

# RENOVATIONS

## STANDARD FORM FOR APARTMENT ALTERATIONS

Please be advised that building policy requires that no alterations or structural changes be made in your apartment prior to receiving Board approval. In order to receive approval, kindly submit the following to our office in an original set:

1. One (1) original signed Alteration Agreement (attached).
  2. A detailed explanation of the work to be performed
  3. Any plans or specifications you may have for the proposed work. Please include the following:
    - a.) An explanation of all symbols and notations,
    - b.) The time frame for the work, indicating the commencement date and the, expected date of completion.
- 1) A Certificate of Insurance from each contractor naming 200 East 16th Street Housing Corp. and Orsid Realty Corp. d/b/a Orsid New York
  - 2) A check in the amount of \$2,500.00 (refundable) payable to 200 East 16th Street Housing Corp. This amount will be refunded after all alterations have been completed and deemed to be in compliance with the requirements.
  - 3) Processing fee (see cover page)

Please note that the cost of an engineer to review the plans and/or specifications will be billed back to you and is due immediately upon notification.

Should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Denisa Music

Alteration Coordinator

Orsid New York.

## ADDITIONALLY INSURED

Please have your contractor name **200 East 16th Street Housing Corp.** and **Orsid Realty Corp. d/b/a Orsid New York** as additionally insured on their Certificate of Insurance. The Certificate must be submitted along with your alteration package.

## ALTERATION GUIDELINES

In order to ensure that the alteration work performed in your apartment/unit goes smoothly, we must request that you adhere to the following guidelines:

- The common hallway must be covered with construction paper and masonite board in order to protect the hallway floor(s);
- All dust emanating from the work into the common areas must be cleaned at the end of each day by your contractor and/or employees thereof;
- All debris and garbage emanated from the work be taken off the premises by the contractor and/or employees thereof;
- Under no circumstance is any debris or rubbish to be left at the premises for removal by any of the building staff or its personnel;
- The contractor and/or employees thereof must transport material to and from your apartment/ unit in the service (west) elevator only;
- All contractors must wear an ID badge indicating the apartments in which they are working;
- Contractors cannot lock the west elevator on one floor except while loading or unloading the elevator;
- The elevator must be covered with protective padding which is to be supplied by the building Superintendent;
- A list of the names of the employees on your job must be furnished to the building Superintendent and to the Concierge. All workers on your job are to log in and out at the beginning and at the end of each working day;
- All alterations will be inspected by the building Superintendent from time to time and access must be provided to the Superintendent for this purpose;
- Notify the neighbors on your floor, above you and below you in writing that you will be performing alterations so that they can anticipate and prepare for noise. Please also be sure to indicate the amount of time the alterations are expected to take until completion.

# AGREEMENT

To: 200 East 16th Street Housing Corp.

c/o Orsid New York.

156 West 56th St, 6th Fl,

New York, NY, 10019

Re: Apartment No. \_\_\_\_\_ 200 East 16th  
Street New York, NY 10003

Dear Board Members,

Pursuant to my proprietary lease, I hereby request permission to install the fixtures and appliances and make the alterations described in the plans and list of fixtures and applications annexed hereto (hereinafter collectively referred to as the Work) in the above apartment.

If such permission is granted:

1. I agree, before any Work is begun:

a.) To furnish to you (the Corporation) a letter from a licensed engineer or architect, which letter shall certify that the electrical loads required as a result of the Work, if any, (i) will not be in excess of the present electrical capacity of my apartment, and (ii) will not adversely affect the building's electrical service.

b.) To procure from my contractor and submit for your approval my contractor's written agreement to provide waivers of the right to file any mechanics liens, attachments or encumbrances against your property which may arise out of or in connection with the Work upon completion and payment for the Work. Proof that the contractor has obtained similar agreements from all subcontractors shall also be submitted for approval.

c.) To provide you with a complete and conformed copy of every agreement or order made by me or my representative with the contractors, subcontractors, designers, architects, and suppliers relating to the Work.

d.) If required by law or governmental regulations, to file plans with and procure the approval of all Governmental Agencies having jurisdiction over the Work and, not more than ten days after receipt of such approval, to deliver to you a copy of every permit or certificate issued. If there be any doubt as to the need for such approval, you shall be the sole arbiter in resolving the doubt.

