

## RENOVATIONS - REMODELING - CONSTRUCTION POLICY & RULES

### NON-SUBSTANTIAL JOBS:

This category includes cosmetic work such as painting, plastering, floor sanding and the installation of carpet and floor tile. Non-substantial jobs are generally those that could not predictably affect the heating, plumbing, and electrical or structural systems of the building.

Any Owner who plans to have a non-substantial job performed in their apartment must notify (in writing) the Managing Agent and notify (verbally) the Superintendent of the scope of work to be performed and the dates on which the work will be performed. No work can be commenced without the **written approval of the Managing Agent prior to commencement.** This includes any of the aforementioned work even if the Shareholder intends to physically perform this work themselves.

Any Owner who has a non-substantial job performed in their apartment must comply with the following rules:

1. Workers can only be in the building between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday. Work **shall not** be performed on **Saturdays, Sundays or Holidays** (except for quiet work which is self-contained within the apartment.) No work that can create noise or otherwise disturb neighbors shall be performed before 9:30 A.M.
2. Workers must check in and out with the Superintendent on a daily basis. All workers must enter and exit through the basement, garage or service entrance where possible and may not use the front lobby door.
3. Workers must clean up on a daily basis all dust and debris the job creates anywhere in the building (outside of the apartment,) i.e. elevators, halls, basement, and must remove all debris from the building on a daily basis. Debris may not be deposited with the trash or in building disposal areas or left for municipal pick-up.
4. Workers may not store their tools, equipment or supplies in the basement, halls or any other common areas.
5. Workers must protect the elevator or halls and stairs from scratching or other marring by using either pads or construction paper. Hallway floors must be similarly protected.

### SUBSTANTIAL JOBS:

This category includes any work that involves the removal and/or installation of electrical wiring or equipment, plumbing equipment (inclusive of toilets, sinks, vanity cabinets, kitchen equipment or the demolition or alteration of interior unit walls (even if non-structural). Any partial or complete kitchen or bathroom renovations are considered substantial.

If an Owner is uncertain whether a particular job is substantial or non-substantial, it is the Owner's responsibility to request a written opinion from the Managing Agent.

If a job is substantial, Rules 1 through 5 set forth herein, must be complied with and, in addition, the Shareholder must comply with the following Rules:

6. The Managing Agent **must approve the Contractor** you wish to retain to perform the work. (There have been instances where Contractors have caused damage to the building systems and have failed to adhere to procedures intended to protect the building and its residents.)

7. The Owner must submit the following documents to the Managing Agent. **After** the Managing Agent has reviewed the documents, you will be advised, **in writing**, of approval, denial or a request for additional documentation: **(The Managing Agents written approval must be obtained prior to the commencement of any alteration or improvement)**
- A. A **detailed, written statement** describing the **scope of work**.
  - B. A set of legible **plans for the job, signed by a licensed Architect or Engineer**.
  - C. A copy of **these Rules signed** by the Shareholder and Contractor.
  - D. Complete copies of all Contracts made with the Contractors and suppliers. Any and all **Contractors must be licensed** and a copy of that license must also be submitted. General Contractors may not perform plumbing or electrical work without the having required licenses and must submit same.
  - E. A **Certificate of Insurance** evidencing Personal Liability, Property Damage, Employee's Liability and Worker's Compensation coverage in an amount not less than \$1,000,000.00. Certificates will name the Corporation, the Managing Agent and the Shareholder as co-insureds. Each Certificate shall state that the coverage may not be terminated without ten (10) days prior written notice of their termination to the Managing Agent. A Certificate is required for each Contractor and Sub-Contractor.
  - F. A written statement indicating whether any **other apartments will be affected** by the job (i.e. water, heating or electrical shut off) and, if so, which apartments, in what way, and for how long will be affected. Any aforementioned shut off requires at least a twenty four (24) hour prior notice to any and all affected residents, Managing Agent and Superintendent.
  - G. If, by Law, Statute or Code, the proposed work requires the prior approval of government agencies and the issuance of a Permit, you must submit copies of all **Permits and Applications** for those Permits.
  - H. If, in the sole discretion of the Managing Agent, an Engineer must be engaged to review any submission, the cost thereof shall be charged back to the unit owner.
  - I. A **refundable** (if there has been no damage or violation of these Rules) **renovation deposit** in an amount up to \$1,000.00 may be requested and must be tendered prior to written approval being granted.

Any violation of the Rules herein set forth will subject the owner to a fine of up to \$1,000.00 (amount to be set by the Managing Agent depending on severity of the violation and at the Managing Agents sole discretion.)

If an Owner, or their Contractors, violates any of the Rules herein set forth, or if the Managing Agent, in his sole discretion, determines that a job is being performed in an unsafe manner, or if the Scope of Work has been or will be exceeded, the Corporation reserves the right to withdraw any written approval and to stop all work at any time, and shall incur no liability if they do so.

I/we have reviewed and understand the Rules herein contained and agree to abide by all of the provisions contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apartment #

\_\_\_\_\_  
Address