

**The Cheyney**  
**344 West 23rd Street**  
**New York, New York 10011**

Dear Owners and Residents of the Cheyney Condominium:

This manual is designed to acquaint all owners and renters with essential information about our building. It does not replace or modify any of the condominium rules or important formal documents governing your ownership and/or occupancy of your unit. The manual summarizes the Condominium's daily operating policies, procedures, services, and regulations. Subjects are dealt with alphabetically after the management information and a directory of the personnel involved in the running of the building.

We welcome your comments and suggestions at all times. Thank you for your continued support and encouragement.

Sincerely,

The Board of Managers of the  
Cheyney Condominium  
**February 2, 2026**

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The Condominium's managing agent is:

Vintage Real Estate Services, Ltd.  
3000 Marcus Avenue  
Suite 2E06  
Lake Success, New York 11042

Managing Agent  
Attn: Avi Behar  
Direct: 212-736-3680, ext. 15  
Fax: 212 736-1445  
E-Mail: [Avi@vintageresl.com](mailto:Avi@vintageresl.com)

Assistant – Brandon Sherman  
Tel: 212-736-3680, ext. 16  
E-mail: [Brandon@vintageresl.com](mailto:Brandon@vintageresl.com)

Vintage's emergency number: 212 736-3680 – follow prompts

Avi Behar is responsible for overseeing the daily management of our Condominium.

You may call the Vintage number on a 24-hour basis for any special situations or emergencies that may arise. Even if you have informed a doorman or the superintendent of your concern(s), it is still your responsibility to notify the management company. This is the only way that we can be sure that all issues are addressed consistently. All issues concerning your unit or any concerns about the Cheyney are to be brought to the attention of Jeff.

Please use email as much as possible so that we have a record.

Accounting and financial questions should be directed to Brandon Sherman at Vintage – ext. 16 or by e-mail at [Brandon@vintageresl.com](mailto:Brandon@vintageresl.com).

## **Directory**

### **Board of Managers**

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The Board of Managers is responsible under the Condominium's By-Laws to oversee the operation of the Cheyney. The Board consists of seven owners. The Board has an open-door policy. Any unit owner wishing to attend a Board meeting to bring a specific issue to the Board's attention should contact the managing agent. The current Board members (2025-2026), serving staggered terms are:

Benjamin Noriega-Ortiz  
David Emanuele  
Elizabeth Levy  
Elly Kirschner  
Karen Fausch  
Rajat Jain  
Yoohwan Kim

### **Resident Superintendent**

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The Condominium's resident Superintendent is Jorge Ayales in Unit 1C. He can be reached by leaving a note with the doorman or through the Condominium's main phone number, 212-989-6419. For emergencies, he can be reached by calling his cell at **646-287-8143**. The Super's regular working hours are Monday-Friday, 8 am to 4 pm. See *Repairs* section for work done by super.

### **Doormen**

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Currently the doormen are:

Mohammad Sultan  
Rashid Mohammad  
Shahid Mohammad

See *Doormen Duty* section for their hours and responsibilities.

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# The Cheyney Manual

## Alterations

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The Board of Managers encourages owners to maintain and improve their units. The rules and procedures we have adopted are designed to permit work in a manner that protects the rights of all owners and residents. Owners who are considering work in their units should consult with the managing agent as early as possible in your planning for any renovations, alterations, or repairs.

Certain work is *not* permitted. Such work includes, but is not necessarily limited to

- (1) **Any alteration that would change the exterior appearance of the building,**
- (2) **Removal or relocation of any gas, water, waste or intercom lines,**
- (3) **Any change in the type or style of windows** (also, please see Window Maintenance section),
- (4) **Any change in the structural walls within your unit**
- (5) **Installation of garbage disposal units.**

The following are examples of alterations that require board approval:

- (1) Removal or relocation of all or part of any non-structural wall or door frame,
- (2) Installation or removal of cabinets, countertops, sinks, bathtubs, toilets, or other fixtures which are ordinarily attached to walls or floors,
- (3) Construction of any wall,
- (4) Installation, replacement, or removal of any plumbing fixtures inside any wall, floor, or ceiling,
- (5) Installation, replacement, or removal of any electrical wiring inside any wall, floor or ceiling.

