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CLINTON HILL APARTMENTS OWNER'S CORPORATION

345 CLINTON AVE.
BROOKLYN, NEW YORK
(718) 783-4680

Fax (718) 783- 3639

RENOVATION AND ALTERATION

DEAR OWNER:

In order to protect yourself, your neighbors and the Coop Corporation, your Board has adopted a procedure that must be followed before any alteration or renovation is commended. As stated in your Proprietary Lease, you are required to obtain written permission for all alterations and renovations from the Board of Directors. In obtaining the required written permission, please comply with following guidelines:

1. Submit in writing to your Building Manager a full description of the scope of the work that you wish to do in your apartment. If structures such as walls are to be changed, please accompanying engineer's sketch of current structure and a sketch embodying the projected alteration. The application package should be submitted with a check for \$250.00 made payable to Clinton Hill Apartments Owner's Corp.
2. The Management Department will review your scope of work and if there are any questions, your Building Manager will contact you by telephone. Please include your telephone number with the application for approval.
3. Once the Board of Directors approves your scope of work, you will then be required to sign an alteration agreement; a copy of which is attached hereto.

It will be necessary to submit the following information to your Building Manager before final approval will be granted.

- A. Name, address and license numbers of contractors.
- B. A Certificate of Insurance covering yourself, the Coop Corporation and the Management Agent.
- C. A copy of the engineer/architect's plans that have been filed with the City and City work permits when applicable.
- D. A statement of impact if the alteration upon the common building systems.

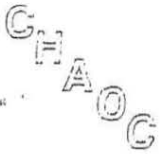
Once your agreement is signed, you may proceed with your renovation or alteration.

Contractor hereby acknowledges that Clinton Hill Apartment Owners' Corporation has not requested any of the proposed alterations and that such alterations are not being performed with the intention of conferring any benefit upon the Apartment Corporation. Contractor further acknowledges that such work is being performed for the sole benefit of the Occupant-Shareholder ("Shareholder") of the apartment. Contractor hereby agrees that the Apartment Corporation shall not be liable for the payment of all or any portion of the work performed by Contractor, and that Contractor will look solely to the Shareholder for payment. Contractor has been advised that the Apartment Corporation will be damaged if Contractor attempts to file any liens against the Apartment Corporation's interest in the Property. Accordingly, Contractor agrees that if it files a mechanics lien against the Apartment Corporation's interest in the Property and a Court determines that such lien was improperly filed, then Contractor will pay to the Apartment Corporation the sum of \$200.00 per day for each day that the lien remains a lien against the Property and will reimburse the Apartment Corporation for any and all fees and expenses incurred by the Apartment Corporation, including legal fees relating to or attributable to the lien.

Contractor's Signature

Shareholder's Signature

Building Address & Apartment #



CLINTON HILL APARTMENTS OWNERS' CORPORATION

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BROOKLYN, NEW YORK 11238
(718) 783-4680

Telefax (718) 783-3639

TO ALL CONTRACTORS

The following rules apply to all Sponsors, Owners and Contractors doing renovations in apartments at Clinton Hill Apartments Owners' Corporation. A copy of the Insurance Certificate needs to be on file prior to any work commencing.

1. Working hours are from 8AM to 5PM. Monday - Saturday. No sanding or loud type of work permitted before 9AM.
2. All contractors must notify security where they will be working.
3. Tape brown construction or resin paper on public hall floor from apartment (4' X 6') door for workers to wipe their feet and to protect the public hall floor.
4. Public areas must be protected. Place a wet rag at apartment entrance threshold when sanding.
5. Shareholders will be charged for any and all damages caused to Clinton Hill property.
6. Contractor is responsible for removal of all debris from the premises each day (The public hall floors, walls and elevators must be protected at all times during removal).
7. Nothing is allowed to be constructed, assembled, disassembled or placed in the Public areas. THERE ARE NO EXCEPTIONS.
8. All contractors must use the basement entrance to bring in/out materials.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, FEEL FREE TO CONTACT THE SUPERINTENDENT OR MANAGEMENT.

MANAGEMENT: (718) 783-4680
NORTH-SIDE MAINTENANCE: (718) 789-7643
SOUTH-SIDE MAINTENANCE: (718) 852-3557

The shareholder is the insured.

Additional insured- Clinton Hill Apartment Owners Corp.
345 Clinton Avenue
Brooklyn, N.Y. 11238 and

Mark Greenberg Real Estate Co. LLC
1981 Marcus Avenue
Lake Success, N.Y. 11042