



RENOVATION APPLICATION REQUIREMENTS (revised 1/1/2025)

In response to your request for consent by the Board of Directors for renovation approval, please review the following requirements.

YOU MUST SUBMIT THE FOLLOWING DOCUMENTS:

1. ____ Completed Renovation Application (complete in its entirety)
 - a. Must include a contract/scope of work for each contractor.
 2. ____ Completed Addendum to Contract for each contractor performing work.
 3. ____ Certificates of insurance (both liability and Workers Comp) for each contractor performing work. (See sample certificate)
 4. ____ Copies of All permits required by the Village of Mamaroneck.
 - a. All electric and plumbing work requires permits. **NO EXCEPTIONS!**
 5. ____ Damage deposit check for \$1,000 made out to Lawn Terrace Owners Corp.
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- ❖ All information requested must accompany the application. Incomplete packages will not be processed.
 - ❖ All packages must be approved by the Board of Directors.
 - ❖ Please allow 2 - 4 weeks from time of submission until final approval.
 - ❖ All renovations must be completed within 3 months of the start date of work

Gramatan Management Inc.
2975 Westchester Ave. Suite G01
Purchase, NY 10577



INTRODUCTION

As you are aware Lawn Terrace Owners Corp. (Lawn Terrace) is a cooperative corporation. Accordingly, it is imperative that as any shareholders making repairs or renovations in their apartments act in accordance with the Lawn Terrace House Rules and Proprietary Lease. Please remember the rules and regulations are not meant to be onerous. Rather they are in place to ensure that all repairs and renovations are done to standards, which protect all shareholders and the cooperative. What could be worse than an inadequate plumbing or electrical job which causes a flood or fire!

For all repairs to be done in any apartment, the Board of Directors requires you to complete this application and submit proof that the contractor(s) are properly insured and licensed and that Lawn Terrace has been named as an additional insured on a Certificate of insurance which must be delivered to Lawn Terrace at the time this application is submitted.

Lawn Terrace will also require a deposit of \$1,000.00 that will be returned upon completion of the renovation provided that:

1. Work has proceeded in accordance with the policy, procedures and regulations outlined herein and.
2. No damage has occurred to the common areas in which case the deposit will be returned to the shareholder at the completion of the project and the issuance of any certificates of compliance or approvals by any governmental agency if same are required.

The sum of \$1,000.00 is not intended to and does not limit the responsibility of the owner to pay for any damages in excess of \$1,000.00 that occurred. If any damages have occurred to the common areas the \$1,000.00 will be applied towards said damages and the balance refunded to the shareholder **PROVIDED THE SHAREHOLDER IS NOT OTHERWISE IN DEFAULT OF THEIR OBLIGATIONS HEREIN.** If Shareholder is in default of their obligations herein by commencing work prior to written board approval being granted, prior to submitting proper insurance certificates, or performs work at times which are not allowed and/or violates any other procedures or regulations outlined herein, **THE SHAREHOLDER WILL FORFEIT THE ENTIRE DEPOSIT AS A FINE, NONE OF THE DEPOSIT WILL BE APPLIED TOWARDS ANY DAMAGES AND THE SHAREHOLDER WILL BE RESPONSIBLE TO PAY FOR ALL DAMAGES FROM HIS OWN FUNDS, THE DEPOSIT BEING FORFEITED AND RETAINED BY LAWN TERRACE AS A FINE.**



The Shareholder herein agrees to file all paperwork with the Village of Mamaroneck to change the Certificate of Occupancy for the building if same is necessary/required.

Please note that insurance is critical and protects you as well as Lawn Terrace, as you are not only responsible to Lawn Terrace for any damages to common areas, but in addition, any unit owner that sustains damages resulting from work you performed will have the right to sue you to recover for said damages.

This application is to be completed and submitted a **minimum of four weeks** prior to the start of the proposed renovation. The renovation is **not** to begin until you are notified of the Board's approval.

NAME OF SHAREHOLDER(S) _____

UNIT# _____

DATE PROPOSED RENOVATION IS TO START _____

PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE WHAT YOUR PLANNED RENOVATION / REPAIR INVOLVES AND ATTACH YOUR CONTRACTORS PROPOSAL/CONTRACT.