Before beginning any work, you must sign and return a completed alteration agreement to the managing agent, together with a processing fee. **Please allow at least 30 days for review of your plans.** Depending upon the scope of the work, you may be required to submit three complete sets of architectural plans and drawings. Upon the receipt of the plans, the Board and the managing agent, at their discretion, will decide if it is necessary to consult with the Condominium's engineers or attorneys.

If the Board of Managers and managing agent give their consent, they will ask you to submit a security deposit and pay any engineering or legal fees.

***The Board of Managers' consent to your plans does not constitute permission to start work***

Actual work can begin only after:

- (1) You have all required New York City governmental approvals for your work. If no approvals are required you must provide a signed and notarized statement from your architect or engineer,

- (2) You and your contractor(s) and subcontractor(s) submit insurance forms required under the agreement, and
- (3) You notify your neighbors concerning your proposed work (a sample letter can be obtained from the managing agent) and provide the managing agent with copies of your notification.

Work can take place only on weekdays and may not start before 9 am or continue after 5 pm.

If any work causes unusual noise which will be disturbing to other occupants, work may not start until after 10 am. Please be sure that you and your contractors protect the common areas such as hallways on a consistent basis. In the event you start work without appropriate approval or perform work that violates the terms of the alteration agreement, the Board may deny access to the building by your delivery persons, contractors, or laborers. You may also incur a fine and, if legal action is necessary, the cost will be borne by the unit owner.

**No work can be performed on Saturday, Sunday or holidays.**

**Holidays include:**

New Year's Day  
Eid al-Sadr  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Last Day of Ramadan  
July 4  
Labor Day  
Rosh Hashanah  
Yom Kippur  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

The managing agent will review the work on a regular basis and when completed before returning your deposit. Any tips you choose to give any staff person (or if your contractor elects to do so) must be at the conclusion of the job, not before or during.

**Annual Owners Meeting**

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In accordance with the Condominium's By-Laws, the Annual Unit Owners' Meeting is held each year. Each owner is sent written notification of the exact time and location of the meeting, as well as proxy forms. All owners are encouraged to attend the Annual Meeting to hear reports from the Board of Managers and Managing Agent. We strongly urge all unit owners to attend the meeting and also to consider running for the Board.

## **Balconies, Terraces and Rear Gardens**

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NYC Fire laws prohibit propane barbecues and all open fire pits on balconies, terraces, and rear gardens. Charcoal barbecues are permitted and must be placed 10 feet away from the building when in use. For safety reasons, flowerpots must not be affixed to the outside of balcony railings or terrace walls. Please be considerate when watering balcony plants, as overflow water may drip down on your neighbors.

## **Building Supplies / Equipment**

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Please do not request usage of building supplies/equipment since these requests cannot be accommodated.

## **Certified Public Accountants**

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Lutz and Carr are the Certified Public Accountants retained as the Cheyney's independent accounting firm. The accountants are responsible for reviewing monthly reports provided by our managing agent, for conducting an audit at year's end, preparing the Condominium's tax returns and for preparing the Condominium's annual financial statements.

## **Common Charges**

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Common charges are due on the 1st day of each month. A monthly bill is sent by management showing outstanding charges due including any charges for repairs, late fees, assessments etc. Late charges are applied unless payments are received by the 10th day of each month. The amount of late charges is established pursuant to the Condominium's governing documents and is currently 10% on outstanding balances due as of the 10th of each month. The Board shall refer cases of delinquent or overdue payments to legal counsel for appropriate action, the cost of which shall be the responsibility of the owner. Legal action may include action to foreclose the Condominium's lien on your unit and will include notification to your lender(s) and other affected parties.

## **Deliveries**

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If an owner or resident is not at home to receive a delivery (such as dry cleaning, messenger, or FedEx), it may be left with the doorman or other staff only when such personnel are available or can assist at the time of delivery. To minimize packages in the lobby, they will be placed in front of your door at the end of the day shift. This service is provided strictly as an accommodation. Neither the Condominium nor any of its employees, agents, or outside contractors are responsible for deliveries left in their care.

**Large deliveries**, such as furniture or appliances are to be handled as follows. Please schedule in advance with the Superintendent since the building does not have a separate service elevator to accommodate unscheduled deliveries. A certificate of insurance is required in advance (contact managing agent).

