

11825 OWNERS CORP.

UNIT RENOVATIONS/ALTERATIONS/REPAIRS

PROCEDURES

. No alterations, structural additions or improvements to any unit is permitted without written consent of the Board of Directors.

The following procedures for the renovation/alteration/repair of a unit must be complied with:

A. NECESSARY APPROVALS AND RESPONSIBILITIES

1. Any Unit Owner who intends to make any renovation or alteration to a unit, including but not limited to carpentry, plumbing, electric, etc., shall complete the application form and deliver it to the Managing Agent for approval. The application shall be accompanied by:
 - a. Plan(s) and drawings of proposed work, drawn to scale.
 - b. Copies of contracts with contractors and/or subcontractors with addresses, phone numbers and email addresses.
 - c. Certificates of Insurance (COI) from contractors and subcontractors:
 - i. Naming 11825 Owners Corp as additional insured and the unit Owner as certificate holder.
(must use "Contractors Indemnity and Insurance agreement (PDF)"&"Tenant Indem & Insur Form
 - ii. Must indicate a minimum of one million dollars (\$1,000,000) in general liability
 - iii. Must indicate proof of workers' compensation and disability policies.
 - d. Building Permit(s) and all other municipal approvals: Please note that if required by law or governmental agencies having jurisdiction over the work and, not more than ten days after receipt of such approval, the unit owner must deliver to the Board of Directors a copy of every permit or certificate issued. If there be any doubt as to the need for such approval, the shareholder shall be the sole arbiter in resolving the doubt.
 - e. A check made payable to 11825 Owners Corp.. in the amount of \$1000 as minimum Damage Security Deposit; (also see B3 below.)
 - f. Construction schedules
 - g. Contractor License(s)
 - h. Cooperative indemnification and insurance agreement, signed by Owner and Contractor
2. Written consent from the Cooperative must be obtained prior to the commencement of any work.

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B. Responsibilities

1. In order to allow for the timely processing of requests, the Board must be allowed a minimum of ~~10 business days~~ to review a request. Do not schedule work with your contractors until you have received written approval of your request.
2. The Shareholder shall be solely responsible for the costs of any engineer(s) or other professional(s) employed by the Board of Directors to review application and/or plans in connection with any proposed renovation/alteration/repair, and such person's opinion regarding the necessity of a building permit shall be binding. If this is required, you will be notified prior to the engagement of the professional.
3. On a case-by-case basis, the Cooperative may require a greater damage security deposit than \$1000, depending on the extent of the renovation/alteration/repair. Deposits will not be required for painting, bathtub refinishing and minor plumbing repairs.
4. Any renovations/alterations/repairs resulting in damage to another unit or common area shall be the responsibility of the Shareholder conducting the work.
5. Any damage, which is a result of the Shareholder's work, must be repaired to the satisfaction of the Board within 10 business days of receipt of written notice of such damage. If the Unit Owner fails to repair such damage within this period of time, the Board may make arrangements to have such damages repaired. The costs of such repairs will be deducted from the Damage Security Deposit and any balance remaining will be charged to the Unit Owner's maintenance account.
6. The hours of work are limited to 8:30 a.m. to 5: p.m., Monday through Friday. No work may be performed on Saturdays, Sundays or Holidays. The only exception to this rule is that painting may be performed on Saturdays. (Holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Hanukkah and Christmas Day.
7. The Shareholder shall be solely responsible for the prompt removal of any rubbish or debris caused by such renovation/alteration/repair.
8. Alterations performed without written approval will be subject to a monetary penalty, plus any additional cost incurred through enforcement, to be paid by the Shareholder and considered maintenance charges, without limitations, including legal fees.
9. Federal lead paint regulations are in effect and it is the Shareholder's obligation to make sure that contractors comply with the new regulations: fines for noncompliance with the regulations are up to \$37,500 per day.
10. Shareholders performing work are required to notify all units on their floor as well as the units directly below and directly above.

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B. Responsibilities (continued)

11. All contractors must check in and out with the Building Superintendent or Doorman daily.
12. Floor finishes must be water based.
13. Work that requires water shutdowns within the building must be scheduled with the Superintendent a minimum of six business days in advance in order to allow adequate time to notify other residents within the building. This scheduling is the responsibility of the Shareholder.
14. When the work to be performed involves changes to the plumbing in the kitchen and/or bathroom, new shut-off valves must be installed at the time of renovation.
15. No materials or refuse may be stored in the hallways or stairwell of the building. All materials must be kept within the unit.
16. Shareholder shall be responsible for providing access to the Superintendent, and or Management, for the purpose of inspecting job progress and the scope of work being performed. Access may be required at any time during the job and at its completion.
17. Any and all future repairs resulting from or relating to the work done per this renovation agreement will be the responsibility of the Shareholder, its successor and assigns.
18. When removing walls or doing heavy construction, the work area must be contained so no dust rises into other units or the hallways.
19. During these renovations, the Superintendent must have a key for access should an emergency arise.

