



ALTERATION AGREEMENT

Your Name: _____ Date: _____

Address: _____ Dn / Up Unit No.: _____

Phone Number: _____ Email: _____

☐ **Shareholders only:** Check box to give GOVO, Inc permission to charge your maintenance account the \$150.00 Alteration Agreement Fee.

☐ **Dumpster Permit :** A \$130.00 fee, paid by the contractor, is required for use of the GOVO dumpster.

Work Must Be Completed Within 60 Days Unless Extended - Place Approved Permit on Window until Final Inspection

SINGLE INSPECTION ALTERATIONS - NO FEE REQUIRED

☐ **Antenna or Satellite Dish** (Rear wall installations only)

☐ **Attic Stairs Installation**

☐ **Replacement of Doors or Windows** (Indicate style and brand)

☐ **Non-Load Bearing Wall - Modifications**

☐ **Dishwasher or Electric Dryer**

☐ **Washer/Gas Dryer/Gas Stove (B)**

☐ **Closet conversions** - Dual closet to single closet

☐ **Radiator: Permanent Removal or Install (C)**

☐ **Garage Door Opener: Garage # _____ (D)**

☐ **HVAC Split System Installation (J)**

☐ **Awnings. Metal Prohibited, Indicate awning type, pattern & color: _____**

☐ **A/C Sleeve / Attic Fan / Exhaust Fan / Dryer Vent or Any Opening of Building Wall or Roof (E)**

☐ **Paver Patio:** Include drawing and indicate size, location, material and color

☐ **Other** - Briefly describe here: _____

MULTIPLE INSPECTION ALTERATION FEE: \$150

3 Inspections Required: #1 Start • #2 Midway (before walls are closed - work must be visible) • #3 Completion.

Contact Alteration Services Department During Each Job Phase and When Completed

☐ **New Entrance to Apartment** (GOVO White Vinyl Doors Only)

☐ **Duplex Conversion**

☐ **Windows, Skylights, Sliding Door, Apartment Entrance** - New Installations (indicate size, type, brand)

☐ **Bathroom Renovation (A, F)**

☐ **Plumbing Modifications (G)**

☐ **Electrical Modifications (K)**

☐ **Kitchen Renovation (F)**

☐ **Plumbing Modifications (G)**

☐ **Electrical Modifications (K)**

☐ **Load Bearing Wall Modifications**

☐ **Cathedral Ceiling / Open Loft**

☐ **Sunroom** - Must use pre-approved co-op design. Describe location and size.

☐ **1st Floor Deck or 2nd Floor Terrace (H)**

☐ **Townhouse Dormer** - Concept approval only - \$3,000 Co-op Project Monitoring & Management Fee required

☐ **Basement Conversion** - Concept approval only - \$1,500 Co-op Project Monitoring & Management Fee required (I)

☐ **Other.** - Briefly describe here: _____

A Bathroom Replacement Windows available at no cost to Shareholders, for Installation with Bathroom Renovation Permit.

B Washers, Gas Dryers & Gas Stoves require licensed Plumber & DOB Filing.

C Done by Maintenance Department.

D Emergency Release Required on door exterior. The Electric Garage Door Opener must remain when surrendering garage.

E Lintels must be used for AC sleeves & large wall openings. Small AC's are permitted in double hung windows only, not in slider windows.

F Bathroom & Kitchen Renovations include demolition, cabinets, electrical or plumbing modifications, wall or floor replacement.

G Specifications for proper installation of water using appliances are available at GOVO Maintenance Dept. All radiator or plumbing modifications must be coordinated with the Maintenance Department.

H See GOVO provided "About Decks & Terraces" brochure for required specifications.

I Additional Fees: Asbestos Abatement Cost Recovery Fee of \$4,500. Additional basement ceiling asbestos removal may be necessary.

J May require Electrical Upgrade; First Floor HVAC Split Systems must utilize dark brown-colored line cover--not white.

K Electric Modifications include new service lines, junction boxes, outlets, switches, etc.

Note: Alteration Agreement NOT Required for GOVO Approved Storm Doors, Painting, Carpeting and Minor Repairs.

For your convenience a list of Contractors that do work at Glen Oaks Village is available. GOVO makes no representations as to the performance of these vendors. To maintain quality control and protect our buildings, we may from time to time require the use of certain Contractors. All alterations are always subject to Board of Directors approval.

ALTERATION AGREEMENT APPROVALS

Maintenance Department: _____ Date _____

Board of Directors/G.M.: _____ Date _____

Final Inspection: _____ Date _____



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.

Name of Contractor: _____

Contractor Address: _____

Contractor License # _____ **Telephone ()** _____

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 GOVO Work Permit extension must be requested.
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 Agreement form*), I will notify the Alteration Services Unit at (718) 347-2337, Extensions 114 or 115, no later than two (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 Agreement form*), I will notify the Alteration Services Unit at (718) 347-2337 Extensions 114 or 115, prior to the start of work to set up the required *Initial Inspection* appointment. The *Construction and/or Rough Plumbing/Electric* Inspection appointment is to be scheduled before the walls are closed up--with the *Final Inspection* scheduled within two (2) weeks of when all work is completed. 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 (*Scope of Work*) relating to this work are also 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 GLEN OAKS VILLAGE OWNERS, INC. harmless from any and all mechanics' liens 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 dollars (\$1,000,000) for property damage in respect to any one occurrence and Workers' 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 30 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, terrace or sunroom, I understand that such deck, terrace or sunroom 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(s) 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's Name (Print)

Shareholder's Name (Signature)

Date



ALTERATION AGREEMENT CHECKLIST

To expedite the Board of Directors' approval of your Alteration Agreement, please attach all necessary paperwork when submitting your application. Incomplete alteration agreements will be returned.

THE FOLLOWING IS REQUIRED:

Single Inspection Alterations (No Application Fee Required):

- Complete the Alteration Agreement application form, checking off all appropriate boxes for the work that is planned in the "Single Inspection Alterations" section.
- Complete the Contractor information page.
- Sign and print your name after reading the responsibilities of the Shareholder.

Multiple Inspection Alterations: (\$150 Application Fee)*

Basement Conversion Application Fee: \$1,500 (plus \$4,500 Prior Asbestos Abatement Fee)*

Dormer Application Fee: \$3,000*

****Check/Money Order payable to Glen Oaks Village Owners, Inc or authorization to chargeback your maintenance account.***

1. Complete the Alteration Agreement application form, checking off all appropriate boxes for the work that is planned in the "Multiple Inspection Alterations" section.
2. Scope of the work being proposed and a sketch (if appropriate), indicating dimensions, color, layout, etc.
3. If you are planning plumbing work requiring water shut-off, you must contact the **Maintenance Services Department** at **718-343-8400** to schedule an inspection to verify your main shut-off valve is working properly prior to your Contractor beginning work. All jobs involving water shut-offs must be coordinated (with at least 2 days prior notice) through our Maintenance Services Department. Emergencies can be reported to **Security** 24/7 at **718-347-6660**.