e.) That the Work will be performed by licensed contractors and subcontractors only. I shall furnish to you in writing the names, addresses, telephone numbers and license numbers of all contractors and subcontractors involved in the Work.

f.) To procure from my contractor, or subcontractors:

(i) Comprehensive personal liability and property damage insurance policies, each in the minimum amount of \$1,000,000, which policies shall name you, the Board of Directors individually and collectively, any architect or engineer engaged by you, as well as myself, as parties insured. Such policies shall provide that they may not be terminated without 30-days prior written notice to you at the address given above;

(ii) Workers compensation and employee liability insurance policies, covering all employees of the contractor and subcontractors in amounts as required by statute; and

(iii) Certificate of Insurance evidencing the above requirements shall be delivered to you prior to the commencement of the Work. Further, all such policies shall cover all employees of the contractor or subcontractor.

1. If you are required or shall deem it necessary in your sole discretion to seek legal, engineering or architectural advice or service prior to, during, or subsequent to granting permission for the Work, I agree to make payment directly or to reimburse you for fees incurred by you on demand. I acknowledge that you have advised me that I shall be responsible for the direct payment of the fees of (x) any architect or engineer engaged by you to review the plans and specifications for the Work, to observe the Work as it is performed, and to inspect the Work in order to insure that the Work conforms to the plans and specifications and is otherwise in conformity with this agreement, and (y) the fees of any other professional you, in your sole discretion, deem necessary. All such fees are due and payable on demand and shall be deemed additional rent obligations under my proprietary lease.

2. I understand and agree that:

a.) I assume all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or be attributable to the Work and all responsibility for the maintenance and repair of any alterations and installations after completion. This responsibility covers all Work, whether or not structural, weather-tightness of windows, exterior wall or roof, waterproofing of every part of the building directly or indirectly affected by the Work, and maintenance of all heating, plumbing, air conditioning and other equipment installed or altered pursuant hereto. If the operations or conditions of the building, or any of its equipment or any other apartments, are adversely affected by the Work, I shall, when so advised, promptly remove the cause of the problem and restore it or them to original state existing prior to inception of work at my sole cost and expense.

b.) There will be no temporary or permanent change in the buildings heating or air conditioning systems, or plumbing to facilitate or accommodate the Work.

c.) The alterations and materials used shall be of the quality in keeping with the original building quality and shall conform to any standard building requirements for alteration and any corporate resolutions and guidelines now or hereinafter in effect.

3. The work shall be completed within 120 days (or 4 months) after Governmental approval has been granted or, if no such approval is required by law or regulation, then from the date of this Agreement. Except for unavoidable delays beyond my control, which do not include delays in performance by my contractor, if the Work shall not have been completed within the time period specified in the preceding sentence, you shall be entitled to the sum of \$100.00 per day for each additional day until the Work is completed as liquidated damages, and not as a penalty to compensate you and your shareholders for the costs and inconvenience of the continuation of the Work beyond the period specified herein. Any sums so imposed shall be deemed additional rent obligations under the Proprietary Lease.

4. The Work shall be done exclusively between the hours of 9:00 am and 4:00 pm, Saturdays, Sundays and holidays excluded, and any work which will or may produce unusual noises or which might be disturbing to the building occupants, shall not be done before 10:00 am. The term holiday shall be defined by you in your sole discretion.

5. I agree to give written notice to you and all shareholders and residents with units abutting the unit in which the Work is to be performed laterally on either side, as well as those units one floor above and below, no later than ten (10) days prior to the commencement of said Work.

