

# Renovations

Shareholders wishing to make renovations, other than painting, wall papering or other minor alterations, are required to follow the below regulations.

Shareholders must provide the following information to the superintendent's office for review and approval:

- Copy of contract or proposal detailing the size and scope of all work to be performed. Contract must specify and/or include:
  - a. Drawings, plans or sketches, if any
  - b. Type and amount of demolition to take place.
  - c. List and describe all materials to be used in the renovation.
  - d. Detail installation method(s)/materials to be used.
  - e. Give time frame for the completion of all work.
  - f. That contractor is responsible for debris removal from the building premises.

Should your renovation plans include the construction and/or the demolition, installation or placement or replacement of any material(s) that may in any way compromise the integrity of the building's structure or its systems, you will be required, at your expense, to have the construction plans and premises approved by our engineer. Your engineer must submit his/her plan(s) to the cooperative's managing agent for review.

If your plans are approved and prior to the commencement of any work, the contractor(s) performing the work must provide satisfactory proof of liability and worker's compensation insurance as well as be licensed to perform the work.

The contractor(s) must provide to management a Certificate of Insurance specifying the amounts and limits of insurance and name **609-611-615 Owners Corp.** as well as **you** as additionally insured.

There will be a \$500 security deposit required to cover any damage that could possibly occur to the building from the movement of supplies, materials and debris in and out of the building. The deposit will be returned upon satisfactory completion of all work and after inspection by either the engineer or managing agent of the cooperative, less the cost of damages, if any. The movement of materials, supplies, debris, etc. in and out of the building must take place through the basement and side entries of the building. In every instance the Superintendent must be notified, in advance, of any such activity so that elevator padding can be hung to protect the interior of the elevator cab(s).

Once your renovation plan is approved, management must be notified 24 hours in advance of the renovation start date and will periodically inspect the work being done. All work must take place between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Please be reminded that the contractor is responsible for the removal of all debris from the building premises at either their own or your expense and is not permitted to use the cooperative's dumpsters at any time.

Contractors must daily clean up public areas in which dust, droppings, etc. are tracked and ensure the protection of elevator walls and floor as well as the floors of public areas through the placement of pads or other protective covers (See Superintendent for elevator wall pads.).

In the interest of time, please feel free to fax the requested documents to us. Fax #914-361-1071

Once the plans and required paperwork are reviewed you will be notified of the approval or of additional information needed for approval.

[DATE]

[Shareholder Name]  
[Shareholder Address]

**RE: RENOVATIONS**

Dear

The following kitchen renovation has been approved:

- Removal and replacement of existing kitchen cabinetry
- Removal of existing appliances
- Installation of sink, dishwasher, stove, refrigerator
- Installation of 12”x 12” granite tiles over existing wood flooring as described in Duval Construction’s description of work to be performed.

Installation and/or renovation of any other item or component is specifically excluded. Any change or addition to the approved renovation will require separate review and approval.

You must provide 24 hours notice to [Managing Agent name] before work is to commence.

**Renovation may *NOT* begin unless and until the following has been received and acknowledged by management:**

- Westchester County License for work to be performed.
- Evidence of worker’s compensation insurance from the contractor performing the work
- \$500 security deposit payable to **609-611-615 Owners Corp.**
- Your signed agreement (attached)

Very truly yours,

[Managing Agent]

Enc.  
cc: Board of Directors

I, [Shareholder name], shareholder of apartment [apt.#] in building [bldg.#] of **609-611-615 Owners Corp.** agree to the following with regard to the approved renovations to be made to the kitchen of my apartment.

- Management will be notified at least 24 hours in advance of the renovation start date.
- The Superintendent and/or building management will be notified 24 hours in advance of the need to turn off water to the building or other apartments.
- All work will take place between the hours of 8:00 a.m. and 5:30 p.m., Monday through Friday.
- Elevator walls and floor as well as the floors of public areas will be protected by pads or other protective covers any time materials, supplies, debris, etc., are moved in or out of the building.
- The contractor will be responsible for the removal, from the building premises, of all debris and refuse related to the renovation. Cooperative dumpsters are not to be used under any circumstances.
- Contractor will clean all public areas in which dust, construction droppings, etc. are tracked.
- The managing agent will periodically inspect the work being done.
- Renovations will take 10 working days to complete. The managing agent will be notified if completion is expected to take longer.

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Date

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[Shareholder signature]

## **ADDENDUM TO RENOVATIONS REGULATIONS**

1. Work is not to start until all licenses and insurance documents have been submitted and approved.. The shareholder has thirty (30) days to submit the required paperwork, or the renovation approval will not be granted and the deposit returned minus \$100 for administrative work.
2. All work must be completed within ninety (90) days. Shareholders may request an extension to this time limit for the work by submitting a written request with a full explanation as to the reason(s) for the delay. The Cooperative reserves the right to impose an administrative fee of \$100 for processing the extension. The Board will review each case on its merits before a final decision is made.
3. All work done in Cooperative systems, electrical, plumbing and all other systems, will be completed by licensed and insured contractor personnel only – no exceptions. Home owner’s insurance is not acceptable to cover such work.
4. The Cooperative, with reasonable advance notice, reserves the right to inspect and approve any contracted work completed on Cooperative systems. Additionally, the Cooperative reserves the right to inspect the work site for safety, housekeeping and other reasons to protect the Cooperative and its other shareholders.