Insurance Certificate Information - Single & Full Inspection Alterations

- All Insurance policies and Contractors' licenses must be CURRENT.
- A *Certificate of Liability* coverage should reflect not less than \$1,000,000 per occurrence. This Certificate must indicate the following under "Certificate Holder", as well as, "Additionally Insured":

**GLEN OAKS VILLAGE OWNERS, INC. AND
THE BOARD OF DIRECTORS
70-33 260th Street
Glen Oaks, NY 11004**

**Workers' Compensation Insurance should list the above as an Insured Party.*

***If you have additional questions pertaining to your Alteration Agreement, please contact
The Alteration Services Department at (718) 347-2337 or via email at Alterations@govo.net.***



HOLD HARMLESS RIDER
ANNEXED TO AND FORMING A PART OF ALTERATION AGREEMENT
for the construction of but not limited to:
Decks, Terraces, Sunrooms, Basement Conversions, Dormers, etc.
between this Alteration Agreement Shareholder (the "Shareholder"), and
GLEN OAKS VILLAGE OWNERS, INC.

1. If any of the provisions of this Rider conflict or are otherwise inconsistent with the Alteration Agreement to which this Rider is attached, the more restrictive requirement and the higher standard, for the benefit of Glen Oaks Village Owners, Inc. (the "Corporation"), as the case may be, shall prevail and be binding.
2. Shareholder agrees to defend, indemnify and hold harmless, on demand, Glen Oaks Village Owners, Inc. (the Corporation), its officers, directors, managing agent, engineers, architects, employees, and other shareholders, tenants and/or residents of the Corporation premises, from and against any and all losses, damages, claims, fines, fees, costs and/or expenses (including, without limitation, attorneys' fees and disbursements) (each a "Claim" and collectively "Claims") arising out of or in any way relating to (i) the Work, the performance of the Work, or any conditions created by the Work; (ii) failures by Shareholder, Shareholder's contractors (of any tier) or Shareholder's architect or consultants to conform with and abide by all of the terms and conditions of this Agreement; (iii) cost and expense incurred in connection with the Work, including, but not limited to, any mechanics' lien filed with respect to the Work; and/or (iv) violation, or alleged violation, of any legal requirement with respect to the Work or the performance thereof. Expenses recoverable as part of Shareholder's indemnity obligations shall include, but not be limited to, all attorneys' fees and disbursements incurred by the Corporation in connection with enforcing Shareholder's indemnity obligations hereunder.
3. Shareholder hereby releases the Corporation, its officers, directors, managing agent, engineers, architects, employees, subsidiaries, successors, agents and assigns (collectively "RELEASEES"), from all actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, rights, bonds, bills, liens, lien trust claims, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, delay claims, judgments, extents, executions, claims and demands of any kind whether in law, admiralty, or equity, direct or indirect, known or unknown, discovered or undiscovered, asserted or not asserted, that Shareholder, Shareholder's successors or assigns has ever had, now has or hereafter can, shall or may have, by reason of any matter, cause or thing whatsoever against any one or more Releasees in connection with the Shareholder's alteration of the Apartment, including, but not limited to, Shareholder's installation of a sunroom in/to the Apartment and/or approval thereof by the Corporation's Board of Directors and/or any costs or expenses incurred by Shareholder in relation thereto.

4. If the Corporation receives a Claim or Claims that may give rise to indemnification under Paragraph 2 hereof, the Corporation shall promptly notify Shareholder of such Claim(s); but the failure by the Corporation to so notify the Shareholder shall not relieve the Shareholder from any liability under the Alteration Agreement, as modified by this Rider.
5. This Rider and the Alteration Agreement to which it is attached may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Signed copies of this Rider and Alteration Agreement may be faxed and e-mailed with the same force and effect as if the originally executed instrument had been delivered.

Dated: _____

CORPORATION:
Glen Oaks Village Owners, Inc.

X _____
Print Shareholder Name:

By: _____

X _____
Shareholder Signature

Name: _____

X _____
Shareholder Signature

Title: _____



DISHWASHERS, WASHING MACHINES, DRYERS, AND STOVES

DISHWASHERS

All Dishwasher installations whether new or a replacement requires an approved Alteration Agreement. We need to make sure these appliances are installed with proper plumbing and electrical connections and devices such as check valves, shut-off valves and GFI (grounded) electrical outlets which are all required for these installations.

WASHING MACHINES

All Washing Machine installations whether new or a replacement requires an approved Alteration Agreement. NYC Law requires that all washer installations be filed with the Department of Buildings (DOB) and installed by a licensed plumber. The DOB LAA Work Permit must be submitted to the Alteration Services Dept at GOVO prior to the GOVO Work Permit package being released to the Shareholder.

CHECK VALVES control the flow of both hot and cold water into an appliance and ensure that water will only flow in one (1) direction and not back up into the main line.

SHUT-OFF VALVES will shut off water pressure to a dishwasher or washing machine when the appliance is not in use. This prevents unnecessary water pressure on appliance hoses. When lines are continuously left “on”, the water build-up in the hose will shorten its life and deteriorate it. When this happens, there is a risk of the hose rupturing, which can cause extensive damage to property and lower-level apartments.

GROUND FAULT INTERRUPTER (GFI) OUTLETS are to be used wherever there is a nearby source of water. Areas such as kitchens, bathrooms, washing machines and dishwasher outlets are some of the areas that these outlets are required. These outlets quickly shut off power when water comes in contact with the plug- -thus preventing shorts or electrical shocks to those nearby.

DRYERS *(All Dryers must be vented through the wall at least 4’ from any window in accordance with NYC Law.)*

A) Gas Dryers

All Gas Dryer installations whether new or a replacement requires an approved Alteration Agreement. NYC Law requires that all gas dryer installations be filed with the Department of Buildings (DOB) and installed by a licensed plumber. The DOB Work Permit must be submitted to the Alteration Services Dept at GOVO prior to the GOVO Work Permit package being released to the Shareholder.

B) Electric Dryers

Electric Dryers require an Alteration Agreement be filed with GOVO but do not require a NYC DOB permit to be installed. If you elect to install an Electric Dryer, you should upgrade your unit’s electrical panel box to accommodate this appliance.

GAS STOVES

Gas Stove installations or replacements require an Approved Alteration Agreement. NYC Law requires that all Gas Stove installations be filed with the DOB and be installed by a licensed plumber. The DOB Work Permit must be submitted to the Alteration Services unit prior to the GOVO work Permit being issued to the shareholder.



GAS DRYER, GAS STOVE and WASHING MACHINE COMPLIANCE NOTIFICATION ADVISORY

☐ Shareholder ☐ Tenant / Name _____

Name and Address not required if submitted with Alteration Agreement.

Address: _____ Unit# GV _____

The City of New York has instituted a complex set of requirements for the installation of Gas Dryers (not electric dryers), Gas Stoves and Washing Machines (not portable washers that drain into the sink). The City now strictly enforces these rules, which apply to *existing, new or replacement* appliance installations in your apartment. As a result, all shareholders and residents are required to follow these City-mandated rules, which are explained below.

