

84-12 35th Avenue Apartment Corp.
84-12 35th Avenue Jackson Heights, NY 11372

**Minor/Decorative Alteration Procedures When Hiring an
Outside Vendor**

The following alteration procedures should be used as a guideline for shareholders when planning to undertake a minor renovation in their apartment. Minor alterations include:

- a. Painting, wallpapering, and similar decorative work
- b. Sanding and staining of existing wood flooring
- c. Installing of carpeting or similar floor covering
(oil based paint and polyurethane not permitted)

Please compile the following required items and submit them to the Property Manager, Aileena Pacheco at AileenaP@argo.com or Property Manager Associate, Amy Bordeaux at AmyB@argo.com.

1. A detailed scope of work describing the proposed work
2. Contractor's license/s.
3. Minor alteration deposit in the amount of \$500 (refundable) payable to 84-12 35th Avenue Apartment Corp.
4. Certificate of insurance naming the **84-12 35th Avenue Apartment Corp.; Argo Real Estate, LLC; the Board of Directors, individually and collectively; Unit Owner (including full name and address); and the Certificate Holder as additional insureds.** (For full information, see the Belvedere's Certificate of Insurance Requirements.)
5. Copy of contractor's workers' compensation policy.
6. For plastering and painting work, a copy of the contractor's certificate of completion of Lead-Based Paint Maintenance Training Program.

Please note that no work may be done other than between the hours of **9:00 A.M.** and **4:00 P.M.**, Monday through Friday. No work may be done on Saturdays and Sundays and holidays. Any work which can produce loud noises, which might be disturbing to building occupants, may only be done after **10:00 A.M.**, Monday through Friday. In addition, all precautions must be taken to prevent dirt, dust and odors from permeating to other parts of the building during the progress of the alteration. If, at the Corporation's discretion, dirt, dust and/or odors affect other areas of the Building, the Corporation may take such steps as it determines to be necessary to clean or sanitize the affected areas and the Shareholder will reimburse the Corporation for all costs and expenses. Materials and rubbish must also be placed in barrels or bags, before being taken out of the apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials must be removed from the building and discarded appropriately. Failure to comply with the guidelines set forth by the building is subject to penalty at the discretion of the Board of Directors.