



ALTERATION AGREEMENT / date approved:

Your Name: _____ Date: _____
 Address: _____ Dn / Up Unit# GV _____
 Telephone (H) _____ Telephone (W) _____ email: _____

All Work Must Be Completed Within 60 Days of Approval Date Above

SINGLE INSPECTION ALTERATIONS - NO DEPOSIT REQUIRED

The Following Alterations will Require 1 Inspection Upon Completion.

- | | |
|--|---|
| <input type="checkbox"/> Antenna or Satellite Dish. (Rear wall installations only) | <input type="checkbox"/> Attic Stairs Installation. |
| <input type="checkbox"/> Replacement of Existing Windows or Doors. | <input type="checkbox"/> Non-Load Bearing Wall - modifications. |
| <input type="checkbox"/> Radiator Removal (Done by Maintenance Department) | |
| <input type="checkbox"/> Dishwasher, Washer, Gas Dryer - all installations (1) | |
| <input type="checkbox"/> Awnings (metal prohibited). Indicate awning color & pattern: _____ | |
| <input type="checkbox"/> Garage Door Opener (Emergency Release required on exterior) (4) Your Garage # _____ | |
| <input type="checkbox"/> Other. - Briefly describe here: _____ | |

FULL INSPECTION ALTERATIONS REQUIRE A \$250 DEPOSIT

The Following Alterations will Require 3 Inspections.

1-Prior to Start. 2-During Construction (work must be visible). 3-At Completion.

**YOU MUST NOTIFY MAINTENANCE OF THE DATE WORK BEGINS, IN PROCESS, AND COMPLETED
YOUR DEPOSIT LESS A \$50 INSPECTION FEE WILL BE RETURNED AFTER FINAL INSPECTION,
PROVIDED THAT PROPER NOTIFICATION WAS GIVEN TO MAINTENANCE.**

- | | |
|---|---|
| <input type="checkbox"/> Closet conversions-dual closet to single closet. | <input type="checkbox"/> Plumbing modifications (1) |
| <input type="checkbox"/> Skylights (3). Size & Type _____ | <input type="checkbox"/> Load Bearing Wall Modifications. |
| <input type="checkbox"/> New Entrance to Apartment. (GOV White Vinyl Doors Only) | <input type="checkbox"/> Cathedral Ceiling / <u>Open</u> Loft (Additional Fees Apply) |
| <input type="checkbox"/> Windows, Sliding Door, Apartment Entrance - New Installations. (Additional fees may apply) | |
| <input type="checkbox"/> A/C Sleeve (2) / Attic Fan / Exhaust Fan / Vent or Any Opening of Building Wall or Roof. | |
| <input type="checkbox"/> Bathroom or <input type="checkbox"/> Kitchen Renovations that include demolition & wall/floor replacement or plumbing modifications. | |
| <input type="checkbox"/> Electrical Modifications - additional service lines, junction boxes, outlets, switches | |
| <input type="checkbox"/> Decks or Terraces - Brick/Limestone or Synthetic wood only. Show size, specifications and color.(Additional Fees Apply) | |
| <input type="checkbox"/> Dormer - concept approval only (Additional Fees Apply). | |
| <input type="checkbox"/> Other. - Briefly describe here: _____ | |

- GOVO Maintenance dept. will provide you with the appropriate specifications for proper installation of water using appliances. All radiator or plumbing modifications must be coordinated with the Maintenance Department.
- A lintel must be used for air conditioner sleeves and other large wall openings.
- Insula-Dome & Anderson brand skylights are pre-approved and preferred.
- The electric garage door opener becomes the property of Glen Oaks Village when installed and may not be removed when surrendering garage.

Note: Alteration Agreement not required for storm doors purchased through Glen Oaks or electric dryer installation.

ALTERATION AGREEMENT APPROVALS

Maintenance Department: _____	Date _____
Board of Directors: _____	Date _____
Pre-Inspection: _____	Date _____
Construction Inspection: _____	Date _____
Final Inspection: _____	Date _____

PLEASE POST APPROVED ALTERATION PERMIT IN FRONT WINDOW UNTIL FINAL INSPECTION

A list of contractors doing work at Glen Oaks is available. GOVO makes no representations as to the performance of these vendors. To maintain quality control and protect the integrity of our infrastructure we may require the use of certain contractors. Approval of major alterations is always subject to Board of Directors approval.

ALTERATION AGREEMENT FEES & INSTRUCTIONS

In order to expedite the Board of Directors approval of your Alteration Agreement please attach all necessary paperwork when submitting your application.

For Single Inspection alterations, no deposit required:

1. Complete the contractor information page.
2. Sign & print your name after reading the responsibilities of the shareholder.
3. Complete the Alteration Agreement Application Form, checking off all appropriate boxes for the work that is planned in the “Single Inspection Alterations” section.
4. Attach your current Contractor’s Certificate of Liability AND Workers Compensation Insurance. The policy must be current with coverage not less than \$1,000,000. Under Additionally Insured, the policy should indicate the following:

**Glen Oaks Village Owners, Inc. and
The Board of Directors
70-33 260TH Street
Glen Oaks, NY 11004**

For Full Inspection alterations, the following items are also required:

1. Check all appropriate boxes in this section for the work that is planned.
2. A sketch of the work being proposed (if appropriate), indicating dimensions, color, layout, etc.
3. When applying for a deck or terrace, a signed letter of consent is required from your neighbor in certain circumstances. Please see “About Decks, Terraces and Dormers” section. If such a consent letter is required it must be submitted with this application. You can obtain a copy of the GOVO Deck/Terrace Consent Form from the Maintenance Office.
4. A check, made payable to GLEN OAKS VILLAGE OWNERS, INC., in the amount of \$250.00. After you have provided appropriate notifications in accordance with this agreement to GOVO and all inspections have been done and the work approved, a \$200.00 refund check will be issued as a return of your deposit. A \$50.00 fee will be retained by the co-op to cover the cost of inspections.
5. If you are planning any plumbing work requiring water shut-off, you must contact and coordinate with the maintenance department first and make an appointment. Please call 718-347-2337 or 718-343-8400. Maintenance must verify that your main shut-off valve is working properly prior to your Contractor beginning work. Emergencies can be reported to security at 212-347-6660.