NYC DOB INSTALLATION REQUIREMENTS FOR WASHERS, GAS DRYERS & GAS STOVES

The NYC Department of Buildings (DOB) requires all WASHING MACHINES, GAS DRYERS & GAS STOVES (existing, new or replacement installations): **(1)** to be filed by a NYC licensed Plumber with the DOB *prior* to installation and **(2)** to be installed by a NYC licensed Plumber in accordance with all applicable NYC Building Codes.

Installing a code-compliant **washing machine** or bringing an existing one into compliance in a Glen Oaks Village apartment, is likely to be very costly due to changes in *plumbing-related* NYC Building Codes. Washers require 2" drain lines be converted to 3" drain lines, which involves running lines into basements and through first-floor apartment walls. Other requirements deal with the number of appliances being connected to common drains and vents and these requirements are affected by the location of the appliances.

Gas Dryer Codes are similarly stringent and installations will incur additional costs. Rigid gas piping needs to be updated and insulated rigid-vent piping must now be installed through the exterior wall at least 4' from the nearest window. Flexible dryer vent hoses can no longer be used, all valves must be lockable and the gas dryer, itself, must be within a certain distance of the main gas line. Electric dryers do NOT require a DOB Permit and may be a better appliance choice for most residents.

***Prior to any installation of a Washer, Gas or Electric Dryer or Gas Stove you must first file a no-fee GOVO (single-Inspection) Alteration Agreement, if you have not previously done so.**

If you have questions, please contact the GOVO Alteration Services Unit at (718) 347-2337 or via email at Alterations@govo.net.

WHAT ARE YOUR OPTIONS IF YOU HAVE A WASHER AND/OR GAS DRYER IN YOUR APT?

If you currently have a Washer or Gas Dryer in your apartment and you have never filed for a NYC DOB Permit, the City deems that you are in violation.

THESE ARE YOUR OPTIONS:

1) REMOVE THE APPLIANCE(S). As previously mentioned, the cost to install a Washer and Gas Dryer is prohibitive and removing the appliance(s) may be your best choice. In some instances and for technical NYC Code reasons, it may not even be possible to bring your appliance into compliance. If you do decide to remove your appliance(s) from your apartment, the Board has authorized Maintenance to do so *at no cost to you*. They will place it in your garage or discard it. The co-op cannot store your appliance(s).

2) PAY TO HAVE THE APPLIANCE(S) INSTALLED in accordance with NYC DOB Code Requirements. A NYC-licensed Plumber must be used for the installation and to file all permits with DOB. If you decide to choose this option, which may be costly, the co-op will work with your NYC Licensed Plumber or ours, to file the proper DOB permits. Electric Dryers do NOT have to be filed with DOB but will require the use of a dedicated, single-use electrical outlet that must be installed by a NYC-Licensed Electrician, if such an outlet does not currently exist.

3) KEEP YOUR APPLIANCE(S) and make your own arrangements for their disposition.

COMPLIANCE WITH THE NYC WASHER AND GAS DRYER REQUIREMENTS IS SOLELY YOUR RESPONSIBILITY. ALL SHAREHOLDERS AND RESIDENTS ARE SUBJECT TO THESE RULES.

NYC DEPT OF BUILDINGS AND ENVIRONMENTAL CONTROL BOARD (ECB) VIOLATIONS

Violations occur when Washers and Gas Dryers are installed without first filing for a DOB permit regardless of how long ago they were installed. If the DOB finds the un-filed appliance(s) during an apartment inspection, it will assess a monetary violation and require that the violation be cured. Although DOB apartment inspections are rare, they may occur in certain circumstances such as a Con Ed gas leak in your building. If DOB discovers that there are no permits on file for your appliance(s), a DOB/ECB violation will be issued, and you will be fully responsible for violation fees and any other costs associated with bringing your appliance(s) into compliance. Even removal of appliances at that time may not eliminate all DOB/ECB violation fees.

THE BOARD UNDERSTANDS that the once simple process of installing a Washer or Gas Dryer has been “turned on its head” by these NYC-mandated rules that make compliance financially onerous and stressful. We are equally concerned as you, but unfortunately, have been unable to mitigate these rules with DOB despite our best efforts. We only ask that you direct any complaints and objections to your NYC Councilmember and not to the co-op staff.



Dear Shareholders:

The Board of Directors tries to encourage "creative" and *Value-Added Improvements* to shareholders' apartments. As part of our effort, we have simplified our Alteration Agreement process to allow many types of improvements. Our primary concern has always been to maintain the integrity and safety of our property, while improving its value and usefulness to our shareholders.

You can begin the process of seeking approval for minor or major modifications by picking up an Alteration Agreement application at the Arnold Kraus Receptionist Office (70-33 260th Street) or the Maintenance Services Office (70-41 260th Street). Alteration Agreements can also be viewed (and printed) online at glenoaksvillage.com. In your Alteration Agreement application, please include information on: the requested alteration, the contractor(s) that will do the work and a sketch or copy of the plans. The Alteration Agreement is then reviewed and if in proper order, approved by the Board of Directors.

There is great potential in our apartments and some alterations we have seen include:

- **Basement Conversions**
- **New Entrance Openings**
- **Skylights**
- **Paver Patios**
- **Vaulted/Cathedral Ceilings & Lofts**
- **Sunrooms**
- **Screen Rooms on existing decks and terraces**
- **Townhouse Units**
- **Ground Floor Decks & Second Floor Terraces**--either free standing or above vestibule roofs. Since many of the vestibule roofs are different (some are sloped and some are flat), the cost will vary.

In order to maintain quality control and protect the integrity of our infrastructure, we may require the use of certain contractors to do some of these alterations. If you are interested in pursuing one of these improvements or some other type, you should start the process by properly completing and submitting an Alteration Agreement. Contact Alteration Services at (718)347-2337 or via email at Alterations@govo.net if you have any questions regarding the process of value added improvements. If you need to find a licensed contractor, we can provide you a list of contractors that have performed work here in Glen Oaks Village. We make no representations as to the workmanship, price or reliability of these contractors, but simply provide this list as a convenience to residents.

We will strictly enforce our Alteration Agreement policy and ask your cooperation. We do this in order to maintain the integrity and safety of our structures. For those of you that may have had work done in the past without getting an approved Alteration Agreement, you may wish to bring your alteration into compliance at this time. We suggest that you do this and we will try to make it a painless and simple process. We have established a procedure to do just that, which will require that the work be inspected and/or have your contractor certify the work was done. You can initiate this process by completing an Alteration Agreement form and writing across the top "COMPLIANCE REQUEST". The fine for not having a properly approved Alteration Agreement is \$1,000. *This fine is waived if you submit an Alteration Agreement seeking a "Compliance Request" prior to our discovery of an alteration that is not in compliance.*

Good luck with your alteration and be sure to provide the Alteration Services Unit with the proper notification, so the appropriate inspection appointments can be set up in accordance with the Alteration Agreement instructions.

