

ALTERATION / RENOVATION APPLICATION PACKET

See House Rules section "Alterations and Renovations" for renovation procedures

ALTERATION / RENOVATION APPLICATION

| Shareholder's Name: | | Apt. No |
|---------------------------------|---|--|
| Address: | | |
| (if different from building I | ocation) | |
| Telephone No. (Home/Ce | ell): | (Work): |
| Project Start-up Date: | Ехре | ected Completion Date: |
| Enter the info | ormation requested for each contr for which approval | ractor that will be engaged in the project is requested: |
| Name of Contractor: | | |
| Address: | | |
| Contractor Type: | ☐ Plumbing ☐ Electrical | ☐ Other (specify) |
| License No. | | |
| Indicate Insurance Coverage: | ☐ Contractor Liability☐ Other (specify) | ☐ Workers Compensation |
| | | |
| Name of Contractor: | | |
| Address: | | |
| Contractor Type: | ☐ Plumbing ☐ Electrical | ☐ Other (specify) |
| License No. | | |
| Indicate Insurance Coverage: | ☐ Contractor Liability☐ Other (specify) | ☐ Workers Compensation |
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| Name of Contractor: | | |
| Address: | | |
| Contractor Type: | ☐ Plumbing ☐ Electrical | ☐ Other (specify) |
| License No. | | |
| Indicate Insurance Coverage: | ☐ Contractor Liability☐ Other (specify) | ☐ Workers Compensation |

This application must be accompanied by documents listed on next page in "Documents required for alteration / renovation approval" section.

ALTERATION / RENOVATION APPLICATION INSTRUCTIONS

Introduction:

Any shareholder that is planning a renovation within his/her apartment unit must complete this application packet. It has been developed to facilitate shareholder's compliance with House Rules relating to alteration / renovation procedures. The completed application and documentation must be filed with Management at least 30 business days (4 full weeks) prior to the intended renovation date. This will give ample time to review, clarify, and obtain adequate documentation required by the Co-op.

The Board will consider reviewing a request for renovation only when a complete application packet is submitted with required supporting documentation. If deemed necessary, the Board may request more documentation before granting approval.

Shareholders may not start alteration / renovation within their units without proper authorization.

Apartment components that are Co-op property, e.g., windows, entry door and saddle, inside-the-wall plumbing or heating elements, <u>may not be altered in any way</u> without a written authorization from the Board. The Co-op will prepare a release statement for the shareholder to sign when alterations or replacement of Co-op property are involved. The shareholder becomes responsible for any damages caused to other apartments by such alterations or replacements. The shareholder is then responsible for maintaining such alterations/replacements in good repair. This responsibility will be passed to buyers of the unit since they will take possession of the apartment "as is" and thereafter will assume responsibility for any future problems caused by the renovation.

Shareholders wishing to use a hired dumpster for disposal must include this need in their application before starting the work as the approval will include a restriction on the duration that the dumpster may remain in the parking lot and the charges imposed for use of the parking lot.

Documents required for alteration / renovation approval:

- 1. A completed Alteration / Renovation Application.
- 2. A detailed description of the scope of work intended in the apartment attached to the completed application. The contractor's proposal signed by contractor and shareholder may be used.
- 3. Drawing(s), if necessary, to explain any alterations to closets, access doors relocations or partial or total wall demolitions.
- 4. Work scope for each contractor listed on the application (e.g." carpenter, electrician, plumber, etc.).
- 5. Deposit in the amount of \$250 to be used toward any damage to the common area or for any violations of the Renovation Rules. The posted amount of \$250 is not a limit on resident's responsibility. If no damage is caused during renovations and renovation rules were followed, the deposit will be returned after completed renovation is inspected and approved by the Managing Agent/Co-op.
- 6. Certificates of Insurance for each contractor and any subcontractor he hires naming as additional insured or certificate holders: 1) **370 Westchester Ave. Corp.,** 2) **Gramatan Management Inc.** and 3) **the specific shareholder** by name (see sample on next page).