Deliveries may be made to the building and your unit only on weekdays (excluding holidays) between the hours of 9 am and 5 pm. No large delivery will be permitted if it cannot be completed by 5 pm or if the certificate of insurance has not been received by management. Since items of this nature are usually ordered in advance by unit owners, it is important that you make every effort to notify your vendor of these delivery hours, to obtain a confirmed date for delivery, and to keep the Superintendent notified. No large deliveries will be accepted by the building staff without the resident being present to accept such delivery.

## **Doormen Hours**

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**Monday: 8 a.m. to 2 a.m.**

**Tuesday: 8 a.m. to Midnight**

**Wednesday: 8 a.m. to Midnight**

**Thursday: 8 a.m. to Midnight**

**Friday: 8 a.m. to 2 a.m.**

**Saturday: 8 a.m. to 2 a.m.**

**Sunday: 8 a.m. to 2 a.m.**

The doormen are primarily responsible for security, screening and announcing all visitors, guests, and deliveries. Please do not ask or expect employees or doormen (other than where required) to perform personal tasks that could take them away from their duties and designated work areas. Children and pets may not be left in the lobby without a guardian.

## **E-Bikes/E-Scoters**

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E-bikes/E-scooters of any type may not be brought into the building. Violators will be subject to fines.

## **Elevator**

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Given that there is only one elevator, please realize that you can not tie up the elevator for prolonged periods of time. The Superintendent will put up protecting pads for all moves and deliveries of large items. See *Deliveries* and *Moving* sections for specifics.

***Elevator Emergencies.*** The emergency contact number in the elevator is **646-619-9936**. In the event you are riding in an elevator that becomes immobilized, please **ring the alarm button** (located in the box) which is audible at the lobby level and remain in the elevator until help is available. If you hear the elevator alarm from your unit, call the doorman and/or the Superintendent and Managing Agent to make certain someone takes appropriate action.

## **Emergency Services**

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In the event of an emergency, such as a fire, use your telephone to call 911 and

notify emergency personnel, then notify the building staff by buzzing the doorman, calling (212) 989-6419, or Vintage Real Estate at 212-736-3680. The doormen have standing instructions to notify the Superintendent and Managing Agent and will be prepared for arrival of emergency personnel. If your emergency occurs when the doorman is not on duty, contact the managing agent immediately after calling 911.

Please see the Fire Department and Emergency Preparedness Advice at the back of the manual.

## **Employee Gratuities**

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The Board provides a holiday bonus to each employee on behalf of the condominium. All other gifts/tips are at the discretion of each resident/owner. There is no obligation to pay gratuities to any employee of the Condominium for any service provided to you, and all employees at the Cheyney are instructed not to solicit such payments at any time. However, gratuities for additional services, such as repairs performed on the employee's own time, are permitted and may be appropriate in individual cases. It is customary and traditional during the Christmas/New Year holiday period for management to circulate a list of employees and doormen to permit residents, as they deem appropriate, to provide monetary or other gifts to staff members and doormen and their families.

## **Exterminating**

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A licensed exterminator services the building once or twice each month. The Condominium's contract provides for regular servicing of the common areas (including the basement, trash rooms, etc.) and servicing of individual units as required. This service is available to all residents and a notice is posted prior to each scheduled servicing. Any resident wishing to have the exterminator visit their unit should let the super or doorman know. If you are not at home at the time, building personnel will accompany the exterminator into your unit.

If you believe you have a particular problem requiring special treatment, please notify the Superintendent. **Specifically, if you suspect a bedbug infestation NYC requires that management and neighbors be notified immediately.**

## **Garbage Removal/Recycling**

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Residents must recycle all glass bottles, metal cans, plastic containers, and newspapers. All items that contained food (such as tin cans, soda cans, wine or beer bottles, etc.) **must** be rinsed before you discard them. This is extremely important in order to keep the building free of cockroaches and other pests. No other trash should be put in these bins. Newspapers, magazines, catalogs, and corrugated boxes should go into the smaller bin. Corrugated boxes should be broken down before placing in recycling room. All other household trash (such as food) should be placed in sealed bags and placed in the garbage chute for the compactor. Oversized items should not be stuffed into the trash chute or left outside the compactor room. If you need assistance with any large item you wish to discard, contact the Superintendent for assistance. Hangers, batteries, non-recyclable glass

(such as light bulbs), aerosol cans or other flammable items should never be thrown down the trash chute. Large boxes should be brought to the basement. Please contact the superintendent for assistance with any of these items. Also, during the first two weeks in January, NYC provides holiday tree removal. Specific instructions will be provided at that time.