The Board of Directors



NOTICE TO SHAREHOLDERS: This form must accompany any filed Alteration Agreement application requesting authorization to construct a third floor Townhouse.

BRICKWORK FOR THIRD FLOOR TOWNHOUSE AGREEMENT

I understand and agree that:

- If the brick veneer on the 1st and 2nd floors require replacement, it must be replaced with brick that meets current standards, subject to inspection by GOVO Management.
- Thin brick shall be used on all sides of the 3rd-floor addition, regardless of whether the 1st and 2nd floors (front and/or rear) receive full brick.
- Upon inspection, if it is determined that brickwork is required at the front and/or rear, I will be charged at the prevailing rates negotiated by Glen Oaks Village Owners, Inc.
- I understand that the final cost and/or square footage of the brickwork may differ from any preliminary estimates. I agree to be responsible for all actual charges, including any ancillary items required for the brickwork construction.
- The brickwork contractor will invoice me based on the actual construction square footage.
- I agree to pay the brickwork contractor the total invoiced cost.
- Once I have paid the brickwork contractor in full for the townhouse brickwork installation, Glen Oaks Village Owners, Inc. will assume all responsibility for future repair and maintenance costs associated with that brickwork.

Address

GV#

Date

Shareholder Name (Print)

Shareholder Name (Signature)

Shareholder Name (Print)

Shareholder Name (Signature)

“For use with third floor townhouse dormer only”



Glen Oaks Village Owners, Inc. – Rider to Alteration Agreement
Application of Contractor for Permit to Perform Townhouse (Dormer) Construction and
Security /Bonding Requirements

As part of its application and approval process, and in addition to the GOVO Checklist of requirements that must be complied with by the Contractor, GOVO requires that, as a condition of the performance of Townhouse Construction (i.e., Dormer construction and installation) (hereinafter, the “Work”), as set forth and described in the Alteration Agreement, the Contractor engaged by the Shareholder to perform the work must apply to GOVO for its specific permission, authorization and approval (the “Permit”) to perform such Work. Contractor is required to complete the application below and to agree to and comply with the terms set forth below:

Name of Shareholder for whom the Work is to be performed: _____

Apartment Address: _____

1. Full Legal Name of Contractor: _____

2. Contractor’s Address: _____

3. Name of Individual Contractor Contact: _____

4. Phone Number: _____ **Email:** _____

Contractor understands and agrees that Contractor is required to cause the full and final completion of the Work by not later than twelve (12) months after the date of commencement of the construction of such Work “Commencement Date”. “Full and final completion of the Work” is defined to mean final completion of performance of the Work, in accordance with the plans and specifications approved by both GOVO and the Department of Buildings, the Alteration Agreement and applicable law, and obtaining all required Department of Buildings sign-offs for all construction, electrical, mechanical, engineering and plumbing work provided as part of the Work, clearance and removal of any and all occupancy relating to the Work and obtaining the issuance of an amended Certificate of Occupancy for the apartment to which the Work is performed, permitting residential occupancy thereof, as altered.

As security for the faithful performance and observance by the Contractor of its obligations under the Alteration Agreement and its obligations to GOVO, as set forth herein, to fully and finally complete the work, Contractor has delivered herewith to GOVO:

Contractor must submit an Official Bank Check or Certified Check in the amount of \$10,000.00, made payable to the direct order of “Glen Oaks Village Owners, Inc.”.

“For use with third floor townhouse dormer only”

In the event that (A) the amended Certificate of Occupancy for the Work is not issued by the date which twelve (12) months after the commencement date of the Work by Contractor except if the failure to obtain

an amended Certificate of Occupancy is solely as a result of conditions that are not the obligation of the Contractor under the Alteration Agreement (i.e., all Department of Buildings signoffs and objections relating to the Work have been performed, inspected, as required, and signed off, but other conditions in the Apartment, unrelated to the Work, or in the building of which the Apartment is a part, require work or sign-offs, in order for the amended Certificate of Occupancy to be issued); and/or (B) the Work performed by Contractor does not conform to the Alteration Agreement after fifteen (15) days prior written notice and demand has been made by GOVO upon Contractor, Contractor agrees that GOVO may perform or cause the performance of such remaining part(s) of the Work as GOVO shall deem necessary or required, in the manner determined by GOVO, and that GOVO may use, release, apply or retain the whole or any part (including any interest earned thereon) of the security deposited hereunder (whether cash security or application to the surety, if a bond is posted) to the extent required to pay or reimburse GOVO for all costs and expenses for the proper performance of and completion of such Work upon Contractor's failure of performance (including, without limitation, payment to or reimbursement of GOVO for any professional fees, filing fees and penalties arising from Contractor's failure) and Contractor shall indemnify and hold GOVO harmless from and against any and all losses, damages, violations, penalties, costs and expenses, including without limitation, reasonable legal fees and costs incurred by GOVO as a result of Contractor's non-compliance with or breach of this Rider and the terms of the Permit given hereunder, the Alteration Agreement, any laws, status, ordinances, rules or regulations pertaining to the Work. Upon full and final completion of Work, GOVO shall release the remaining balance of the security deposited, if any (or execute documents reasonably required by the bonding company to cancel or surrender the bond, if applicable) to Contractor. GOVO's release of any part of the security deposited hereunder (whether to pay for Work or to Contractor on full and final completion of the Work) shall not constitute acceptance of the Work by GOVO or a waiver of GOVO rights under the Alteration Agreement. Without limiting the rights and remedies of GOVO to enforce the obligations of Contractor hereunder, any sums payable to GOVO under the Alteration Agreement and not recovered by application of the security deposited hereunder shall, at the option of GOVO, be chargeable as additional rent (i.e., maintenance) to the Shareholder.

Agreed and Approved:

Contractor:

Glen Oaks Village Owners, Inc.:

X _____
Sign Here

X _____
Sign Here

Name:

Name:

Title:

Title:

Date:

Date:

Understood and Agreed:

Shareholder Name: _____ **Date:** _____

Shareholder Name: _____ **GV:** _____

Unit Address: _____

"For use with third floor townhouse dormer only"



BASEMENT CONVERSION RIDER TO ALTERATION AGREEMENT

The Shareholder(s) who has been given consent to utilize the basement space as an addition to such Shareholder(s) apartment, agrees to abide by all rules and regulations of the Co-op, including but not limited to the following:

