

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dn / Up Unit: GV# \_\_\_\_\_  
 Telephone (H) \_\_\_\_\_ Telephone (Cell or Wk) \_\_\_\_\_ email: \_\_\_\_\_

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

### SINGLE INSPECTION ALTERATIONS - NO FEE REQUIRED

- |  |  |
|--|--|
| <input type="checkbox"/> Antenna or Satellite Dish (Rear wall installations only)                                      | <input type="checkbox"/> Attic Stairs Installation             |
| <input type="checkbox"/> Replacement of Doors or Windows   | <input type="checkbox"/> Non-Load Bearing Wall - Modifications |
| <input type="checkbox"/> Dishwasher or Electric Dryer  | <input type="checkbox"/> Washer/Gas Dryer/Gas Stove (B)        |
| <input type="checkbox"/> Closet conversions - Dual closet to single closet   | <input type="checkbox"/> Radiator: Remove or Install (C)       |
| <input type="checkbox"/> Garage Door Opener: Garage # _____ (D)  | <input type="checkbox"/> HVAC Split System Installation (J)    |
| <input type="checkbox"/> Awnings. Metal Prohibited, Indicate awning type, pattern & color: _____                       |  |
| <input type="checkbox"/> A/C Sleeve / Attic Fan / Exhaust Fan / Dryer Vent or Any Opening of Building Wall or Roof (E) |  |
| <input type="checkbox"/> Paver Patio: Include drawing and indicate size, location, material and color                  |  |
| <input type="checkbox"/> 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**  
 • The Alteration Agreement Fees are charged to recover administrative, inspection and dumpster usage costs •

- |   |
|---|
| <input type="checkbox"/> New Entrance to Apartment (GOV White Vinyl Doors Only)   |
| <input type="checkbox"/> Windows, Skylights, Sliding Door, Apartment Entrance - New Installations (indicate size, type, brand)  |
| <input type="checkbox"/> Bathroom Renovation (A, F) <input type="checkbox"/> Kitchen Renovation (F)   |
| <input type="checkbox"/> Electrical Modifications - New service lines, junction boxes, outlets, switches, etc. Or <input type="checkbox"/> Plumbing modifications (G) |
| <input type="checkbox"/> Load Bearing Wall Modifications  |
| <input type="checkbox"/> Cathedral Ceiling / Open Loft  |
| <input type="checkbox"/> Sunroom - Must use pre-approved co-op design. Describe location and size.  |
| <input type="checkbox"/> 1st Floor Deck or 2nd Floor Terrace (H)  |
| <input type="checkbox"/> Townhouse Dormer - Concept approval only - \$3,000 Co-op Project Monitoring & Management Fee required  |
| <input type="checkbox"/> Basement Conversion - Concept approval only - \$1,500 Co-op Project Monitoring & Management Fee required (I)                                 |
| <input type="checkbox"/> 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.

**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 _____
Pre-Inspection:	_____	Date _____
Construction Inspection:	_____	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.

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

**I hereby agree to the following covenants and conditions:**

1. All 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 718-343-8400, 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 718-343-8400 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 ensure 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 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 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.
  
13. I will inform my Contractor(s) that upon their arrival at Glen Oaks Village, each and every day, they are to sign in at the Maintenance Services Office, located at 70-41 260<sup>th</sup> Street. Failure to comply will result in the job being shut down.

**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

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.

An Alteration Agreement can be picked up at the Management or Maintenance Office and is where you begin the process of seeking approval for major modifications. In the Alteration Agreement application, you 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.

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 picking up an Alteration Agreement application and properly completing it. 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 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 to the work that 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*

## ALTERATION AGREEMENT CHECKLIST

To expedite the Board of Directors' approval of your Alteration Agreement, please attach all necessary paperwork when submitting your application.

### **THE FOLLOWING IS REQUIRED:**

#### **Single Inspection Alterations (No Application Fee Required):**

1. Complete the Contractor information page.
2. Sign and 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.

#### **Full 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.***

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. 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 1 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:**

- **Interior Main Floor Renovations & Satellite Dishes:**  
[Isabela Musheyev](mailto:Isabela.Musheyev@gofo.net) at 718-347-2337 Ext. 114 / [Isabela@govo.net](mailto:Isabela@govo.net)
- **Basement Conversions, Cement Work, Decks, Dormers, Lofts, Patios, Private Entrances, Sunrooms or Terraces:**  
[Dorothy Grace](mailto:DorothyGrace@gofo.net) at 718-347-2337 Ext. 115/ [DorothyG@govo.net](mailto:DorothyG@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: \_\_\_\_\_

\_\_\_\_\_  
Print Shareholder Name:

CORPORATION:  
Glen Oaks Village Owners, Inc.