NOTE: not adhering to these guidelines after a warning will result in a fine.

**Please note that recyclables are not picked up on the weekend from each floor.**

## **Guests**

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If you plan to have friends or family stay in your unit while you are away, please be sure **to leave the required form** including the names of all guests (as well as a contact number where the owner may be reached if necessary) with the doormen. If you would like to allow your guests, in turn, to have guests or to entertain in your unit in your absence, please leave instructions to that effect with the doorman. Without your expressed permission, your guests may not be allowed into the building or your unit in your absence. Please help to avoid any embarrassment to your friends or guests by providing advance notice. Please remember that rentals require Board approval. **NYC laws (and Cheyney by-laws) prohibit short-term leasing of your unit and, if a unit is improperly rented (e.g. Airbnb, Vrbo), it will result in very significant financial penalties that the owner will be required to pay.** Also see rentals for specifics on allowable renting.

NOTE: Guests staying in a unit where the owner is not present is only allowed in units normally occupied by owners that name their unit as their primary residence. This is NYC Real Property Law.

## **House Rules**

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This manual is not a substitute for the “House Rules” of the Condominium. Those rules are binding on all owners and occupants and may be amended or modified from time to time by the Board of Managers. You will be notified in the event of any change.

## **Insurance**

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The Condominium maintains insurance to protect its property and to safeguard against liability, worker’s compensation, or other claims. All the contents of your units, including, for example, all furniture and furnishings, flooring, wall coverings, appliances, fixtures (such as toilets, sinks, etc.) are your responsibility and are **not** insured under the Condominium’s policies.

***Please understand the importance of proper insurance.*** If an accident occurs in your unit, in addition to the responsibility for your own property you will be held liable for damage to other residents’ property as well. Each owner or tenant is required to arrange for individual insurance coverage for any improvements and personal property, especially in case of fire or water damage. The Board requests that you

obtain adequate amounts of insurance to protect against theft, as well as any liability claims for accidents in and about your unit, or damage to other units that may involve your own unit's fixtures or appliances.

## **Keys**

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All owners and residents are required to provide the Condominium a set of current keys to their unit. The inability to gain access to a unit has, at times, created serious delays in responding to an emergency (e.g., broken pipes). Access is restricted to authorized personnel only, and the keys are kept in a locked box. If an owner or resident does not leave keys as required, the owner will be held responsible for any costs or damages resulting from the Condominium's inability to gain access in the event of an emergency.

If a unit owner needs additional front door keys, they must purchase them from the super since they cannot be duplicated.

If you need to replace apartment entrance door hardware it is required that you utilize a specific style. Please contact the super or management for details.

## **Moving**

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Anyone moving in or out of The Cheyney must notify the Managing Agent at least one week prior to any move. A \$500 non-refundable fee is charged for each move in or out of the building. This applies to all owners and or tenants of owners. In addition, there is a **deposit of \$500** from anyone moving in or out to secure the Condominium against any damage which may result from the move. This applies to tenants as well as owners. Please provide the fee and deposit to the Managing Agent before the actual move. If no damage occurs this security fee will be refunded.

Moving in or out of the Building must be done on weekdays (excluding Holidays as specified on list) between the hours of 9 am and 5 pm. Before a move can be permitted, a certificate of insurance from the moving company, naming the 344 West 23rd St. Condominium and Vintage Real Estate Services, Ltd., as additional insured, must be received either by hand or fax to the managing agent, Michelle at 212 736-1445. After an inspection of the common areas, any unapplied portion of the deposit will be refunded within a reasonable period of time.

In addition to the above, when the move involves a new owner, the Managing Agent must receive a copy of the executed Power of Attorney prior to the move.