6. All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the Work and to insure that other portions of the Building, its equipment and systems and the property of all shareholders or residents are not damaged. The full cost of any necessary cleanup or repairs shall be my responsibility. I understand and agree that all openings of any sort, including, but not limited to doors, windows and exhaust grills must be thoroughly sealed to prevent dust and dirt from permeating the public hallways or other apartments. During the progress of the Work I will take all precautions necessary to prevent damage to the carpeting and wallpaper in the buildings hallways and to other common areas. I agree that all portions of the public areas from the entrance to the Building to the service elevator and from the service elevator to my apartment must be at all times adequately protected from the movement of materials and equipment or the removal of materials, equipment or debris. I agree that should any damage be caused to such areas or should such areas be required to be cleaned, I shall do so promptly, at my sole cost and expense. Materials and rubbish will be placed in barrels or bags, before being taken out of the apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the building and removed from the premises at my expense. I recognize that only the service elevator may be used for such removal and only at such times as the Superintendent of the building may direct. In the event you are obligated to pay building staff overtime as a result of the Work, we shall reimburse you the cost so incurred. Such costs, shall be deemed additional rent under the terms of the proprietary lease.
7. I will bear the entire cost of the Work and pay all bills incurred in connection therewith not later than thirty days after completion of the Work. If any mechanics liens are filed for work claimed to have been done or materials alleged to have been supplied, I shall cause such lien to be discarded with thirty days after such filing. If I fail to do so, you may exercise any or all of your rights and remedies under the proprietary lease or this agreement.
8. At the completion of the Work, I will deliver to you an amended Certificate of Occupancy, a certificate of the Board of Fire Underwriters, and such other approvals or proof as may be necessary or required by law to indicate that the Work has been done in accordance with all applicable laws, ordinances and Government regulations.
9. I recognize that by granting consent to the Work, you do not profess to express any opinion or make any representations as to the design, feasibility or sufficiency of the Work or whether I will be able to obtain the required permits and certificates.
10. My failure to comply with any of the provisions hereof shall be deemed a breach of the provisions of my proprietary lease, pursuant to which your consent has been granted, and, in addition to all other rights, you may suspend the Work, prevent workers from entering my apartment other than to remove their tools or equipment, and revoke your permission for me to undertake or to continue the Work.
11. You may designate an architect or engineer to review plans and specifications for the Work and to observe the Work as it is performed, to insure that the Work conforms to plans and specifications and is otherwise in conformity with the requirements of this agreement. I agree to provide access to such architect or engineer as well as to you and your agents (including, without limitation, the buildings superintendent) to observe the Work from time to time and undertake to make, at my expense, all corrections specified by you as a result thereof. I will provide you with at least three working days written notice of the following events to insure that such architect or engineer may inspect the Work if desired by you:
  - a.) Inspections, testing or approvals required by any public authority have jurisdiction over any portions of the Work.
  - b.) The enclosure or obstruction of any concealed or inaccessible portions of the Work.

12. If any portion of the Work should be covered and hidden from view contrary to the bequest of any architect or engineer engaged by you pursuant to the terms hereof or to requirements specifically expressed in the agreement, it must, if required in writing by any architect or engineer engaged by you, be uncovered at my expense for its observation and thereafter replaced at my expense.
13. I shall promptly correct all work rejected by you as defective or as failing to conform to this agreement whether or not fabricated, installed or completed. I shall bear the costs of correcting such rejected work, including compensation for the additional service of any architect or engineer engaged by you pursuant to the terms hereof made necessary thereby.
14. I agree to place with the apartment corporation an escrow deposit of \$2,500.00 to be held for the purpose of defraying any damages suffered by you during the progress of the Work. Upon certification by the resident manager and the managing agent and approval by the Board that there is no damage, the escrow deposit will be returned to me in full. If there is damage, the escrow deposit shall be applied against the cost of any repairs. If the repairs exceed the amount of the escrow deposit, I agree to pay any balance remaining as additional rent under the proprietary lease. Additionally, you may hold this sum as security for my delivery of any amended Certificate of Occupancy, governmental sign offs, testing certificates and other approvals and proof that the Work has been completed as required by law and this agreement, and as security against my payment on demand of any fees incurred by you pursuant to paragraph 2 or the liquidated damages set forth in paragraph 4 above. In the event the escrow is depleted as a result of the provisions of paragraph 4. I agree to replenish the escrow on demand. In the event I fail to obtain any such approvals, proofs or an Amended Certificate of Occupancy, you may apply the escrow deposit against the cost of obtaining such approvals, etc. If the cost to obtain such approvals, etc. exceeds the sum held in escrow, then I agree to pay such costs as additional rent under the terms of the proprietary lease.
15. All fixtures and appliances proposed to be installed in the apartment must be labeled on plans and specifications therefor submitted herewith.
16. I acknowledge that you grant me permission to install only those appliances and perform only those alterations described in the Work set forth in the plans and list of fixtures and appliances annexed hereto, and that you do not permit the installation of any other appliances or alterations. I further acknowledge, agree and understand that you do not permit (a) the installation of a spa, inset speakers, sauna, whirlpool, jacuzzi, hot tub, steam room, electric stove, or kiln or similar oven not for kitchen purposes, (b) the enlargement of existing bathrooms or the installation of additional bathing facilities or plumbing fixtures, or (c) any alterations which would entail cutting into the floor or ceiling slab of the apartment for electrical or plumbing work or for any other purpose, without your express separate consent, and I expressly agree not to cause or permit any such installation or alterations. I further expressly agree not to cause or permit the installation of any other appliances or fixture whatsoever unless the same shall have been labeled on the plans and specifications submitted to you herewith and approved by you in writing.
17. I acknowledge that I have been advised that no workers will be permitted in the building without the express, prior authorization of the Corporation.
18. Any claim or controversy arising out of or relating to this agreement, or any breach or alleged breach hereof, shall be resolved by arbitration, in the City of New York, by one arbitrator in accordance with the rules of the American Arbitration Association, and judgment upon the arbitrators award may be entered in any court having jurisdiction thereof. I acknowledge that I have been advised that in the event the arbitrator award is against me and in favor of the Corporation, I shall be responsible for all legal fees incurred by the Corporation in the defense or prosecution of such claim.
19. I undertake to indemnify you, your Board of Directors individually and collectively, your shareholders, employees residents of the Building, engineers, architects, and attorneys retained by you against any and all loss,