X \_\_\_\_\_  
Shareholder Signature

By: \_\_\_\_\_

X \_\_\_\_\_  
Shareholder Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_



*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:

- The Board of Directors requires all Townhouses (3<sup>rd</sup> floor) to have a brick façade, similar in design to all other Glen Oaks Village’ apartment buildings. Any exceptions to this rule must be authorized in writing by the Board of Directors.
- All sides of newly constructed third floor Townhouses must be done in brick.
- Brickwork will be charged at the prevailing rates, as negotiated by Glen Oaks Village Owners, Inc.
- The final cost or square footage of brickwork may vary from any preliminary estimate that was received. I will be responsible for the final actual charges of such brickwork, including any ancillary items necessary as part of the brickwork construction.
- The brickwork contractor will invoice Glen Oaks Village, based on the actual construction square footage. Glen Oaks Village Owners, Inc. will pay the bill on your behalf and then bill your account after the work is done.
- I will pay Glen Oaks Village Owners, Inc. for the total cost billed before the next maintenance billing cycle.
- After I have paid Glen Oaks Village Owners, Inc. in full for the cost of the Townhouse brickwork installation, Glen Oaks Village Owners, Inc. will then assume all responsibility for future repair and maintenance costs associated with such brickwork.

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**GV#**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Shareholder Name (Print)**

\_\_\_\_\_  
**Shareholder Name (Signature)**

\_\_\_\_\_  
**Shareholder Name (Print)**

\_\_\_\_\_  
**Shareholder Name (Signature)**



# **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. Contractor's**

**5. Contractor's**

**Phone Number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**6. Address:** \_\_\_\_\_

\_\_\_\_\_

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:

### **Check applicable box:**

**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."**

**OR**

**Bond in an amount of not less than \$25,000.00 in favor of GOVO (The Bonding Company and form and substance of the bond to be acceptable to GOVO in its sole discretion.)**

**"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:** \_\_\_\_\_

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

**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, or 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, 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.
7. If your project involves asbestos removal, you will be responsible for the abatement costs and will need to contact GOVO, who will assign the Asbestos Abatement company to your project. All asbestos abatement-related documentation must be submitted to the Alteration Services Unit office, so that it can be incorporated into your building's Asbestos Abatement records.

_____	_____	_____
<b>Address</b>	<b>GV #</b>	<b>Date</b>
_____	_____	_____
<b>Shareholder Name (Print)</b>	<b><i>Shareholder Name (Signature)</i></b>	
_____	_____	_____
<b>Shareholder Name (Print)</b>	<b><i>Shareholder Name (Signature)</i></b>	

# DISHWASHERS, WASHING MACHINES, DRYERS & STOVES

## **DISHWASHERS**

All Dishwasher installations, whether new or a replacement, require 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 Unit 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 required to be used wherever there is a nearby source of water--such as in a kitchen, bathroom, laundry area or exterior outlet, such as on a deck or terrace. 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**

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

### **B) Electric Dryers**

Electric Dryer installations require an Alteration Agreement be filed with GOVO but do not require a NYC DOB Work 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 at GOVO *prior* to the GOVO Work Permit package being released to the Shareholder.



## GAS DRYER 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) and Washing machines in apartments. The City is now strictly enforcing these rules, which apply to *existing, new or replacement* appliance installations. 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

The NYC Department of Buildings (DOB) requires all WASHING MACHINES and all GAS DRYERS (existing, new or replacement installations): **(1)** to be filed with the DOB *prior* to installation, **(2)** to be installed in accordance with all applicable NYC Building Codes, and **(3)** installed and filed with DOB by a NYC-licensed plumber.

Installing a code-compliant washing machine or bringing an existing one into compliance in a Glen Oaks Village apartment will cost thousands of dollars 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 Dryer, or Electric Dryer you must first file a *no-fee* GOVO (single-Inspection) Alteration Agreement if you haven't previously done so.

