

CARLTON TERRACE CORP.

UNIT ALTERATIONS / RENOVATIONS / REPAIRS

APPLICATION

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

Owner: _____ Building: _____ Unit #: _____
Day/Evening Phone: _____ Cell Phone: _____

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

Licensed Contractor performing work: (use new application for each contractor)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

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, Workmen's Compensation & Disability Policies naming **Carlton Terrace and Stillman Management Inc.** as additional insured.
- (4) Hold Harmless Agreement (Each contractor must sign a Hold Harmless Agreement).
- (5) Shareholder Statement.
- (6) Building Permit(s) if required by local regulations.
- (7) Minimum Damage/Security Deposit (\$500) (subject to paragraph 4 of procedures).
- (8) Proposed work dates.

Carlton Terrace Corp.

UNIT ALTERATIONS / RENOVATIONS / REPAIRS

PROCEDURES

The proprietary lease prohibits alterations, structural additions or improvements to the unit 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 Shareholder 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. Plans(s) and drawings of proposed work, drawn to scale.
 - b. Copies of contracts with contractors and/or subcontractors with addresses and phone numbers.
 - c. Certificates of Insurance from contractors and subcontractors:
 - i. Naming Carlton Terrace and Stillman Management, Inc. as additional insured.
 - 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 – if required by law;
 - e. A check made payable to Carlton Terrace in the amount of \$500 as minimum Damage Security Deposit; (also see no. 4 below)
 - f. Construction Schedules; and,
 - g. Contractor License(s).
 - h. Coop's Hold Harmless Agreement, signed by Shareholder 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 Management Company must be allowed a minimum of 10 business days to respond to your 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 or the work being done at any time if deemed necessary by the Board in connection with any proposed renovation or alteration, and such person's opinion regarding the necessity of a building permit or the scope of work 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 \$500, depending upon the extent of the renovation or alteration.
4. Any renovations and/or alterations resulting in damage to an adjoining apartment 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 Shareholder fails to repair such damage within this period of time, the Board may make arrangements to have such damage repaired. The costs of such repairs will be deducted from the Damage Security Deposit and any balance remaining will be charged to the Shareholder's maintenance account.
6. The hours of work are limited to 9:00 a.m. to 4:00 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 Years 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 and Hanukkah and Christmas Day.)
7. The Shareholder shall be solely responsible for the prompt removal from the building of any rubbish or debris caused by such renovation or alteration.
8. Alterations performed without written approval will subject the Shareholder to a monetary charge in an amount to be determined by the Board, plus any additional cost incurred through legal enforcement, to be paid by the Shareholder and shall be considered maintenance charges, including without limitations, legal fees.

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B. RESPONSIBILITIES (Continued)

9. Shareholders performing work are required to notify residents adjoining and across the hall.
10. All contractors must check in and out of the building with the Superintendent.
11. Work that requires water shutdowns within the building must be scheduled a minimum of 6 business days in advance in order to allow adequate time to notify other residents within the building.
12. When the work to be performed involves changes to the plumbing in the kitchen and/or bathroom(s) new/additional shut off valves must be installed at the time of the work.
13. No materials or refuse may be stored in the hallways or stairwells of the building. All materials must be kept within the apartment and removed directly from the building.

CARLTON TERRACE CORP.

CONTRACTOR/VENDOR RULES AND REGULATIONS

*** * * (RESIDENT – GIVE THIS TO YOUR CONTRACTOR) * * ***

All contractors/vendors that provide services to Carlton Terrace and/or its residents are required to comply with the following rules:

1. No contractor/vendor may perform any work within the building 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. All contractors/vendors must provide an executed copy of the Cooperative's Hold Harmless Agreement.
4. The hours of work are limited to 9:00 a.m. to 4:00 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 Years 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 and Hanukkah and Christmas Day.)
5. All contractors/vendors must check in and out with the Superintendent daily.
6. Floor finishes must be water based.
7. Work that requires water shutdowns within the building must be scheduled a minimum of 6 business days in advance in order to allow adequate time to notify other residents within the building.
8. Contractor is responsible for providing the Superintendent with 24 hour notification of the material deliveries so that elevator pads can be provided.
9. When the work to be performed involves changes to the plumbing in the kitchen and/or bathroom(s) new shut off valves must be installed at the time of the work.
10. No materials or refuse may be stored in the hallways or stairwells of the building. All materials must be kept within the apartment and removed directly from the building.
11. Contractors/vendors may not park anywhere on the Cooperative's property.
12. All contractors/vendors must enter and exit the building via the basement level, side entrance. UNDER NO CIRCUMSTANCES shall material be transported through the lobby.

ANY CONTRACTOR/VENDOR THAT VIOLATES THE RULES AND REGULATIONS OF THE COOPERATIVE WILL BE BARRED FROM PERFORMING FURTHER WORK AT THE COOPERATIVE.

CARLTON TERRACE CORP.

HOLD HARMLESS AGREEMENT

Name of Cooperative: CARLTON TERRACE
(referred to herein as the "Cooperative")

Address of Cooperative: 65 Durham Rd., Bronxville, NY 10704
(referred to herein as the "Premises")

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

Address of the Contractor: _____

The Shareholder and the Contractor each herewith agree that that if any claim is made against the Cooperative, its agents or employees as a result of any Work performed, the Contractor and the Shareholder will hold the Cooperative, its agents or employees, 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, its agents or employees 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 its own counsel, at the expense of the Shareholder and/or 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, Unit Renovation/Alteration/Repair Procedures, and Hold Harmless Agreement and agree to their terms and to be bound thereby.

Shareholder: _____

Dated: _____

Contractor:
By: _____

Dated: _____

**CARLTON TERRACE CORP.
RESPONSE TO APPLICATION**

(TO BE COMPLETED BY MANAGING AGENT)

Date _____

To: _____

Unit: _____

Dear Shareholder,

We are in receipt of your Application for Proposed Apartment Alterations/Renovations/Repairs.

_____ Your request is hereby approved. **Please contact Management to schedule all work**

_____ Your request can not 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, Workmen's Compensation & Disability.
- _____ Policies naming the **Carlton Terrace and Stillman Management Inc.** as additional insured.
- _____ Hold Harmless Agreement (Contractor and Shareholder must each sign a Hold Harmless Agreement).
- _____ Building Permit(s) if required by local regulations.
- _____ Minimum Damage/Security Deposit (\$500) (subject to paragraph 4 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.

Very truly yours
Property Manager, Stillman Management, Inc.
As Agent for Carlton Terrace Corp.
(914) 813-1900