1. All visible asbestos in the cellar has been removed as part of the *2007 and 2008 Property-Wide Asbestos Abatement Program* by a licensed asbestos abatement company.
2. All pre-existing electric in the basement that is wired to the Co-op common account will be changed and rewired to the account of the Shareholder(s) who is named on the Alteration Agreement.
3. The Shareholder(s) will hold harmless GLEN OAKS VILLAGE OWNERS, INC. and their Employees and volunteer Board and Committee members from any damage or liability claims sustained by the construction, ownership or usage of the basement space, including but not limited to, any flooding that may arise, due to the basement being below ground level. The Co-op makes no representations as to the porous nature of the building foundation or the basement's susceptibility to flooding and the Shareholder(s) assumes all responsibility for flooding damage and correcting such condition that has led, or may lead to such flooding.
4. Glen Oaks Village Owners, Inc. makes no representation that such use and occupancy by the Shareholder(s) of the cellar, or basement space, shall constitute any rights, permission, or lawful occupancy other than what is permissible by duly filed and properly approved Department of Buildings permits and applications.
5. The Shareholder(s) shall hold GLEN OAKS VILLAGE OWNERS, INC., its agents, servants and/or employees, including, but not limited to, volunteer Board and Committee members, stockholders and tenants from any loss, of damage, resulting from the Shareholder's use and occupancy of the cellar or basement space.
6. The Shareholder(s) shall further indemnify GLEN OAKS VILLAGE OWNERS, INC., its agents, servants and/or employees, including, but not limited to, volunteer Board and Committee members, stockholders and tenants for any loss or damage it, or they, sustain from the Shareholder's use and occupancy of the cellar or basement space, including, but not limited to, actual attorneys' fees and disbursements incurred.

Address

Unit #

Date

Shareholder Name (Print)

Shareholder Name (Signature)

Shareholder Name (Print)

Shareholder Name (Signature)

NOTE TO SHAREHOLDERS: *This form must accompany an Alteration Agreement application filed, requesting permission to construct a Basement Conversion.*

"For use with basement conversions only"



RULES FOR BASEMENT CONVERSIONS

The following rules for Basement Conversions were adopted unanimously by the Board of Directors on 8/30/05 and updated periodically.

1. A Basement Conversion Alteration Agreement with “Basement Conversion Rider” will only be approved for a bona-fide plan to do a complete renovation of the cellar. The Board will not approve an Alteration Agreement to reclaim a cellar to simply take it over “as is” for personal use.
2. Current zoning for basement spaces that are classified as “cellars” (such as ours) are in our *Certificate of Occupancy* and limits the use of these rooms as “recreation rooms” or “open” cellars. What this means is that a basement cannot be used for sleeping quarters and bedrooms will not be permitted. Uses such as a laundry room, recreation room or exercise room, open space used for a home office or for storage, etc., will be approved. A full bath is permitted. In addition, only one room may be carved out of the basement, such as a meter room or storage closet. These zoning rules are subject to NYC Department of Buildings’ interpretation and your plans should be prepared with this in mind.
3. GOVO will inspect all cellars to see if they are suitable to be reclaimed for a Basement Conversion. Basements that require regular maintenance access are not suitable for Basement Conversions. Many of these types of cellars have meter rooms, sewer traps and other equipment that requires regular access. If the cellar you wish to utilize is one of these, you should speak to your Architect or Contractor to present a plan that segregates these areas and provides independent access so that they remain accessible to the co-op.
4. An apartment that has a Basement Conversion:
 - a. cannot be subdivided into more than one unit,
 - b. cannot be rented as more than one unit (no partial subletting),
 - c. can only have a single kitchen,
 - d. can be occupied by a single family, only.
5. Maintenance will be adjusted and a new Stock Certificate and Proprietary Lease may be issued to reflect that the cellar has been Reclaimed as a Basement Conversion. The new monthly Maintenance will be 15 percent more than the normal monthly Maintenance for a similar type unit. This means the new Maintenance for the unit with the Basement Conversion will be 115 percent of the unit’s regular (non-Basement Conversion) monthly Maintenance. The additional 15 percent will be reflected on your monthly Maintenance bill after the project is completed.
6. As a result of our 2007-2008 Property-Wide Asbestos Abatement Program, all exposed asbestos has now been removed from cellars and garages throughout the property. To help re-coup some of the abatement costs, shareholders electing to Reclaim their Cellars for a Basement Conversion

will be charged an Asbestos Abatement Fee of \$4,500, payable by check when submitting their Alteration Agreement application. (This fee is in addition to the \$1,500 Alteration Agreement filing fee.) If the Shareholder is opening up or removing the basement ceiling, which may expose additional asbestos, they will be responsible for the cost of any additional asbestos abatement and re-insulation of pipes.

7. After receiving Board' approval to *Reclaim a Cellar for a Basement Conversion*, the Board and Management strongly suggest that you take a few weeks (or months) to "*wait and watch*" your cellar to be sure there are no water problems (*i.e., plumbing leaks from above units, window leaks or foundation leaks.*) Because the Board is interested in handing over a dry cellar, they have passed a Resolution that GOVO will pay the first \$5,000 in waterproofing costs if deemed necessary by Glen Oaks Management. The Shareholder is responsible to pay any additional costs. Glen Oaks Management makes no representation that waterproofing will be a success. We recommend that any and all water problems be corrected **prior** to commencing construction. Please be advised that once GOVO incurs waterproofing expenses, you will be responsible for that cost should you decide to cancel your Alteration Agreement application and plans to *do a Basement Conversion*.
8. If the Basement Conversion space is accessible by an outside door, such door must be painted white. If you decide to change the door during your alteration or any time thereafter, it must be included as part of an Alteration Agreement and the door must be a white, residential-type door made of vinyl, aluminum or steel--not wood. A glass sliding door is also permitted. Final sign-off approval of your Basement Conversion will not be done unless the door has been painted white or a new residential entry door, as described above, has been installed. No mailbox, mail slot or address may be affixed to the basement door or the area adjacent to it.
9. In case emergency access is necessary to a basement, you acknowledge that GOVO reserves the right to enter the apartment to gain access to such basement area.
10. Electric must be wired properly so that the individual Shareholder's electric account is properly billed. All common property electrical connections must be capped.
11. Basement heating may be connected to our existing heating system. Any other connections must be approved by the Board of Directors.
12. The newly issued Stock Certificate and Proprietary Lease should specifically indicate "***BASEMENT CONVERSION APARTMENT***".

By signing below, I agree that I have read and understood the Rules for Basement Conversions and agree(s) to adhere to said rules, as set forth by the Board of Directors of GLEN OAKS VILLAGE OWNERS, INC.

Shareholder Name: _____ Unit No.: _____

Address(s): _____

Shareholder Signature: _____ Date: _____



BASEMENT CONVERSIONS: 10 STEPS TO HELP MINIMIZE THE POSSIBILITY OF FLOODING

In order to minimize the possibility of flooding or water damage in your basement we recommend the following procedures be followed prior to finishing the basement. Although following these steps will not guarantee a water free basement, they are meant to minimize that possibility. However, it is important to remember that our buildings are decades old and basement cellars are susceptible to flooding. There is no guarantee that such flooding will not happen even after these steps are taken and such flooding can damage your finished basement, furniture and fixtures.