## **Noise**

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All owners and tenants are entitled to live in their premises without excessive noise from other units. All televisions, stereos, radios, and computers must be kept to a non-invasive volume. Please be sensitive to your neighbors after 11 p.m. This is especially important during warm weather when open windows can aggravate noise problems. In the case of parties in your home, please notify and respect your immediate neighbors. If you are disturbed by noise from your neighbors, please either contact them or the doormen to advise the appropriate individuals to lower the

volume. If the situation is not remedied, contact the managing agent. In the case of repeated or unheeded requests for quiet, the owner may be subject to fines. **Per the Cheyney by-laws, at least 80% of each unit's floors must be covered with rugs or carpeting.**

## **Owners' Property & Responsibility**

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Owners are responsible for the repair, maintenance, and replacement of all personal property contained within their individual units. Personal property includes, but is not limited to, (1) appliances (such as stoves, refrigerators, dishwashers, and air conditioners/heating units), (2) fixtures (such as bathroom fixtures, lighting fixtures, etc.), (3) flooring (including wood flooring, tiles, carpets, or carpeting), and (4) wall coverings (including painted surfaces, tiles, or mirrors). The Board of Managers encourages all owners to maintain adequate amounts of "homeowners" insurance to cover damage to personal property. (See *Insurance* section) The Condominium's superintendent maintains a limited inventory of certain "stock" items to facilitate repairs; however, he may not be able to make repairs at all times. These repairs are at the owner's expense. (See *Repairs and Services* section)

## **Pets**

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Owners are encouraged to carefully monitor the activities and behavior of their pets to avoid any inconvenience to others. Please take special care when your pet has an accident in the hallways or other common areas. Clean the area in question and contact the superintendent or doorman immediately. We have purchased a machine that shampoos and cleans the carpet to help combat these and many other types of stains and odors.

Cat litter cannot be placed in the garbage chute and must be put in a sealed plastic bag and brought to the basement.

Dogs must be leashed whenever in the building's lobby, hallways, or elevators. Dogs may not be walked on the roof of the building, and cat litter should never be disposed of down the toilet.

Dog walkers are only permitted to bring two additional dogs into the building when picking up and/or returning an owner's pet. Please plan accordingly.

## **Public Areas**

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Building personnel clean the carpets and hallways of the public areas regularly. Doormats impede the cleaning. No items, including doormats, may be left in the hallways. Smoking in the lobby, elevators, corridors, stairwells, and other public areas is prohibited by law. Minor children may not be left unattended in the lobby, on the roof area, or in other public areas of the Condominium. The use of rollerblades or inline skates is not permitted in the lobby. Hallways and stairwells are not to be used for storage of owner property. Such storage may constitute a fire hazard. Doors to stairwells must be kept closed to retard the spread of smoke in case of a fire.

## **Real Estate Agents**

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When showing your unit for sale or rent, please be sure to provide the doormen with the name(s) of the real estate agent and brokerage company with whom you are dealing. All agents will be required to show identification to the doormen. Without proper identification and instructions left by you, the agents will not be permitted into the building. Please remember that all sales and leases are subject to the Right of First Refusal as required by the Condominium's governing documents.

## **Real Estate Taxes**

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**(A) Payments for Real Estate Taxes:** Each condominium unit is assigned a tax block and lot number by the City of New York and is charged directly by the City for real estate taxes. Unit owners pay their real estate tax bills directly to the City or via their mortgage company. Tax bills are issued annually by the City and are due in two or four installments. For unit owners who have mortgages on their units, the lender generally is responsible for quarterly payments to the City. The lender, in turn, collects monthly payments for the payment of real estate taxes.

**(B) Tax Certiorari:** Property tax assessments are published by the City of New York in January of each year. The Condominium, on behalf of all individual unit owners, retains special counsel to contest the City's annual assessments for each unit. Any reduction in real estate taxes is passed along to individual owners.

**(C) Tax Abatements:** Beginning in 1996, a variety of tax abatements were instituted by State and local legislation, including the Co-op/Condo Tax Abatement, STAR, and Veterans Abatements. Qualifying unit owners receive qualified abatements on their tax bill. If your lender is paying the real estate taxes for your unit, we suggest you make certain that any surplus escrow funds from your monthly escrow payments resulting from such abatements are returned to you.