damage, claim, cost, expense or liability to persons or property suffered as a result of the Work performed hereunder, including, without limitation any loss, cost, damage, claim, cost, expense or liability to persons or property suffered as a result of the Work performed hereunder, including, without limitation, any result of any claim by any shareholder, tenant, occupant, or any governmental agency or department having jurisdiction over the Work, arising at any time from or in connection with the Work, whether or not caused by negligence, and to reimburse you and/or your managing agent for any expenses (including, without limitation, attorneys fees and disbursements) incurred as a result of such Work.

20. I acknowledge that the Board of Directors retains the right to impose any requirements on the Work to be performed hereunder as it may deem proper and necessary to protect the health, safety and welfare of the Corporation and its shareholders, including but not limited to performance bonds, capital increases in real estate taxes, insurance premiums, or utilities caused by the Work.
21. This agreement may not be changed orally. This agreement shall be binding on you, me, and our personal representatives and authorized assigns. This agreement is entered into and governed by the laws of the State of New York.
22. The terms I, me and my shall be read as we, us and our if more than one (1) shareholder shall execute this agreement, in which case the obligations hereunder shall be deemed joint and several
23. Wherever herein the term contractor is used, it shall also mean any subcontractor and vice versa.

Annexed hereto are the Work documents and a rider of pages which is made a part of the agreement.

Yours very truly,

Shareholder: \_\_\_\_\_ Date: \_\_\_\_\_

Shareholder: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and title: \_\_\_\_\_

Any deviation from the work approved in the alteration agreement shall void in its entirety the permission granted herein.



# ADDENDUMS

## DOOR BELLS

In order to avoid door bell problems, any shareholder performing renovations near or at the front door of their apartment must install, at their own expense, a mechanical doorbell which would be mounted on the door, or, alternatively, have a new doorbell and circuit installed from their electrical panel.

Any work performed involving original door bells can short out and affect an entire riser of apartments.

The old wiring must be disconnected from the door bell riser in the apartment after which the above work can be completed.

## PLUMBING ALTERATIONS

If any plumbing alterations are being performed in your apartment, you will be required to replace the branch line up to the riser and you will also be asked to install new shut-off valves before your alterations can be approved.

Please acknowledge below that you will comply with this requirement.

Thank you.

Shareholder: \_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# LEAD BASED PAINT DISCLOSURE

June 7, 1999

Dear Shareholders,

Effective June 1, 1999 regulations issued by the Environmental Protection Agency (the "EPA") will come into effect and will require certain notification procedures when performing renovation work which may create exposure to lead based paint in buildings build prior to 1978.

In summary the EPA regulations require that when a "renovator" and/or "contractor" (defined as anyone performing renovations in a public area), is going to perform renovation work, the "renovator/contractor" must notify the "resident(s)" (defined as shareholder(s)/unit owner(s)/resident(s)) of the building must be notified by the "renovator/contractor" of the potential exposure.

The following are exemptions for the notification requirement(s) under the EPS regulations:

- if the renovation is for a minor repair and maintenance and would disrupt less than two square feet of painted surface,
- if the renovation is for an emergency,
- if the apartment is vacant,
- if the renovation is to the basement area, not including the laundry and gym/playroom area.