1. Contact the Alteration Services Unit to inquire whether there is a cellar directly below your apartment that can be turned into a Basement Conversion.
2. If Management tells you that the cellar can be converted, you should ask for access to view it. You should be looking at the size, condition, and evidence of water or dampness.
3. If you decide to move forward with your Basement Conversion, you will need to submit concept plans, and subsequently submit a complete Alteration Agreement application (with required fees) and wait for approval.
4. Visible asbestos in basements have previously been removed by a licensed and certified asbestos abatement company. The **Asbestos Abatement Fee: \$4,500** (Due when filing Alteration Agreement application) is required to reimburse the co-op for that cost now that the basement will be used solely by you.
5. If you elect to remove the basement ceiling and expose asbestos, you will be responsible for the cost of that abatement and insulation of the pipes. We will arrange to remove the ceiling and abate the additional asbestos. You will be responsible for all related costs.
6. Once the asbestos has abated, you should inspect the basement and monitor it during rainstorms. We call this period of time "**WAIT & WATCH**". If you see evidence of water penetration, you should document the source of the water leaks with paint or permanent marker for future reference. You may also call Maintenance at this time and request a water inspection.
7. Once a few rainstorm events have been observed, we should be in a better position to help mitigate water problems.
8. Some of the things that can be done to minimize water leakage are: Basement wall crack repairs on the interior and/or exterior walls, wall sealant on interior and/or exterior walls, roof leaders and gutter re-alignment, drywell installation, re-grading exterior lawn to pitch away from building, window repairs, window well drainage and repairs. The repairs necessary will be determined on a case-by-case basis by GOVO.
9. Once the water leakage has been controlled, as evidence of a dry basement after more than one rainstorm, and your Architect has secured the required NYC Work Permit, GOVO will issue their Work Permit and the construction work of your Basement Conversion can be started.
10. You should discuss potential water leakage and damage with your contractor and review other methods (such as French drains, flooring materials etc.) that may be installed to minimize damage from possible future flooding.

I have read and understand this document.

Signature: _____

Print Name: _____ **Date:** _____

**INFORMATION
ON
DECKS,
TERRACES,
DORMERS
AND
SUNROOMS**



ABOUT DECKS AND TERRACES



MAINTENANCE & SAFETY OF WOOD DECKS & TERRACES

The Board of Directors has worked diligently at making the process of *Value-Added Improvements* a reality here in Glen Oaks Village. We usually refer to decks as first floor structures and terraces as second floor structures. You will need to complete an Alteration Agreement and receive approval prior to starting your deck construction. All deck and terrace structures must be properly filed with the NYC Department of Buildings (DOB) and the fees associated with such filing is your responsibility. You may use your own Architect or one of the co-op's suggested Architects. The Architect will obtain DOB permits and secure the NYC Letter of Completion. You must submit the approved DOB permits and architectural plans to the office before any work may begin. Once a deck or terrace is constructed, your responsibility continues. Maintaining your deck or terrace to ensure its integrity, safety and aesthetic appeal is important and your responsibility. Deck and Terrace inspections are periodically done by Glen Oaks Village. If problems are identified we will bring them to your attention, and you will be required to make the appropriate repairs in accordance with NYC Building codes and GOVO rules. Glen Oaks Village Owners, Inc. (GOVO) may, at its sole discretion, include your deck or terrace in its *Property-Wide Painting Program*. Should GOVO determine that your structure has not been maintained properly, GOVO will then do whatever is necessary to bring your deck or terrace into compliance with House Rules and building codes and will charge you for the services incurred.



GENERAL GUIDELINES FOR INSTALLATIONS OF DECKS & TERRACES

All Alteration Agreements for decks and terraces are reviewed on a case-by-case basis. Things we look at are aesthetics, symmetry, types of material used, building sight lines, effect on neighboring apartments, garden areas, etc. In structures other than brick, synthetic materials must be used on all readily visible parts of the structure, except the posts and headers. The headers and any other parts of the structure that are not synthetic materials, must be painted or stained the same color as the synthetic materials used. You are responsible for maintaining your deck or terrace. The Board will make final decisions and approvals on the location and construction of all decks and terraces when issues arise.



TYPE OF MATERIALS FOR DECK & TERRACE STRUCTURES

All deck and terrace structures must be constructed of synthetic wood such as “Trex”, or brick. Both are strong, resistant to insects, rot and decay and are fire retardant. The location of the structure will determine the materials that can be used. Walk around the community and you will see the various styles and types of structures. Long term care of steel posts is significantly less costly to maintain than wood. Steel or wood support posts are permitted, but steel is recommended because of minimal maintenance requirements.

SUPPORT POSTS (COLUMNS) FOR TERRACE STRUCTURES--STEEL OR WOOD



Steel or Wood posts are permitted. GOVO recommends that steel posts be used. Steel posts will cost approximately \$2,000 more than wood but will require significantly less maintenance in the long run than wood.

- a. Steel posts should be “hot dipped galvanized steel posts”.
- b. Wood should be “Grade #1 and knot-free, ground contact, pressure-treated wood”.

FIRST FLOOR STRUCTURES

Must be “Free-Standing” with no building penetration, if possible.

1st FLOOR FRONT: Ground level (first floor) structures in front must be constructed of concrete, brick (similar color to our buildings), and limestone with wrought iron railings. Exceptions to this rule will be made when deck elevation issues make such installations impractical. Ground level patios using pavers will be permitted and the color of the pavers must be indicated on your Alteration Agreement. Generally, ground level decks should not extend out further from the front of the building than the bottom step of the apartment stoop.



1st FLOOR REAR: Ground level (first floor) structures in rear may be constructed of concrete, brick (similar color to our buildings), and limestone or synthetic “Trex” type material, in brown/redwood, with brown/redwood or grey flooring. Brown/redwood or white railings are permitted.

SECOND FLOOR STRUCTURES

Must be “free-standing” with no building penetration, if possible.



2nd FLOOR FRONT: Second level structures must be constructed of synthetic material, such as “Trex”, and use steel or wood posts, which must be covered with a white vinyl column cover. The flooring may be brown/redwood or gray. Railings in front must be white. These structures must conform to building symmetry, sight lines and building aesthetics. Split terraces, where only (1) side of a vestibule roof is having a terrace constructed should come out towards the front of the building no further than current footprint of the vestibule roof. A split terrace may not protrude further than the vestibule gutter of the adjacent unit. In other words when looking at the split vestibule roof from the front of the building, the drainage gutters that run along the base should be a straight run. The Board will consider allowing terraces that extend further than the vestibule gutter, if requested.



A Terrace constructed above a pre-existing vestibule roof may extend to the top step of the front stoop (apartment entrance landing). Depending on the location and building configuration, the Board may, upon request, allow a terrace to extend further towards the front to cover all the stairs.

2nd FLOOR REAR: Second level rear structures must be constructed of synthetic wood material such as “Trex” and use steel posts, which don’t need a column cover but must be painted black or brown/redwood, if no column cover is used. The rear 2nd level terrace structure railings can be a brown/redwood color or white, and flooring must be a brown/redwood or gray color.



PRE-EXISTING TERRACES THAT WERE BUILT AS PART OF THE ORIGINAL CONSTRUCTION OF GLEN OAKS VILLAGE.