## **Rentals**

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Anyone interested in renting their unit should get a copy of the Condominium's lease package from the managing agent for additional information on fees and restrictions. The Condominium's By-Laws require rentals to be no less than **one year**. Requests for exceptions should be brought to the Board's attention. No unit can be rented without the Board's written permission. While renting, however, owners remain responsible for payment of the common charges and for their tenant's compliance with the Condominium's rules and regulations. To cover additional wear and tear on the building, owners will be assessed a fee equal to two (2) month's common charges for **each year** a lease is granted.

## **Repairs and Services**

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Very often, residents will request a repair that is not the responsibility of the Condominium. This includes repairs to toilets or other plumbing fixtures or repairs to appliances. The Superintendent will inspect your unit and, if possible, perform minor repairs during regular working hours. If additional work is needed or if an outside contractor is required, you will be notified. The Condominium reserves the right to charge owners for any work that is not the responsibility of the Condominium. To

request service or repair work in your unit that you believe is the condominium's responsibility please contact the Managing Agent. Please note that the Condominium is not responsible for any repairs if you hire the Superintendent or any other building personnel outside of regular working hours or call in outside contractors to perform any work in your unit.

## **Roof**

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The Cheyney maintains a part of the building's roof for the enjoyment of its residents. All residents/owners must sign a copy of the **Cheyney Roof Rules** before utilizing the roof. Please contact Avi Behar for a copy if you have not already signed this document. To gain access, residents must take the elevator to the Penthouse floor and use the stairs to the roof. The roof is alarmed for security. Available hours for usage are as follows: Weekdays 8:30AM till 11:30PM and Friday, Saturday and Sunday from 8:30AM till 12:30AM. Please do not walk on the portion of the roof that does not have pavers installed. Walking on those unprotected areas can damage or compromise the physical integrity of the roof, resulting in leaks or costly damage. No barbecuing, grilling, or cooking of any nature is permitted on the roof. Dogs may not be walked on the roof. **No smoking** is permitted on the roof. Residents and guests are requested to refrain from bringing any glass bottles or glasses onto the roof. Use of plastic only is requested. Please refrain from using radios or other musical instruments that may disturb your neighbors. Please take all trash with you. The use of the roof by you, members of your family or guests is at your own risk and liability.

**Private parties on the roof involving large numbers of guests or visitors are allowed only after seeking permission from the managing agent who will request Board approval. If approved, management will advise all owners and residents via email. Larger parties are 5 to a max of 15 people who do not reside in the building. Use of the roof is never exclusive.**

## **Roommates**

If an owner decides to have a roommate an information sheet must be provided with contact information, emergency contact number and expected duration. Their adherence to building rules is the responsibility of the unit owner. The unit owner must be in residence for this to be approved.

## **Sale and Transfer of Units**

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Anyone interested in selling their unit should get a copy of the Condominium's sales package from the managing agent for up-to-date information on fees, procedures, and other requirements. The purchaser must complete an application and sellers are encouraged to permit sufficient time in planning a sale to comply with requirements. Purchasers must pay a fee that is equal to **four months** common charges which are

added to the Condominium's reserve fund.

After the sale, no new owners or their tenants can move into the unit until after the management has received a fully executed Power of Attorney.

**Please contact Melody Sherman, transfer agent, for concerns related to refinancing, sales, subletting etc. at 212-736-3680, ext. 10 or by e-mail at [Melody@vintageresl.com](mailto:Melody@vintageresl.com).**

## **Security**

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Building security is a daily, 24-hour concern and requires the complete cooperation of all owners, residents, and guests. Security cameras are installed on all floors, the elevator, the roof, and the main entrance to provide information in the case that an incident occurs. Be sure not to allow unidentified persons to follow you into the building. During the hours that the doormen are not on duty, owners and residents are requested to identify all visitors carefully before buzzing them into the building through the intercom system. Please do not leave the front door of the building open and unattended at any time for any reason.

The building is part of the 10th Police Precinct. For any security issues in the neighborhood of a non-emergency nature the 10th Precinct can be reached at (212) 741-8211.

## **Smoke Detectors and Carbon Monoxide Detectors**

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Both smoke detectors and carbon monoxide detectors are required by law in all units. The maintenance of the detectors in each unit is the responsibility of each owner or occupant.