**11825 Owners CORP
UNIT RENOVATIONS/ALTERATIONS/REPAIRS**

APPLICATION

This form must be submitted to obtain approval for all Renovations/Alterations/Repairs.
No work may be performed until written approval has been received.

Date of Application _____

Owner _____ Building _____ Unit # _____

Day/Evening Phone _____ Cell Phone _____

Email address _____

Type of Renovation/Alteration/Repair that you are requesting to be done in your unit (please attached drawings or copy of plans.)

Licensed Contractor performing work: (Use a new application for each contractor.)

Name _____

Address _____

City/State/Zip _____

Telephone _____ Email address _____

Contact _____

Please provide the following:

- (1) Contract (prices may be deleted or omitted)
- (2) Contractor's License(s)
- (3) Contractor's Certificate of Insurance for Liability, Workman's Compensation & Disability Policies naming 11825 Owners Corp as additional insured.

- (4) Hold Harmless Agreement (each contractor must sign a Hold Harmless Agreement)
- (5) Building permits required for any work other than painting
- (6) Minimum Damage Security Deposit (\$500) subject to paragraph A1e of Procedures
- (7) Proposed work dates

NOTE: 11825 Owners Corp IS A SMOKE-FREE COOPERATIVE. SMOKING IS NOT PERMITTED BY CONTRACTORS/VENDORS WITHIN THE BUILDING OR ON COOPERATIVE GROUNDS.

NO WORK CAN BE STARTED BEFORE REQUIRED PERMITS ARE SUBMITTED TO the Board AND POSTED IN YOUR UNIT

11825 OWNERS CORP.

Building permits and all other municipal approvals

It is the responsibility of each Shareholder to obtain any permits that are required. Your contractor can apply for the permit.

Generally any work other than painting and floor refinishing requires a permit. To confirm that a permit is necessary, you can call the NYC Department of Buildings at .

To obtain a permit, you will need to include a letter from the board stating that the proposed renovation work has been approved by 11825 Owners Corp the owner of the building. This letter will be provided upon request to the Board after the renovation application has been approved.

Whenever a unit wall is to be opened up or moved, or a door moved, plans prepared by either an architect or an engineer stating that the wall is not structural must be submitted with the building permit application in order to obtain that permit. _____

A copy of the permit must be submitted to Board after your application is approved and before work is commenced. A copy of the permit(s) must also be posted on your apartment door before work is commenced.

11825 OWNERS CORP.

HOLD HARMLESS AGREEMENT

Name of Cooperative: 11825 Owners Corp.
(referred to herein as the "Cooperative")

Address of Cooperative: 2118 East 25Th St N.Y., N.Y. 10010
(referred to herein as the "Premises")

Name of Contractor _____
(referred to herein as the "Contractor")

Address of the Contractor _____

The Shareholder and the Contractor herewith agree that if any claim is made against the Cooperative as a result of any Work performed the Contractor will hold the Cooperative harmless as against any such claim, judgment, loss, penalty, expense, damage, injury, attorney's fees, costs, disbursements, and the like as a result of any such action and will indemnify the Cooperative as a result of any such claim and for any judgment, claim, loss, penalty, expense, damage, injury, attorney's fees, costs, disbursements and the like and will pay for same. The Cooperative will be entitled to retain their own counsel, at the expense of the Contractor for the defense of any such claim, action or litigation.

I hereby acknowledge that I have read and fully understand the Contractor/Vendor Rules and Regulations as well as Unit Renovation/Alteration/Repair Procedures.