Certain apartments in Glen Oaks Village have pre-existing terraces that were built as part of the original construction in Glen Oaks Village. In some cases, these 2nd floor front terraces have had access doors to them removed. If you wish to reconstruct this terrace or create a new doorway to it, you will need to submit an Alteration Agreement. You will be responsible for all costs associated with your project. Decking and railings must be similar to those used on other terraces in Glen Oaks Village. Previously constructed front terraces made of wood must be painted white.



OTHER DECK & TERRACE INFORMATION & GUIDELINES

1. Decks and Terraces are generally limited to 10' out from the building and may run along the building portion that is your apartment. The Board on a case-by-case basis, upon request, may modify this guidance in accordance with NYC Building Codes.
2. The synthetic wood slats, and lattice used on decks for privacy screens, must be similar to those used on other 2nd floor terraces in our community.
3. If a deck or terrace will have steps for outside access, then a concrete landing (base) must be used to anchor the steps to the ground. If there is a sidewalk nearby, you will be required to connect your stairs with a concrete path to the nearby sidewalk.
4. Awnings and awning colors must be included in your Alteration Agreement application. Metal and Fiberglas awnings are prohibited.
5. A Terrace cannot extend beyond the end of the building unless it is a "wraparound" terrace.
6. Decking must be capped on all visible sides in the color of decking.
7. Architectural plans must not have any part of the structure, including posts, in front of a window or obstructing a clear view.
8. The underside of all front terraces must have a soffit.
9. Reasonable illumination is permitted and should be part of your Alteration Agreement.
10. Monthly maintenance will not be affected by the construction of a deck or terrace.

All rules are subject to change at any time by the Board of Directors.

**INFORMATION
ON
DUPLEXES
AND
BASEMENT
CONVERSIONS**



DUPLEXES AND BASEMENT CONVERSIONS

Duplexes

- Duplexes are defined as two (2) non-divided but connected units (unfettered access between both units with no locking door), having a single kitchen, with one (1) family unit living in the entire apartment. There is also no partial subletting of the unit.
- Maintenance will be adjusted and a new Stock Certificate will be issued, to reflect a Duplex unit.
- The new Duplex maintenance will be 75 percent of the pre-duplex combined unit cost. For example, if your Duplex consists of two (2) “A” units, your new monthly maintenance bill will be 75 percent of the combined maintenance for both units.
- If a unit is converted back to a non-Duplex unit, then a new Stock Certificate will be issued to reflect the normal monthly maintenance for the two (2) “stand alone” units.

Basement Conversions

- An Alteration Agreement to *Reclaim a Cellar for a Basement Conversion* will only be approved for a bona-fide plan to do a complete renovation of the basement. The Board will not approve an Alteration Agreement to *Reclaim a Basement* to simply take it over “as is” for personal use. GOVO will need to inspect all cellars to see if they are suitable to be reclaimed. Many cellars have Meter Rooms, sewer traps and other equipment that requires regular access. If the cellar you wish to utilize is one of these, you should speak to your Architect or Contractor to present a plan that carves out these areas so that they remain accessible to the co-op.
- Current zoning for basement spaces that are classified as “cellars” (such as ours) are in our *Certificate of Occupancy* and limits the use of these rooms as “recreation rooms” or “open” cellars. What this means is that a basement cannot be used for sleeping quarters and bedrooms will not be permitted. Uses such as a laundry room, recreation room or exercise room, open space used for a home office or for storage, etc., will be approved. Full, three (3) piece bathrooms (*Toilet, Sink and Tub OR Shower*) are now permitted. These zoning rules are subject to NYC Department of Buildings’ interpretation and your plans should be prepared with this in mind.
- An apartment that has a Basement Conversion:
 - cannot be subdivided into more than one unit,
 - cannot be rented as more than one unit (no partial subletting),
 - can only have a single kitchen,
 - can be occupied by a single family, only.
- After receiving Board’ approval to *Reclaim a Cellar for a Basement Conversion*, the Board and Management **strongly** suggest that you take a few weeks (or months) to “*wait and watch*” your cellar to be sure there are no water problems (*i.e., plumbing leaks from above units, window leaks or foundation leaks.*) The Shareholder is responsible to pay any additional costs. We recommend that any and all water problems be corrected **prior** to commencing construction.



Basement Conversions, Continued

- The shareholder is responsible to pay any additional costs. We recommend that any and all water problems be corrected **prior** to commencing construction. Please be advised that should GOVO pay for waterproofing, although you may still cancel your Alteration Agreement application and plans to Reclaim your Cellar for a Basement Conversion, you will still be responsible to reimburse GOVO for the amount paid to waterproof your cellar.
- As a result of our 2007-2008 Property-Wide Asbestos Abatement Program, all visible asbestos has now been removed from cellars and garages throughout the Village. To help re-coup some of the abatement costs, Shareholders electing to *Reclaim their Cellars for a Basement Conversion* will be charged an *Asbestos Abatement Fee* of \$4,500, payable by check when submitting their Alteration Agreement application. *(This fee is in addition to the \$1,500 Alteration Agreement filing fee.)* If the Shareholder is opening up or removing the lower basement ceiling, which may expose additional asbestos, they will be responsible for the cost of any additional asbestos abatement and required air monitoring tests. *(Please be advised that you are responsible to pay to re-insulate any piping with a non-asbestos product where additional asbestos abatement has been done.)*
- If the Basement Conversion space is accessible by an outside door and the door is a standard GOVO green steel door, then this door must be painted white. If you decide to change the door during your alteration or any time thereafter, it must be included on your Alteration Agreement and the door must be a white, residential-type door made of vinyl, aluminum or steel--not wood and include a security peephole. A glass sliding door is also permitted. Final sign-off approval of your Basement Conversion will not be done unless the basement door has been painted white or a new residential entry door, as described above, has been installed. No mailbox, mail slot or address may be affixed to the basement door or the area adjacent to it.
- In case emergency access is necessary to a basement, GOVO reserves the right to enter the apartment in order to gain access to such basement area.
- Basement Conversions will be hooked up to our existing heating system, unless otherwise requested by the Shareholder and approved by the Board.
- Electric must be wired properly so that the individual Shareholder's electric account is properly charged.
- Maintenance will be increased 15 percent more than your normal monthly maintenance upon completion of your basement conversion or (6) months from the date of your initial GOVO work permit, whichever comes first.
- Once your project is considered legalized by the NYC Buildings Department (the NYC *Letter of Completion* is issued), the Shareholder(s) can request that a new Stock Certificate and Proprietary Lease be issued, to reflect a Basement Addition to your unit. Applicable cancellation and reissuance fees apply.