This is to serve as an "Addendum" to the Alteration Agreement in order to advise "resident(s)" of the obligations that must be met by a "renovator/contractor" in the event of a renovation in an apartment. If you are currently renovating and/or have been approved for an alteration, you will be required to follow the new guidelines.

If the building is going to perform a renovation to the common/public area, "resident(s)" will be notified in accordance with EPA regulations.

Should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Denisa Music  
Orsid New York.

# A GUIDE TO NEW YORK CITY LOCAL LAW 38 OF 1999

## Exclusive Interim Controls (Safe Work Practices)

### BEFORE WORK STARTS

1. The work areas must be sealed off to prevent dwelling unit (apartment) occupants from entering the work area, where practicable. This is to be kept in place until the work and final cleanup are completed
2. All furniture and other items in the work area must be moved away from where the work is being done or covered with thick plastic or equivalent sheeting. The floor in and around the work area must be covered with thick plastic or equivalent sheeting. Before removing furniture or other items from the work areas the furniture must be cleaned with a special vacuum called a High Efficiency Particulate Air (HEPA) Filter vacuum.

### DOING THE WORK

1. All plastic or like sheeting, drop cloths and other supplies, equipment and disposable clothing that are used in the work areas shall remain in the work area or be stored in a safe manner to minimize exposure to occupants.
2. Peeling paint or painted friction surfaces that bind (doors and windows subject to friction or abrasion) must be wet scraped using a scraper and water mister to reduce dust and other work-related debris. Cracked or peeling subsurfaces (the surfaces that have been painted must be repaired before they are repainted).
3. All surfaces and floors in the work area must be HEPA vacuumed or detergent washed, prior to repainting, to remove any dust that may have collected when the work was done. All debris should be disposed of in a safe manner.
4. All paints, thinners, solvents, chemical strippers or other such flammable materials must be kept in the work area and stored in their original containers.
5. All doors, including cabinet doors, must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.
6. All windows must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.

