

The Master Apartments, Inc

Expanded House Rules Regarding Smoking

Smoking, defined as inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, or any form of lighted object or device that contains tobacco, is **prohibited by law** in all public areas of the building, as well as outside the building within 20 feet of any public ingress/egress door. Shareholders must reinforce this with all Subtenants and Guests/Unaccompanied Guests. In addition, smoking is prohibited in any of the staff rooms in the basement.

Penalties for smoking in public areas, and the amount of such penalties, will be determined by the Board of Directors on a case by case basis.

A Shareholder is **permitted** to smoke in his/her apartment and Guests may smoke only when he/she is physically present in the apartment ***provided*** he/she is able to successfully control smoke and smoke odors from entering the hallway and other apartments via the ventilation system. Failure to institute the required and additional measures, as warranted, outlined below is considered a violation of the House Rules and the Proprietary Lease. All subleases must contain a “No Smoking” provision and Shareholders must reinforce with their Subtenants that neither they nor their visitors or guests may smoke in the sublet apartment.

Required Proactive Measures for all Shareholders who smoke in their apartments:

All Shareholders who smoke in their apartments are required to install a gasket around their front doors. Building staff can install a gasket for a nominal fee (see Charges, Fees and Penalties at masterapts.com.) Shareholders may arrange for this via the Front Desk or may also hire an outside contractor to perform this work.

Shareholders who smoke must also purchase an air purifier. The Shareholder is responsible for presenting a copy of the receipt of purchase to Management if complaints are received.

Additional Measures:

If a Shareholder installs a gasket and purchases an air purifier, however, smoke/smoke odors continue to escape from the apartment, the Shareholder will be required to purchase a window exhaust fan or air conditioner to be placed on exhaust setting, for use during seasonal weather.

If a Shareholder cannot adequately prevent the smoke/smoke odors from escaping his/her apartment, as determined by Management, the Shareholder and his/her guests will not be permitted to smoke in the apartment.

Penalties:

A penalty of \$50/month will be charged if the shareholder does not:

- institute the required proactive measures
- institute the additional measures if requested by Management
- discontinue smoking in the apartment if the all of the above measures are ineffective and complaints continue to be lodged by other residents.

Complaint Procedure:

Complaints about smoke migrating into a residential unit or a common area should be made promptly by notifying the Front Desk, and be as specific as possible, including the date, approximate time, location and source of migrating smoke if known.