*If you have questions, please contact the GOVO Alteration Services Unit, 718-347-2337.*

## **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 very expensive option, the co-op will work with your plumber 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 can be installed by a 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. If 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.

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

# Glen Oaks Village

## 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 use 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 the 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 know-free, ground contact, pressure-treated wood”.

**FIRST FLOOR STRUCTURES**

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

**1<sup>st</sup> 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.



**1<sup>st</sup> 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**

Should be “Free-standing” with no building penetration, if possible.

**2<sup>nd</sup> 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 one (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.



**2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.



## Glen Oaks Village

### ***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 2<sup>nd</sup> 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 entire apartment. There is also no partial subletting of 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 will be 75 percent of the combined maintenance of 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.*) 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. The

## **Basement Conversions, Continued**

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 once GOVO pays 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 \$5,000 we 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 (6) months from the date of your initial GOVO Work Permit.
- 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.



A SELF-MANAGED COOPERATIVE

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><b>VENDORS</b></i>	<i><b>CONTACT PERSON</b></i>	<i><b>PHONE #'S</b></i>	<i><b>EMAIL ADDRESS</b></i>
<b>Architects</b>			
Thomas J. Curro Architect P.C.	Thomas J. Curro	914-662-2827	tjcurro@gmail.com
Edward Hicks, Architect, P.C.	Vic Kataria	917-225-2038	vic@katariallc.com
<b>Asbestos Removal &amp; Air Monitoring</b>			
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
<b>Carpet Installation Company</b>			
Bay Carpet	Carlos Palencia	718-366-5001	
<b>Chairlift Installation Company</b>			
Alpha Home Care	Todd Schaeffer	516-778-0880	todd@alphacaresupply.com
<b>Dormers</b>			
CustomBuilt Homes, Inc.	Mandeep Sahi	917-214-0057	customhomesny@gmail.com
<b>Electrical Contractor</b>			
City Electrical	Bryan Berman	718-740-4100	bryan779@aol.com
<b>Exterminator</b>			
Knockout Pest Control	Anthony Monaco	718-326-7208	
<b>Garage Door Repair &amp; Replacement</b>			
On Track Garage Doors	Tom Brugnone	516-485-4840	
<b>General Contractors/Carpenters</b>			
Golden Hammer Home Improvements	Jim Gagliardi	516-354-1127	jim@goldenhammerinc.net
Metropolitan Painting & Constr. Inc.	Kenneth Kohler	516-743-9934	kenny@metro-painting.com
Sunscapes Patio Rooms	Bruce Rosenberg	631-265-2902	sunscapepatiorooms@gmail.com
Top Notch Construction Corp.	Will Dean	631-484-4082	willdean.tnc@gmail.com
<b>Landscaping Contractor</b>			
DeBenedettis Landscaping	John & Tony DeBenedittis	516-860-5704	johnnyconcrete123@yahoo.com
<b>Masonry Contractors</b>			
DeBenedettis Masonry	John & Tony DeBenedittis	516-860-5704	johnnyconcrete123@yahoo.com
A Fair Construction	Norman Singh	718 347-2518	
Top Notch Construction Corp.	William Dean	631-484-4082	Will Dean (willdean.tnc@gmail.com)
<b>Painters</b>			
Metropolitan Painting & Constr. Inc.	Kenneth Kohler	516-743-9934	kenny@metro-painting.com
Terrico	Terry White	201-602-0259	
<b>Plumbers</b>			
Four Points Plumbing	Al Greco	718-343-0007	fourpointsp@yahoo.com
Senid Plumbing & Heating Inc.	Bob Guiliarte	718-445-3710	
<b>Roofers</b>			
Installation Service & Repair, Inc.	Edgar Aguilar	516-546-2391	
Top Notch Construction Corp.	William Dean	631-484-4082	willdean.tnc@gmail.com
<b>Sewer Cleaning</b>			
Sewer King	John Apice	516 791-6343	
<b>Sunrooms</b>			
Sunscope Patio Rooms	Bruce Rosenberg	631-265-2902	sunscapepatiorooms@gmail.com
Golden Hammer Home Improvements	Jim Gagliardi	516-354-1127	jim@goldenhammerinc.net
<b>Tub Reglazing</b>			
JMB Reglazing	Tom Serrano	631-716-0762	
Superior Porcelain Resurfacing, Inc.	Mark Pra	516-248-8515	

**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.