## **Television**

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The building is wired for cable television services provided by Verizon Fios or Spectrum. Any resident interested in arranging for cable television service hook-up or repair must contact the provider directly for information or service. Owners and residents are expressly prohibited from installing television, radio or other aerials, or satellite dishes, on the roof, balconies, or exterior facade of the building without Board approval. As with any noise, television sets must not disturb or annoy other occupants of the Building.

## **Window Guards**

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The NYC Health Code requires that window guards be installed by the Condominium on all windows in units where children under the age of 10 reside or visit on a frequent basis. Annual notices are sent to all residents in January of each year. The cost for such installation will be charged to the owner. All owners who rent their units are urged to contact their tenants to determine whether the unit is subject to this requirement. The installation of window guards where children under the age of 10

reside or visit is not optional, and the Board of Managers may take legal action to enforce this law if necessary. For further information or assistance, please contact the Superintendent.

### **Window Repair and Maintenance**

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Window cleaning, repair and maintenance are the responsibility of the unit owner. If window replacement is required (or desired) the same type and style of window is mandatory. Please contact the managing agent for an alteration agreement and to sign the window replacement agreement letter which specifies the specific responsibilities for this type of alteration.

*This manual is provided solely as an accommodation to all owners and residents of The Cheyney. It is not intended to replace, amend, or modify the Condominium's Offering Plan, By-Laws, or House Rules. In the event of any inconsistency between this Manual and the Condominium's By-Laws or House Rules, the terms and content of the By-Laws or House Rules shall govern.*

*Thank you.  
Board of Managers of the Cheyney.*

## EMERGENCY PREPAREDNESS ADVICE FOR YOU AND YOUR FAMILY

**E**mergency preparedness is as simple as planning ahead. It's easy and inexpensive for anyone. Go over the checklists below with your household to determine how you can take control of an emergency. Check and update your kits when you change your clocks during daylight-saving times. Make sure they are complete and ready to go.

### Household Disaster Plan Checklist

#### What to Have in Your Head

Consider developing a disaster plan with your household members to prepare for what to do, how to find each other, and how to communicate in an emergency. We've provided two wallet-sized cards for this purpose on the EMERGENCY REFERENCE CARD on page 15. Make photocopies if necessary. Also see EVACUATION on page 4.

- Decide where your household will reunite after a disaster. Identify two places to meet: one right outside your home and another outside your neighborhood, such as a library, community center or place of worship.
- Make sure everyone knows the address and phone number of your second meeting place.
- Know and practice all possible exit routes from your home and neighborhood.
- Designate an out-of-state friend or relative that household members can call if separated during a disaster. If New York City phone circuits are busy, this out-of-state contact can be an important way of communicating between household members. When local phone circuits are busy, long-distance calls may be easier to make.
- Account for everybody's needs, especially seniors, people with disabilities and non-English speakers.
- Practice your plan with all household members.
- Ensure that household members have a copy of your household disaster plan to keep in their wallets and backpacks.

### Go Bag Checklist

#### What to Have in Your Hand

Every household should consider assembling a Go Bag – a collection of items you may need in the event of an evacuation. Each household member's Go Bag should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. A Go Bag should be easily accessible if you have to leave your home in a hurry. Make sure it is ready to go at all times of the year. Also see EVACUATION on page 4.

- Copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, etc.)
- Extra set of car and house keys
- Credit and ATM cards and cash, especially in small denominations. We recommend you keep at least \$50-\$100 on hand.
- Bottled water and non-perishable food such as energy or granola bars
- Flashlight, battery-operated AM/FM radio and extra batteries. You can also buy wind-up radios that do not require batteries at retail stores.
- Medication for at least one week and other essential personal items. Be sure to change medications before they expire. Keep a list of the medications each member of your household takes and their dosages, or copies of all your prescription slips.
- First-aid kit
- Sturdy, comfortable shoes, lightweight raingear and a mylar blanket
- Contact and meeting place information for your household, and a small regional map
- Child care supplies or other special care items

### Emergency Supply Kit Checklist

#### What to Have in Your Home

Keep enough supplies in your home to survive on your own for at least three days. If possible, keep these materials in an easily accessible, separate container or special cupboard. You should indicate to your household members that these supplies are for emergencies only. Also see SHELTER IN PLACE on page 4.