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



RENOVATION RULES AND REGULATIONS

1. ALL PLUMBERS AND ELECTRICIANS MUST SUBMIT PROOF OF BEING LICENSED TO PERFORM WORK. IN ADDITION, ALL CONTRACTORS MUST SUBMIT PROOF OF INSURANCE – LIABILITY, 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. LAWN TERRACE OWNERS CORP. AND GRAMATAN MANAGEMENT MUST BE LISTED ON ALL CERTIFICATES OF INSURANCE AS AN ADDITIONAL INSURED.
2. ANY EXISTING PIPE BEING REPLACED DURING ANY PLUMBING RENOVATION MUST BE REPLACED WITH COPPER PIPE AND COPPER PIPE ONLY.
3. ANY RENOVATION INVOLVING REPLACING PIPE MUST BE INSPECTED BY THE CO-OP'S AGENT AFTER RENOVATION AND PRIOR TO CLOSING THE WALL.
4. WHEN CONDUCTING PLUMBING RENOVATIONS IN EITHER A BATHROOM OR KITCHEN, ISOLATION VALVES MUST BE INSTALLED.
5. WORK CAN ONLY TAKE PLACE BETWEEN THE HOURS OF 8:00AM AND 5:00PM -- MONDAY THOUGH FRIDAY.
6. ALL HALLWAYS BETWEEN YOUR APARTMENT AND THE FRONT ENTRANCE MUST BE COVERED BY "BUTCHER PAPER." THIS MUST BE REMOVED AT THE END OF THE DAY AND REPLACED WHEN WORK BEGINS AGAIN.
7. HALLWAYS SHOULD BE SWEEPED CLEAN AND MOPPED BY THE CONTRACTOR OR SHAREHOLDER. IT IS NOT THE SUPERINTENDANT'S RESPONSIBILITY TO DO ANY EXTRA CLEANING.
8. THE CONTRACTOR OR SHAREHOLDER MUST REMOVE ALL CONSTRUCTION DEBRIS IN COMMON AREAS ON A DAILY BASIS. NEITHER THE VILLAGE OF MAMARONECK NOR LAWN TERRACE WILL REMOVE CONSTRUCTION DEBRIS OR APPLIANCES.



9. DEBRIS CANNOT BE STORED IN THE BASEMENT.

10. THE MANAGEMENT OFFICE MUST BE INFORMED WHEN ANY CONTRACTOR WILL BE WORKING AT THE PREMISES.

11. IF WATER NEEDS TO BE TURNED OFF TO A LINE OF APARTMENTS THEN WE MUST BE GIVEN 48 HOUR(S) NOTICE SO THAT WE CAN GIVE SUFFICIENT WARNING TO ALL RESIDENTS. THIS IS NOT ONLY COMMON COURTESY, BUT IT CAN ALSO PREVENT FLOODING.

12. YOU MUST HAVE WRITTEN APPROVAL COVERING ALL WORK BEING DONE.

I HAVE READ THE ABOVE RENOVATION POLICY AND ALL RULES AND REGULATIONS, AGREE TO ABIDE BY ALL RULES AND REGULATIONS, AND UNDERSTAND THAT IF I FAIL TO DO SO MY DEPOSIT WILL BE APPLIED AS A FINE AND THAT I WILL BE RESPONSIBLE TO LAWN TERRACE FOR ANY DAMAGES TO COMMON AREAS. I FURTHER UNDERSTAND THAT MY DEPOSIT WILL NOT LIMIT MY RESPONSIBILITY TO PAY FOR ANY DAMAGES IN EXCESS OF MY DEPOSIT IN THE EVENT SAID DEPOSIT IS APPLIED TOWARDS DAMAGES SUBJECT TO THE TERMS HEREIN.

SHAREHOLDER SIGNATURE

DATE

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

BOARD PRESIDENT

DATE

COMPLETED APPLICATIONS SHOULD BE RETURNED TO:

Gramatan Management Inc.
2975 Westchester Ave. Suite G01
Purchase, NY 10577
914-654-1414 • 914-654-1444 (Fax)



CERTIFICATE OF INSURANCE REQUIREMENTS

1. Anyone performing contracted work or services anywhere on Lawn Terrace Owners Corporation owned property must submit the following documentation prior to commencement of any work or service:
 - a. Filled Out Certificate of Insurance as shown on page 2
 - i. Certificate holder as shown on page 2
 - ii. Description of operation as shown on page 2
 - iii. Limits of coverages as shown on page 2 and pages 3-6
 - b. Filled Out Certificate of Workers Compensation
 - i. Limits of coverages as shown on page 2 and pages 3-6
 - c. Filled out and signed Addendum to Contract
 - i. As shown on pages 3-6
 - ii. Countersigned by the Owner/Managing Agent
2. Shareholders/Leaseholders hiring contractors without insurance will be considered negligent and legal action will be taken against them in case of any claims arising against Lawn Terrace Owners Corporation and related to work done on their premises.
3. Please submit completed information to Gramatan Management (914) 654-1414 at least 1 week prior to scheduled work or service.
4. Lawn Terrace Owners Corporation reserves the right to modify these requirements as needed.



LAWN TERRACE

Owners Corporation



CERTIFICATE OF LIABILITY INSURANCE

OP ID: ..