Required Insurance:

- Commercial (Contractor) Liability.
- Worker's compensation.

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- 7. Waiver of Subrogation Endorsement (if page 2 is attached to any Certificate of Insurance).
- 8. Each Contractor must execute a Contractors Indemnity Agreement with the Co-op.
- 9. A copy of each contractor's Westchester County license must accompany the application.

Approval and information shareholders must share with contractors:

- 1. The Board will review the request and provide a written authorization of the work scope.
- 2. Any exceptions to the submitted proposal will be noted on the written authorization.
- 3. Shareholders are responsible for informing contractors about the work hours and work rules that they must observe during renovations as per Co-op House Rules.
- 4. Shareholders must ensure that contractors, including painters, are registered with the building staff on the first day when they come to work and before any work is performed in their apartment.

Questions and other changes to the proposed plan:

- 1. Questions regarding this process must be directed to Management.
- 2. Changes to the approved plan involving additional renovation, substitution of contractors, or added contractors will require the completion of another application to specify the additional work and to provide information on the new contractors. New contractors must provide proof of insurance and any license as listed above.

CONTRACTOR'S WORK RULES

(SHAREHOLDERS TO PROVIDE RULES TO CONTRACTORS)

- 1. All contractors/workers must register with building staff on the first day of work and before any work is performed in the unit.
- 2. Work is permitted from 8:00am to 5pm Monday Saturday. It is prohibited all day on Sundays and legal holidays.
- 3. The parking lot entrance in the rear of the building must be used to gain access to and exit from the building at all times. The shareholder should provide an access key to the contractor so that the access doors are not blocked and kept open during the alteration / construction.
- 4. Contractor's vehicles must park in the rear of the parking lot facing the retaining wall. Use the rear door access area and/or adjacent area to discharge materials only.
- 5. If it becomes necessary to shut off the water, gas supply, or electricity for the building or for any part of the building during the renovation work, arrangements must be made with the Managing Agent and/or building staff at least five (5) days in advance so that any affected residents and commercial tenants may be notified of the hours during which the utilities will be shut off.
- All rubble and rubbish <u>must</u> be carted away from the building. Construction debris may <u>never</u> be deposited in the building dumpster, placed down the compactor chute or left anywhere on the property.
- 7. The use of elevators for transporting materials or for removal of construction debris from the apartment must be previously arranged with the building staff so that it will not interfere with other building needs. Padding of the elevator will be required to protect the cabins.
- 8. Contractors must use drop cloths or masonite boards to protect hallways from dirt and debris.
- 9. Contractors are responsible for any cleanup needed in the common areas, i.e., elevators, hallways and/or stairways, relating to the disposal of construction debris. The Co-op will charge the shareholder for the cost of any cleanup relating to construction debris in common areas.
- 10. Contractors may not install equipment which will overload the existing wiring or plumbing in the building. Contractors may not make use of electrical outlets available in the building hallways.
- 11. If bulk items, e.g., appliances, kitchen cabinets, rugs, or bathroom fixtures, are to be disposed utilizing the Village pickup services, such items must be placed at curbside on the designated night unless there is a holiday that week (in which case Village bulk removal is suspended). Do not use the dumpster in the rear of the building to dispose of construction debris or carpeting. Do not place bulk items (appliances, kitchen cabinets, rugs or bathroom fixtures) adjacent to the dumpster. Consult with the Building Staff to make sure pickup services will be available and that the quantity to be placed at curbside will be acceptable to the Village.

