

RULES FOR DORMERS

The Dormer Process

The board of directors has agreed to view the application for dormers favorably and with an open mind. The first step is to get an alteration agreement application from the management office and fill it out with as much information as possible. Indicate the size, configuration and usage planned for the dormer and drawings. Once the alteration agreement is received, it will go through a feasibility review process by the maintenance committee. The committee will review the application and determine if it is OK to proceed to the next step. The committee will be looking at the location to assess the esthetics and the disruption potential to nearby residents. We will also be looking to see that the final product maintains the visual “character of our buildings”.

In order to reclaim the attic space as useable and habitable living space the roof often must be raised approximately 5'. Buildings roof heights are limited to no more than 40' from the ground to the top center ridge line and no more than 30' to the top of the perimeter walls according NYC zoning variances granted to Glen Oaks Village. This height will provide sufficient space for all buildings located in Glen Oaks Village. The exterior walls must be finished with similar color brick and mortar to match the existing building and the new roof must be sloped. Windows must be white and roof shingles must be the same color as the existing building roof.

If approved, the board will give you a concept approval. The next step for you will be to hire an architect to determine the feasibility of the project and draw up plans and architectural renderings of the final construction... The board will then review these plans and drawings, have the co-op architect review them and vote whether to approve them, suggest changes or deny it. The board generally will be guided by the recommendations of the maintenance committee's feasibility review. If the board votes to approve the project you will need to hire a contractor, file the proper plans with the buildings department and obtain all necessary permits. The Glen Oaks Village Architect will be able to do this at a fee and you may also wish to use our architect to streamline the process. However, you are free to choose your own architect and we recommend that you do your homework to find an architect that meets your requirements.

The Board of Directors requires that you notify and consult with adjoining neighbors that may be impacted by your construction. The board requires the consultation of neighbors but not consent of neighbors for your construction to be approved. This is done so that everyone has an opportunity to be notified and that lines of communications are established to minimize potential problems associated with this type of construction. Once this has been done you will need to notify the co-op prior to commencement of any work. The board will then provide proper notification to nearby residents and monitor the construction to insure that it complies with all our requirements.

There will be a separate \$2,000 dormer alteration filing fee and a \$5,000 escrow deposit will be required to be made payable to the co-op corporation. This escrow deposit will be used to remedy any problems that may arise and the Board of Directors will be the sole arbiter of this decision. If you disagree with the boards decision you may personally appeal it to the board, but by virtue of your signed alteration agreement you agree to abide by the boards final decision. If problems arise from your construction that requires funds in excess of your escrow deposit, you will be liable for those additional costs. If there are no problems requiring use of these funds the escrow deposit will be returned to you at the completion of the job. A new stock certificate will be issued to reflect the new shares for this type of unit. The additional maintenance will be 25% more than the unit without the dormer.

We wish you the best of luck and are confident that you are making a good decision that will provide additional space for your family.

Revised: 10/5/05

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The Rules for Dormers were adopted unanimously by the Board of Directors on 8/30/05.

1. Maintenance will be adjusted and a new stock certificate will be issued to reflect a 2nd floor dormer. The new monthly maintenance will be 25% higher than the pre-dormered unit. This means the 2nd floor dormered apartment's maintenance will be 125% of the unit's regular (non-dormered) monthly maintenance. It is anticipated that most dormered units will typically be smaller apartments that need additional space.
2. All Dormer construction work requires an approved alteration agreement and must conform to all applicable building codes. Construction work cannot begin until separate and specific written authorization by the board of directors is given granting you permission to start your construction.
3. All construction is subject to all co-op house rules.
4. The approved dormer alteration agreement fee is \$2000. This fee is in addition to the standard alteration application fee and is payable when the alteration agreement is approved for final construction. This fee is to help the co-op recoup the large costs associated with seeking NYC approval for its dormer variance.
5. A Dormer Escrow deposit of \$5000 will be required and is payable when the alteration agreement is approved for final construction. This escrow deposit will be used to remedy any problems that may arise and the Board of Directors will have full discretion on the use of these funds. If you disagree with the board's decision you will have an opportunity to appear at a board of directors meeting to personally appeal the board's decision. However, by signing your dormer alteration agreement you are agreeing to abide by the board's final decision on the use of these escrow funds. If problems arise from your construction that requires funds in excess of your escrow deposit, you will be liable for those additional costs. If there are no problems requiring use of these funds the escrow deposit will be returned to you without interest at the completion of the job.
6. It is the shareholders responsibility to provide 30 days advance notice to all adjacent units before construction begins in order to give them an opportunity to discuss this with you and the board if they choose. This requirement is to provide consultation NOT CONSENT. In other words we would not allow other shareholders to deny the right of the upstairs shareholder from building a dormer. However, we would provide them sufficient notification in order to give them an opportunity to speak to the board prior to final approval being granted for construction to commence.

7. A dormered unit:
 - 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.
8. Dormers must be hooked up to our existing heating system unless otherwise requested by shareholder and approved by the board.
9. Electric must be wired properly so that the individual shareholder's electric account is properly charged.
10. Newly issued stock certificate will specifically indicate "DORMER UNIT".
11. All dormers should be built to maintain the character and look of our buildings to the fullest extent possible. This means the finished exterior dormer construction to be in the same color brick and mortar, same color roof shingles, a sloped roof, white windows including bay windows of equal or better quality, etc. A second kitchen may not be installed.

GLEN OAKS VILLAGE OWNERS, INC.
CO-OP FEES FOR DORMERS

- \$ 250.00 **Deposit Fee for Filing Alteration Agreement.** \$200.00 will be returned provided owner has properly scheduled inspections and all inspections have passed.
- \$2,000.00 **Alteration Agreement Approval Fee to Start Construction.** Once all paperwork has been approved and proper notifications given this fee becomes due and payable. This fee was established by the Board of Directors to help recoup some of the legal zoning, architectural and engineering costs paid by GLEN OAKS VILLAGE to obtain the necessary *NYC Board of Standards and Appeals* variance approval required to allow shareholders to construct dormers. The co-op has spent more than \$50,000 in expenses seeking various NYC agency approvals.
- \$7,500.00± **Architectural Fee for Plans, NYC DOB Filing, Inspections and Certificate of Occupancy.** This fee will be payable directly to our architect if you choose to use his services. The fee will depend on the design and complexity of your project. In addition there will be NYC Department of Buildings (DOB) filing fees of approximately \$500.00.
- \$5,000.00 **Escrow Deposit** will be required after the NYC DOB Work Permit has been issued. Once the escrow deposit has been received the Board of Directors will provide a written approval to start construction and a GOVO Work Permit will be issued. This escrow fee will be held in a non-interest bearing account and used at the Board of Director's sole discretion to remedy or mitigate any problems or damages that have been sustained as a result of your construction. At the completion of your job and after the NYC DOB final sign-off has been received your escrow deposit will be returned less any use of such funds as directed by the Board of Directors.
- \$200.00 **Reissuance of Stock Certificate and Proprietary Lease.** This is a standard fee for the reissuance of these documents which will be necessary for all dormers.