

**Fleetwood Chateau Owners Corp.
651 North Terrace Avenue
Renovation Application**

Policy

Fleetwood Chateau Owners Corp. is a cooperative corporation. Therefore, it is imperative that any shareholder planning unit upgrading or renovations in their unit must comply with the Fleetwood Chateau Owners Corp. contractual Proprietary Lease, House Rules, and building codes for the City of Mount Vernon, the county of Westchester, and the state of New York. The Proprietary Lease and regulations is the shareholder agreement which protects all building common areas and units, preventing flooding, fires, and property damage, caused by inadequate defective plumbing and/or electrical work.

Structural renovations, such as removal of existing walls and construction of new walls, is prohibited. When bathroom, kitchen, or heating plumbing requires redirection of existing systems within internal walls, bathtubs, shower stalls, bathroom wall tile replacement, or electrical wiring within internal walls are being upgraded, a detailed architectural plan must be submitted to the Board of Directors for review and approval. The Board reserves the right to submit such plans to an independent engineer for review at the expense of the shareholder.

Non-structural renovations such as carpentry, replacement of kitchen cabinets, floors, external electrical work or replacement of lighting fixtures, wall receptacles, switches, and circuit breakers, and plumbing work involving the replacement of toilets, sinks, dishwashers and appliances do not require architectural plans. Sink disposal units are prohibited.

The Board of Directors requires the completed application with a \$1,000.00 security deposit payable to Fleetwood Chateau Owners Corp. be submitted to Gramatan Management and the Board of Directors for review and approval. The security deposit is returnable upon completion of renovation after inspection and management verification that regulations and building codes have been met and no damage to building common areas has occurred.

Regulation infractions and building common area damage will incur a \$250.00 fine and repair bills for damage will be deducted from your security deposit.

Board of Directors

BY SIGNING THIS, IT IS UNDERSTOOD THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO ADHERE TO THE FLEETWOOD CHATEAU'S RENOVATION POLICY.

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SIGNATURES

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APARTMENT ADDRESS AND APT NO.

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DATE

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PLEASE DESCRIBE IN EXPLICIT DETAIL AND WITH DIMENSIONS WHAT YOUR
PLANNED RENOVATION / REPLACEMENT INVOLVES

NAME, ADDRESS AND PHONE NUMBER OF CONTRACTOR(S): _____

ALL PLUMBERS AND ELECTRICIANS MUST SUBMIT PROOF OF BEING LICENSED TO PERFORM WORK IN THE CITY OF YONKERS. IN ADDITION ALL CONTRACTORS MUST SUBMIT PROOF OF INSURANCE -- WORKERS COMPENSATION AND DISABILITY INSURANCE AS REQUIRED BY LAW AND PUBLIC LIABILITY INSURANCE IN THE LIMITS OF AT LEAST \$1,000,000 FOR INJURY OR DEATH TO ANY ONE PERSON AND \$1,000,000 AGGREGATE FOR ANY SINGLE OCCURRENCE AND SHALL PROVIDE AT LEAST \$500,000 FOR PROPERTY DAMAGE. FLEETWOOD CHATEAU OWNERS CORP. MUST BE LISTED ON ALL CERTIFICATES OF INSURANCE AS AN ADDITIONAL INSURED.

PLEASE REMEMBER THE FOLLOWING RULES:

WORK CAN ONLY TAKE PLACE BETWEEN THE HOURS OF 8:00AM AND 5:00PM -- MONDAY THROUGH FRIDAY.

ALL WORKERS MUST ENTER THE BUILDING THROUGH THE SERVICE ENTRANCE.

ALL HALLWAYS BETWEEN YOUR APARTMENT AND THE ELEVATOR MUST BE COVERED BY "BUTCHER PAPER." THIS MUST BE REMOVED AT THE END OF THE DAY AND REPLACED WHEN WORK BEGINS AGAIN. IF NECESSARY, HALLWAYS SHOULD BE SWEEPED CLEAN AND MOPPED BY THE CONTRACTOR OR SHAREHOLDER. IT IS NOT THE SUPER'S RESPONSIBILITY TO DO ANY EXTRA CLEANING.

THE CONTRACTOR OR SHAREHOLDER MUST REMOVE ALL CONSTRUCTION DEBRIS. THE CITY OF MOUNT VERNON OR FLEETWOOD CHATEAU OWNERS CORP. WILL NOT REMOVE CONSTRUCTION DEBRIS OR APPLIANCES. IT CANNOT BE LEFT IN THE BASEMENT SINCE THIS IS A BUILDING CODE VIOLATION AND MAY INCUR A FINE.

MANAGEMENT, THE BOARD OF DIRECTORS, AND THE SUPER MUST BE INFORMED WHEN ANY CONTRACTOR WILL BE WORKING AT THE PREMISES.

IF WATER OR GAS NEEDS TO BE TURNED OFF TO A LINE OF APARTMENTS, THEN WE MUST GIVE SUFFICIENT NOTICE TO ALL RESIDENTS. THIS IS NOT ONLY COMMON COURTESY BUT IT CAN ALSO PREVENT FLOODING OR GAS PROBLEMS.

I HAVE READ THE ABOVE RENOVATION POLICY AND AGREE TO ABIDE BY ALL RULES, REGULATIONS, AND CODES.

SHAREHOLDER SIGNATURE

DATE

THE BOARD OF DIRECTORS APPROVES OF THE RENOVATION AS SPECIFIED IN THE ABOVE REFERENCED APPLICATION.

BOARD OF DIRECTOR

DATE

COMPLETED APPLICATIONS SHOULD BE RETURNED TO:

BOARD OF DIRECTORS
C/O GRAMATAN MANAGEMENT
2 HAMILTON AVENUE, SUITE 217
NEW ROCHELLE, NY 10801
914-654-1414