CONTRACTOR'S INDEMNITY

| Ave. C 10801 | THIS AGREEMENT made this day of20, by ar Corp., with offices located at c/o Gramatan Management, Inc., 2 Hamilt ("Owner") and | on Avenue, New Rochelle, NY |
|------------------|---|---|
| offices | es located at | ("Contractor"). |
| shareh ("Prem | EREAS, Contractor has been hired by at 370 Westchester Avenuemises") to make certain repairs and improvements in the Premises as "Work"; and | ue, Port Chester, NY 10573 |
| W Premis | WHEREAS, Contractor desires to obtain authorization from Owner mises. | to perform the Work in the |
| and fo | NOW, THEREFORE, in consideration of the mutual promises and of for good and valuable consideration, the sufficiency of which is here eto agree that: | |
| 1. | Contractor has delivered to Owner and Shareholder copies of certificates of insurance in form and substance as requested by the contractor has delivered to Owner and Shareholder copies of certificates of insurance in form and substance as requested by the contractor. | |
| 2. | Contractor represents to Owner and Shareholder that it is a contractor as required by Article XVI (Licensing of Persons Er Business) of the Westchester County Consumer Protection Code | ngaged in Home Improvement |
| 3. | 3. Contractor agrees to and hereby does indemnify and hold harm their agents, servants and employees, from and against any and causes of action and the like, including costs, expenses and agents, servants and employees, and any of its subcontral employed by Contractor or otherwise, arising out of any act relating to the Work, unless such act, omission, accident is do Owner or Shareholder. | d all claims, damages, injuries, I attorney's fees, by itself, its actors and vendors, whether omission, accident or event |
| | VITNESS WHEREOF, the parties hereto have executed this Agreve stated. | ement the year and date first |
| Contra | ntractor 370 West | chester Ave. Corp. |

CONTRACTOR - SHAREHOLDER AGREEMENT

| shareho | AS, Contractor has been hired by Ider and owner of Apt at 37 epairs and improvements in the Premis | 0 Westchester Avenue, Po | ort Chester, NY 10573 ("Premises") to make and set forth as 'Work"; and |
|---------|---|--|---|
| WHERE | AS, Contractor desires to obtain author | rization from Owner to perfo | rm the Work in the Premises. |
| | | | venants contained herein, and for good and ne parties hereto agree to the following: |
| 1. | | | rice, as he feels necessary, regarding I, state and federal laws and enters into this |
| 2. | | | sed home improvement contractor as required tement Business) of the Westchester County |
| 3. | CONTRACTOR is an independent cor | ntractor and not an employe | e of 370 Westchester Ave. Corp. |
| 4. | been purchased, will maintain Worl Westchester Ave. Corp. with appropr | ker's Compensation insuration as req | s that Worker's Compensation Insurance has ance, and CONTRACTOR will provide 370 uired. If this business has any other owners, have themselves executed a copy of this |
| 5. | | ers, partners and/ or execu | se a Worker's Compensation plan, insurance tive officers but has elected NOT to do so as tof this decision. |
| 6. | | Compensation policies the | and/ or federal laws and regulations, as well as nat CONTRACTOR purchases including any ary. |
| 7. | Worker's Compensation coverage for any and all rights that it may have und | the owners, partners and/ der statute or common law, ble to claim to be an empl | s requirements that CONTRACTOR provides or executive officers, CONTRACTOR waives court interpretation or decision, administrative loyee of 370 Westchester Ave. Corp. for the ker's Compensation benefits. |
| 8. | | arising out of or in any v | nester Ave. Corp. harmless from any and all way relating to (1) any work performed for 2) my failure to comply with any law or |
| | partners, executive officers, etc. CON behalf of CONTRACTOR, partners, ex 370 Westchester Ave. Corp. by CON officers or company, breaches this or | ection not to purchase Work ITRACTOR represents that Recutive officers or compan ITRACTOR. In the event to any other provision of this | er's Compensation for CONTRACTOR or any it has full and complete authority to agree on y, to this provision requiring indemnification of behalf of CONTRACTOR, partners, executive agreement, CONTRACTOR agrees to pay all my action by 370 Westchester Ave. Corp. to |
| 9. | Compensation insurance for Owners, | Partners and/ or Executive ace. If I fail to do so, 370 W | he suspension of its requirement of Worker's Officers at any time, at its sole discretion, and estchester Ave. Corp. has the right to declare ents without compensation. |
| For Con | tractor / Vendor: | | |
| Name: _ | s | ignature: | Date: |
| Compar | ıy: W | /itness: | Date: |