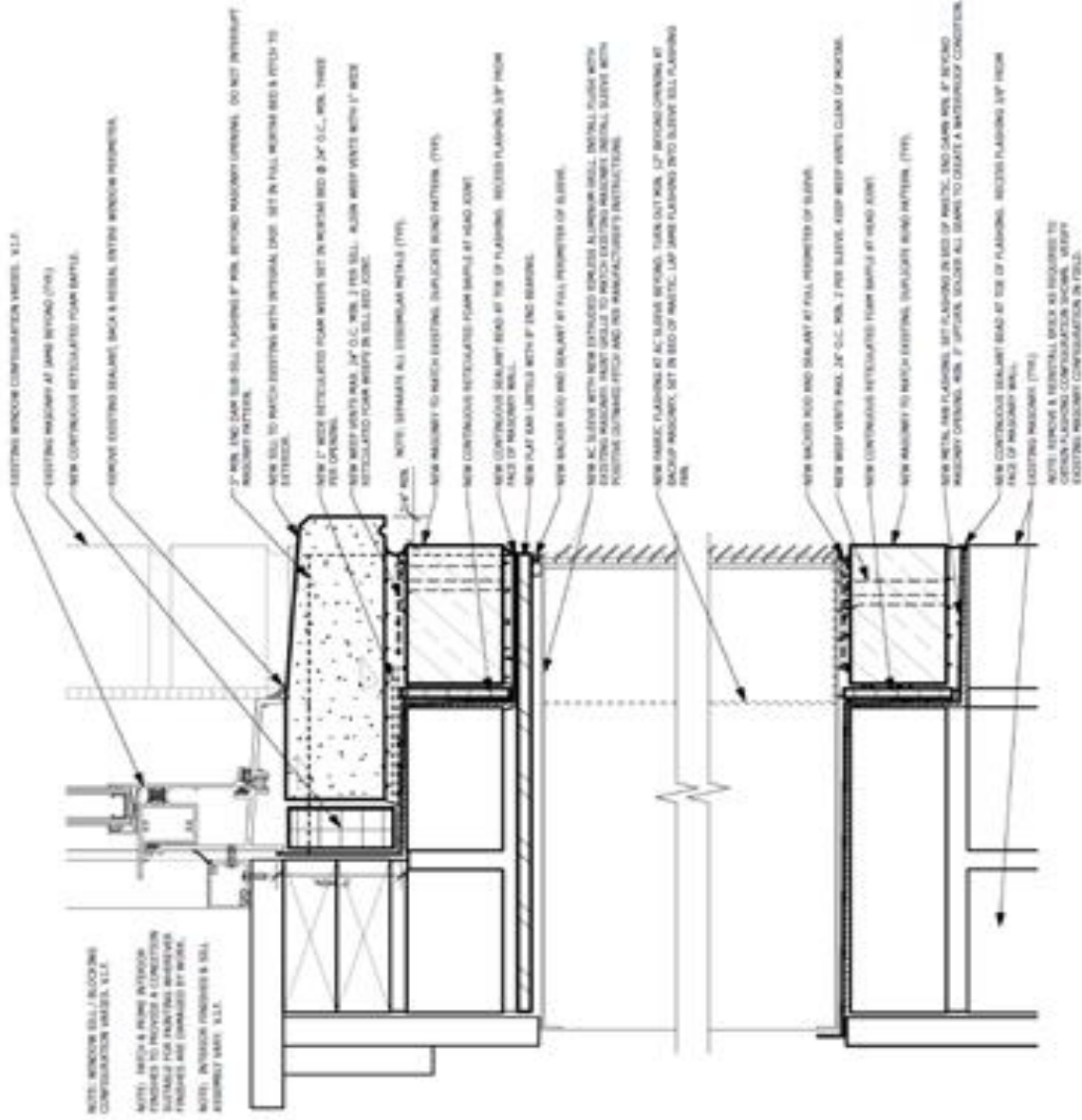
### DAILY CLEAN UP

The work area must be thoroughly HEPA vacuumed or detergent washed at the end of each day. A visual examination must be done at the end of each workday to ensure that no peeling paint, paint chips, dust or other work-related debris have been released.

### FINAL CLEAN UP

Shareholder is responsible for:

- Supervising the work area to minimize the spread of peeling paint, paint chips and dust or other work debris from the work area, and
- When the work is finished all plastic or like sheeting, drop cloths or other materials are to be removed in a safe manner. All surfaces exposed to peeling paint, paint chips, dust or other work-related debris during the course of work shall be HEPA vacuumed or detergent washed starting with ceilings, then down the walls and across the floors.



**1** THROUGH-WALL A/C SLEEVE FLASHING DETAIL FOR A BONDED WALL  
Scale: 1:3

# 200 EAST 16TH STREET HOUSING CORPORATION

## WASHER & DRYER INSTALLATIONS

Dear Shareholders,

As communicated to all shareholders over the summer, the Board of Directors agreed to permit the installation of washers and dryers in combined apartments. After further discussion, the Board has now agreed to allow washer and dryer installations in apartments with two or more bedrooms.

Below are guidelines that must be followed when submitting the Alteration Application for this purpose. The Alteration Application must be submitted to Orsid Realty Corp. in triplicate for review and approval prior to scheduling any work. As always, you must employ licensed and insured contractors that will provide the necessary insurance documents as required by the cooperative.

If you have any questions, please feel free to contact Denisa Music at 212-484-3744 or [dmusic@orsidr.com](mailto:dmusic@orsidr.com).

### WASHING MACHINES DRYERS

1. \_Must be placed within a stainless steel curbed washing machine pan.
  2. \_The pan is to have a water detection device placed within it which is connected to an automatic water shut off.
  3. \_The washing machine shall either have anti-vibration mounts or be installed over a vibration pad within the pan.
  4. \_Manual shut off valves are to be installed in a location accessible when the machine is in place, not behind the machine which would require that the machine be removed to reach the valves.
  5. \_Check (back flow prevention) valves on the hot and cold water supply lines are required adjacent to the shut off valves.
  6. \_Washer hoses to be high pressure exterior metal mesh reinforced lines with brass ends.
  7. \_A 2 inch vented stack shall be installed. A minimum 2 inch waste line shall be connected to the building waste lines.
  8. \_Details of where the hot and cold water lines will originate shall be submitted.
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1. \_Dryers shall be electric non-venting type. No penetrations to the exterior will be allowed.
  2. \_A load letter from a licensed electrical contractor shall be submitted confirming that there is sufficient power in the apartment for the dryer.
  3. \_The installation shall be performed by licensed contractors who will provide proof of insurance coverage as required by the cooperative corporation.
  4. \_The work shall be filed, inspected and signed off by the NYC Department of Buildings prior to the refund of any alteration deposit.