- One gallon of drinking water per person per day
- Non-perishable, ready-to-eat canned foods and manual can opener
- First-aid kit, medications and prescriptions
- Flashlight, battery-operated AM/FM radio and extra batteries
- Whistle
- One quart of unscented bleach or iodine tablets (for disinfecting water ONLY if directed to do so by health officials) and eyedropper (for adding bleach to water)
- Personal hygiene items: soap, feminine hygiene products, toothbrush and toothpaste, etc.
- Sturdy shoes, heavy gloves, warm clothes, a mylar blanket and lightweight raingear
- Extra fire extinguisher, smoke detectors, carbon monoxide detectors
- Child care supplies or other special care items
- Other supplies and tools



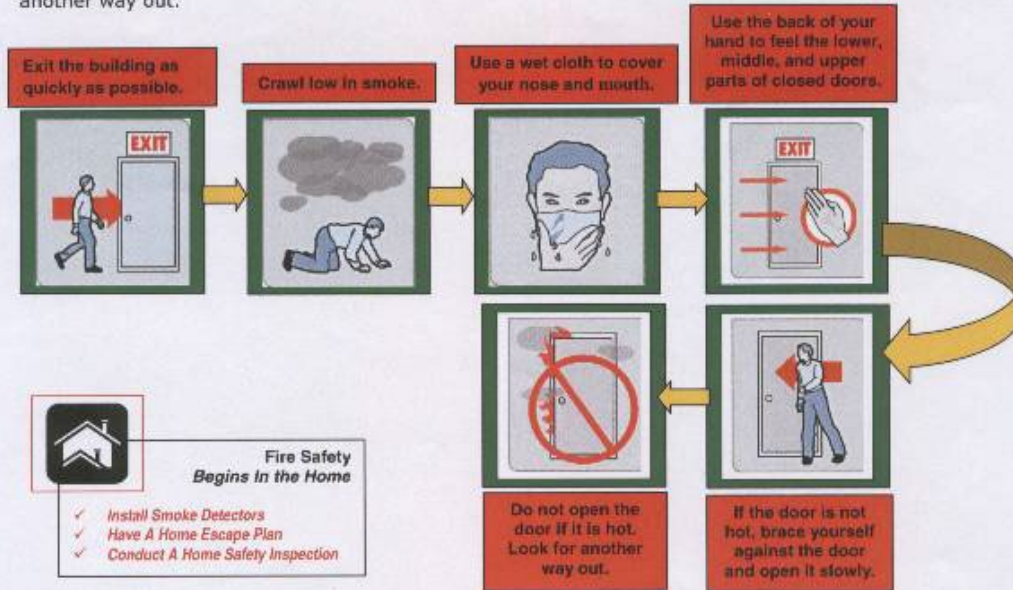
**WHAT TO DO  
IF THERE IS A FIRE**

**KNOW WHAT TO DO IN A FIRE**

- **Exit** your apartment or house ASAP.
- **Crawl** low if there is smoke
- Use a wet cloth, if possible, to **cover** your nose and mouth.
- Use the back of your hand to **feel** the upper, lower, and middle parts of closed doors.
- If the door is **not hot**, brace yourself against it and open slowly.
- If the door is **hot**, do not open it. Look for another way out.

- **Do not use** elevators
- If you catch fire, do not run. **Stop-drop-and-roll** to put out the fire.
- If you are at home, go to a previously designated **meeting place**.
- Account for your **family** members and carefully **supervise** small children.
- **Never** go back into a burning building.

( Source: Office of Homeland Security)



**Fire Safety Begins in the Home**

- ✓ Install Smoke Detectors
- ✓ Have A Home Escape Plan
- ✓ Conduct A Home Safety Inspection

SMOKE DETECTORS SAVE LIVES    SMOKE DETECTORS SAVE LIVES    SMOKE DETECTORS SAVE LIVES    SMOKE DETECTORS SAVE LIVES

A Public Fire Safety Message From The New York City Fire Department

**FD NY** YOUR SAFETY IS OUR ONLY CONCERN

Michael R. Bloomberg, Mayor  
Nicholas Scoppetta, Fire Commissioner  
*The City of New York*