365 days a year.
- Any concerns regarding other shareholders, loud noise, or disputes may be brought to security.
- Reports are written and handed to Management. Any recurring issues are handled by Management.

Management Office: (718)492-5300  
(Located in the Lobby Mon – Fri, 9:00 AM to 5:00 PM  
Floor of 260 65<sup>th</sup> Street) Wed, 9:00 AM to 7:00 PM

General Manager: Irina Svirsky  
(718)492-5300  
[isvirsky@metromanagementdev.com](mailto:isvirsky@metromanagementdev.com)

Assistant Property Manager Shirley Diminic  
(718)492-5300  
[sdiminic@metromanagementdev.com](mailto:sdiminic@metromanagementdev.com)

Security Desks: (718)680-6299 – Building 350  
(718)680-6039 – Building 260

I AGREE TO COMPLY WITH THE COOPERATIVE'S RULES AND REGULATIONS REGARDING MOVE-IN, INCLUDING, BUT NOT LIMITED TO PERMITTED MOVING HOURS AND INSURANCE REQUIREMENTS. ALL MOVE-INS MUST BE SCHEDULED WITH THE COOPERATIVE.

By:

Shareholder Signature: \_\_\_\_\_ Date: 11/25/2025/ / \_\_\_\_\_

Print Shareholder Name: Giselle Sanchez