Dear Shareholder:

- This notice affects Owners who have done or may do Basement Conversions only, but we thought many of our Residents here in Glen Oaks Village may find it of interest. Now that our uniquely Glen Oaks Village' program of Basement Conversions has been in progress for more than a year, we continue to modify and develop it as we gain new experiences and insights on the program. If you are considering renovating and reclaiming a cellar for personal use or have already done so, we wish to inform you of a new policy that has been adopted regarding plumbing modification hook ups in Basement Conversions. **WE WILL NOW REQUIRE THE INSTALLATION OF A BACKWATER FLOW PREVENTION VALVE** on the sewer line in a basement that has a sink, toilet or washing machine. For those Residents that have already renovated their basements, this new plumbing requirement is not mandatory, but we are recommending that you consider having it done. It will require opening a wall and/or floor to get to the main sewer pipe and must be done by a licensed Contractor and Plumber.
 - **WHY ARE WE NOW REQUIRING THIS IN NEW BASEMENT CONVERSIONS?** Each Glen Oaks Village building has a main sewer line that runs the length of the building and then connects to the NYC sewer system. Every time anyone in your building uses water in their apartment--whether it comes from a sink, tub or toilet, it flows down from your apartment into the main line, exiting the building at a specific location and entering the NYC sewer system. Sometimes the main sewer line of a building gets clogged and the water will not drain into the NYC sewer lines. These lines can get clogged for many reasons; such as tree roots or personal items flushed down the toilet. We do have a preventative maintenance program in place to minimize these occurrences, but sometimes they do happen. As the clogged line gradually fills with "dirty" water due to the blockage, it begins to back up and because of gravity, will seek the lowest opening to exit. Most of the time those openings are one of the 146 sewer pits located throughout the basements of our buildings. However, if you have renovated a basement and that basement is between the blockage and the sewer pit, that backup of sewage may find its way to the toilet or sink located in your basement. Those who live over a basement that has a sewer pit and have experienced a backup, know that it is not a pretty sight or smell and the damage is limited to an unused basement. If that basement is finished, the damage is obviously more severe.
 - **WHAT DOES A BACKWATER FLOW PREVENTION VALVE DO?** It is a special valve that is connected on the sewer line in your basement that allows water to flow in only one direction--towards the city sewer lines. It will not allow water to back flow into your sink or toilet if there is a stoppage in the main line. The water will continue to back up seeking some other exit, which most likely will be one of the 146 sewer pits in our buildings. Backwater Valves can fail, but rarely do so.
 - **HOW MUCH WILL THIS COST?** The cost of the valve and the labor to install it for a basement that is yet to be renovated is minimal (around \$200 plus labor) in comparison to the full cost of the renovation. However, the cost will be greater for a basement that has already been completed and now needs to be retrofitted. Although the cost of the valve is minimal, the labor that will be required to break the wall and/or floor to get to the pipe will be the most expensive part of the project. We feel it may be worth the inconvenience and additional cost, but that is a decision you will need to make for yourself. Your licensed Plumber will know where the valve needs to be installed and will work with Glen Oaks Village personnel to identify the correct location. **An Alteration Agreement will be required, but the fee for the Alteration Agreement will be waived for those doing a retro-fit** (putting a backwater flow prevention valve in an already finished basement).
 - **WHAT TYPE OF PREVENTATIVE MAINTENANCE PROGRAM DOES GLEN OAKS VILLAGE HAVE TO MINIMIZE SEWER BACKUPS?** The Glen Oaks Village Maintenance Plumbing Department has a *Preventative Sewer Cleaning Program*. Any building that has a record of sewer backups or a Basement Conversion in it, has the main sewer line and trap cleaned on a semi-annual basis. All other buildings have the traps cleaned on a bi-annual basis. While this procedure will help minimize the 2 most frequent causes of sewer line stoppage (tree roots and grease build up), it cannot guarantee that a stoppage will not occur. Glen Oaks Village has no control over what residents put down their drains and toilets, but we continue to remind you that the plumbing system here is 65 years old and not meant to handle many of the new "plastic" household products that are regularly flushed down the toilets. We do understand that occasionally adults or children may inadvertently drop something in the toilet that creates an obstruction. We will continue to provide services and preventative maintenance programs that few other co-ops are even thinking about.
- Thank you. **The Board of Directors**

INSURED GOVO CONTRACTORS

<i>VENDORS</i>	<i>CONTACT PERSON</i>	<i>PHONE #'S</i>	<i>EMAIL ADDRESS</i>
Architects			
Edward Hicks, Architect, P.C.	Vic Kataria	(917) 225-2038	vic@katariallc.com
Solanki Engineering, PC	Ashray Solanki	(718) 343-2360	ashray.solanki@gmail.com
Asbestos Removal & Air Monitoring			
Regional Mgmt. & Consulting (A/R)	Bogdan "Bob" Szczurek	(718) 599-3718	rmcbob1@verizon.net
Jet Environmental Testing, Inc. (A/M)	Richard Maniscalco	(631) 331-3811	jet98@optonline.net
Carpet Installation Company			
Bay Carpet	Carlos Palencia	(718) 366-5001	baycarpet@yahoo.com
Chairlift Installation Company			
Alpha Home Care	Todd Schaeffer	(516) 778-0880	todd@alphacaresupply.com
Dormers			
CustomBuilt Homes, Inc.	Mandeep Sahi	(917) 214-0057	customhomesny@gmail.com
Electricial Contractor			
City Electrical	Bryan Berman	(718) 740-4100	bryan779@aol.com
Exterminator			
GoSafe Pest Control	Ionut Sav	(917) 355-4655	info@gosafepestcontrol.com
Garage Door Repair & Replacement			
Long Island Garage Door	Eli Balil	(516) 423-9920	Longislandgatecenter@gmail.com
General Contractors/Carpenters			
Golden Hammer Home Improvements	Jim Gagliardi	(516) 354-1127	jim@goldenhammerinc.net
K&N Trim Specialist	Kevin Kennedy	(516) 860-8573	kntrim@yahoo.com
Top Notch Construction Corp.	William Dean	(631) 484-4082	willdean.tnc@gmail.com
CustomBuilt Homes, Inc.	Mandeep Sahi	(917) 214-0057	customhomesny@gmail.com
Landscaping Contractor			
DeBenedettis Landscaping	John DeBenedittis	(516) 860-5704	johnnyconcrete123@yahoo.com
Masonry Contractors			
DeBenedettis Masonry	John DeBenedittis	(516) 860-5704	johnnyconcrete123@yahoo.com
Top Notch Construction Corp.	William Dean	(631) 484-4082	willdean.tnc@gmail.com
Painters			
Blueline Bathrooms and Tiles Inc	Jaycee Indiviglio	(516) 303-4465	bluelineforu@gmail.com
Top Notch Construction Corp.	William Dean	(631) 484-4082	willdean.tnc@gmail.com
Plumbers			
Senid Plumbing & Heating Inc.	Bob Guiliarte	(718) 445-3710	dee@senidplumbing.com
Evergreen Mechanical	Gesselle Lorenzo	(917) 842-1165	glorenzo@evergreenmech.com

Disclaimer: The contractors on this schedule have recently worked on Glen Oaks Village' property and are listed here only as a convenience to our Residents. Please note that Glen Oaks Village Owners, Inc. makes **NO** representations, implied or otherwise, as to the price, performance or quality of work of these contractors. These vendors are not recommended contractors.