Shareholder _____
(signature)

Dated _____

Contractor _____
(signature)

Dated _____

11825 Owners Corp

CONTRACTOR/VENDOR RULES AND REGULATIONS

***** shareholder or resident, PLEASE READ THESE RULES CAREFULLY.
ALSO GIVE A COPY OF THIS TO YOUR CONTRACTOR *****

All contractors/vendors that provide services to 11825 Owners Corp. and/or the shareholders or tenants of 11825 Owners Corp are required to comply with the following rules:

1. No contractor/vendor may perform any work within the complex without first receiving written approval from the Cooperative.
2. Construction schedules must be provided to the Cooperative for all work that is being performed.
3. **SMOKING IS NOT PERMITTED WITHIN THE BUILDING OR ON COOPERATIVE GROUNDS.**
4. **FACE MASKS MUST BE WORN AT ALL TIMES WITHIN THE BUILDING AND ON COOPERATIVE GROUNDS.**
5. All contractors/vendors must provide a copy of their contractor license.
6. All contractors/vendors must provide Gramatan Management with an executed copy of the Cooperative's Hold Harmless Agreement signed by resident and contractor/vendor.
7. All contractors/vendors must provide 11825 Owners Corp. with a Certificate of Insurance (COI.) This COI must:
 - a. Name 11825 Owners Corp as additional insured and the unit owner as certificate holder.
 - b. Indicate a minimum of one million dollars (\$1,000,000) in general liability.
 - c. Must indicate proof of workers' compensation and disability policies.
8. The hours of work are limited to 8:30 a.m. to 5:00 p.m., Monday through Friday. No work may be performed on Saturdays, Sundays or Holidays. The only exception to this rule is that painting may be performed on Saturdays. (Holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, Hanukkah and Christmas Day.
9. All contractors/vendors must check in and out with the Building Superintendent or Doorman daily.
10. Floor finishes must be water based.
11. Contractor/vendor is responsible for providing the Superintendent with 24-hour notification of the material deliveries and if elevator pads are required.
12. Work that requires water shutdowns within the building must be scheduled with the Superintendent a minimum of six business days in advance in order to allow adequate time to notify other residents within the building. This scheduling is the responsibility of the Shareholder.

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CONTRACTOR/VENDOR RULES AND REGULATIONS (continued)

13. When the work to be performed involves changes to the plumbing in the kitchen and/or bathroom, new shut-off valves must be installed at the time of renovation.
14. No materials or refuse may be stored in the hallways or stairwells of the building. All materials must be kept within the unit.
15. UNDER NO CIRCUMSTANCES should materials be transported through the lobbies.
16. Federal lead paint regulations are in effect and it is the Shareholder's obligation to make sure that contractors comply with the new regulations: fines for noncompliance with the regulations are up to \$37,500 per day.

Any contractor/vendor that violates the rules and regulations of the Cooperative will be barred from performing work within the building.

11825 OWNERS CORP.

RESPONSE TO APPLICATION

(to be completed by Board)

Date _____

Owner _____ Building _____ Unit _____

cc: Freddy Melendez, Superintendent

Dear Shareholder,

We are in receipt of your application for proposed Apartment Renovations/Alterations/Repairs.

_____ Your request is hereby approved. Please contact Freddy Melendez the Superintendent, to schedule your work. His phone number is 347 330-7090

_____ Your request cannot be processed because the following items were not submitted with your package.

Please provide the following:

- _____ Contract (prices may be deleted or omitted)
- _____ Contractor's License(s)
- _____ Contractor's Certificate of Insurance for Liability, Workman's Compensation & Disability Policies naming 11825 Owners Corp as additional insured.
- _____ Hold Harmless Agreement (each contractor must sign a Hold Harmless Agreement)
- _____ Building permits

- _____ Minimum Damage Security Deposit (\$1000) subject to paragraph A1e of Procedures
- _____ Proposed work dates

Please submit the missing items so that we may continue to process your request.

If there are any questions, please contact our office.

Board of Directors
11825 Owners Corp.

GARTH WOODS OWNERS CORP.

COMPLETION REPORT

Please contact Freddy Melendez , the Superintendent (347), when you have completed your renovation work.

Joe will inspect the hall and elevator and submit this form to Gramatan Management, Inc.

Date _____

Owner _____ Building _____ Unit _____

The work performed per my submitted and approved application form has been completed.

Owner's Signature _____

To be completed by Freddy Melendez and returned to 11825 Owners Corp for the return of deposit submitted with renovation application.

____ Please credit the account of the owner above for the deposit submitted with the renovation application

____ Please do not refund the deposit for the following reasons:

Freddy Melendez

Date

SAMPLE LETTER FOR NEIGHBORS

TO: Neighbors 11825 Owners Corp

Subject: Renovation of Unit _____

Greetings,

Please note I am having my _____ renovated. Work will begin on _____.

The first stage is demolition, which may take several days. I apologize in advance for the noise and/or dust. We will do our best to keep this at a minimum.

Timing for the project's completion depends on a number of factors including workflow, contractors' scheduling, etc.

Thank you in advance for your understanding.

Sincerely,