If you have any additional questions about your Alteration Agreement, please contact Dorothy Hegmann at (718) 343-8400 ext.117 or your shareholder rep. Our fax: 718-347-2987.

ALTERATION AGREEMENT & CONTRACTOR INFORMATION

To: Board of Directors of Glen Oaks Village Owners, Inc.

I hereby request permission to perform certain alterations in my apartment as described in this alteration agreement and the annexed documents. I understand that pursuant to my proprietary lease, all structural alterations of an apartment including but not limited to; changes to existing load bearing walls, floors, electrical wiring, plumbing, water/gas lines, heating system and windows require the prior written approval of the Board of Directors of Glen Oaks Village Owners, Inc.(GOVO). I understand that I need your approval to do the work and failure to obtain such written approval prior to the commencement of such work is deemed a breach of my proprietary lease. I have indicated below the contractor(s) that will be doing the alteration work.

<i>Name of Contractor:</i> _____	
<i>Contractor Address:</i> _____	
<i>Contractor License #</i>	<i>Telephone ()</i>

I hereby agree to the following covenants and conditions:

1. All of the proposed work and any structural changes shall strictly conform to all rules, regulations and codes of all government authorities having jurisdiction over such work and buildings.
2. All work shall be performed during the hours specified in the house rules and in accordance with any other applicable house rules that may apply.
3. The proposed alterations must be performed within 60 days from the date of Board approval as indicated on the alteration agreement. If the work is not completed within that time frame a new alteration agreement must be submitted.
4. I will provide you with the following notifications regarding the work to be performed. If the alteration being done is a **Single Inspection Alteration (see the alteration application form)**, I will notify maintenance at 718-343-8400 ext. 117 no later than 2 weeks after completion of job to set up a final inspection appointment. If the alteration being done is a **Full Inspection Alteration (see the alteration application form)**, I will notify maintenance at 718-343-8400 ext. 117 prior to the start of work to set 3 inspection appointments 1) **Initial inspection appointment which may be done over the phone**, 2) **Work-In-Process inspection appointment** and 3) **Completion of work inspection appointment**. I will provide full access to my apartment and work area prior, during and after the completion of the work for inspection at any time at the request of the Corporation.
5. All rubbish and debris caused from this alteration will be removed daily at my expense or at such other times as may be requested by the management of the co-op. The contractor and I will take such protective measures as may be necessary to insure that all persons, property and shrubbery are not damaged and will assume full responsibility for all damage or injury that may occur.

6. Submitted with this application are all plans and complete specifications prepared by my contractor, architect or licensed engineer. Final copies of all construction agreements relating to this work are attached.
7. I shall be responsible for all costs associated with bringing such alteration work into compliance with applicable laws and corporation house rules.
8. I agree to indemnify and hold harmless the following entities from and against all losses, liabilities, costs (including without limitation, reasonable attorney fees) incurred by reason of any injuries or damage to persons or property as a result of the work performed by me or those I hired. I will hold the Glen Oaks Village Owners, Inc. harmless from any and all mechanics' lien or material liens in connection with the proposed work. This indemnification shall survive completion of the work.
9. Prior to the commencement of work, I will produce proper liability and workers compensation certificates of insurance as hereby specified. Comprehensive all-risk public liability insurance in limits of not less than one million (\$1,000,000) dollars for property damage in respect to any one occurrence and worker's compensation insurance in statutory limits covering all of the employees of the contractor performing the work. Such certificates of insurance will name Glen Oaks Village Owners, Inc. and the Board of Directors as insured parties. Such insurance will not be terminated unless the work has been completed or at least thirty days prior written notice has been given to the Corporation by certified mail, return receipt requested.
10. I agree and understand that the corporation makes no representation as to the design, value or effect that such alteration will have on my apartment or the building. I understand that there will be no change in the operation of the buildings' central heating system to facilitate the functioning of any heating units I may install, modify or disconnect. I assume full responsibility for weather insulation, and waterproofing of the building structure if my proposed alteration affects such structure.
11. Should this alteration agreement involve a deck or terrace, I understand that such deck or terrace installation or modification immediately becomes the property of Glen Oaks Village Owners, Inc and will be subject to all house rules and applicable sections of the proprietary lease that govern such structures and usage.
12. I understand and agree that it is the shareholder of the apartment that is solely responsible for the upkeep and maintenance of all alterations done to the apartment including but not limited to decks, terraces, skylights, etc. I also agree and understand that in the event that I sell my apartment I will inform the future owner of such alterations and also inform the buyer that the owner is responsible for the maintenance and upkeep of such alterations.

I have read this alteration agreement and understand it and I agree to abide by its terms.

X
Shareholder

Print Name

Date