DATE (MM/DD/YYYY)
09/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		Phone:	CONTACT NAME:	
		Fax:	PHONE (A/C No, Ext):	
			FAX (A/C No):	
			E-MAIL:	
			ADDRESS:	
			PRODUCER:	
			CUSTOMER ID #:	
			INSURER(S) AFFORDING COVERAGE	
			NAIC #	
INSURED	Your Company		INSURER A:	Carrier
	Your Address		INSURER B:	Carrier
			INSURER C:	
			INSURER D:	
			INSURER E:	
			INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ GENERAL LIABILITY		POLICY NUMBER	03/20/2013	03/20/2014	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR					MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER					PRODUCTS - COMP/OP AGG \$ 1,000,000
	POLICY ☐ PRO-JECT ☐ I/O ☐					
	AUTOMOBILE LIABILITY					OWNED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS					
	☐ NON-OWNED AUTOS					
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$
	☐ CO-INSURANCE					
	☐ RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ Y/N	POLICY NUMBER	09/12/2013	09/12/2014	WC STATUTORY LIMITS ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY)	☐ N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPE**Description****Name of Bui**

Lawn Terrace Owners Corp, 100-134 Lawn Terrace, Mamaroneck, NY 10543
and Gramatan Management

CERTIFICATE HOLDER**CANCELLATION**

Lawn Terrace Owners Corp C/O Gramatan Management 2975 Westchester Ave, Ste G 01 Purchase, NY 10577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDENDUM TO CONTRACT

Date: _____

This Agreement is made this day by and between:

**LAWN TERRACE OWNERS CORPORATION, 100-134 LAWN TERRACE, MAMARONECK, NY 10543 AS
THE OWNER, AND GRAMATAN MANAGEMENT AS THE MANAGING AGENT**

Hereafter referred to as "Owner and/or Managing Agent", and:

(Legal name of Contractor)

Hereafter referred to as "CONTRACTOR", with respect to the performance and provision by Contractor to Owner and/or Managing Agent and/or Individual Apartment Leaseholder of certain work, services, labor and/or materials, described herein as:



(all as more fully described in the contract, invoice, purchase order or other attached document referencing the Contractor's work and services to be provided, which is incorporated by reference herein and made a part hereof),

Hereinafter referred to as "the work", and the contract amount for said work being:

\$_____

If the work is being done in a specific apartment, please fill out below:

NAME OF THE LEASEHOLDER: _____

APARTMENT NUMBER: _____

It is hereby further agreed:

1. INDEMNIFICATION:

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless Owner and or Managing Agent from and against any and all suits, actions, liabilities, damages, professional fees, including attorneys' fees, costs, court costs, expenses, disbursements or claims of any kind or nature for injury to or death of any person or damage



to any property (including loss of use thereof) arising out of or in connection with the performance of the Work of the Contractor, its agents, servants, subcontractors or

employees, or the use by Contractor, its agents, servants, subcontractors or employees, of any premises or facilities, or part thereof, of the Owner and or Managing Agent. This agreement to indemnify specifically includes full indemnity in the event of liability imposed against the Owner and or Managing Agent without any negligence or fault on the part of Owner and or Managing Agent and solely by reason of statute, operation of law or otherwise. In the event any negligence or fault is assigned or apportioned to the Owner and or Managing Agent, this agreement specifically includes partial indemnity of Owner and or Managing Agent but limited to any liability imposed over and above that percentage attributed to the Owner and or Managing Agent.

2. INSURANCE

Contractor shall obtain and maintain at all times during the term of this agreement, at its sole cost and expense, the following insurance (a) Workers Compensation insurance with statutory limits and employer's liability coverage of not less than \$500,000; (b) Commercial General Liability insurance with a minimum limit of \$ 1,000,000 per occurrence and \$ 2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, contractual liability, products/completed operations, personal & advertising injury and independent contractor's liability; (c) Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000; and (d) Umbrella or Excess liability insurance with a limit of \$5,000.000 per occurrence and a general aggregate of \$5,000.000. All of Contractor's insurance policies shall



include Owner and Managing Agent as additional insureds. The coverage afforded to Owner and Managing Agent under Contractor's policies shall be primary to, and non-contributing with any other insurance, primary, excess, or umbrella available to Owner and Managing Agent. If Contractor fails to procure insurance for the Owner and Managing Agent as required, recoverable damages shall not be limited to the cost of premiums for such additional insurance, but shall include all sums expended, and damages incurred by Owner and Managing Agent, and their respective insurers, which would have otherwise been paid by the Contractor's required insurance.

Prior to commencing "the Work" described in this Agreement, Contractor shall provide Owner and or Managing Agent a Certificate of Insurance evidencing compliance with the insurance procurement requirements herein, in standard ACORD form.

In the event any part of this Addendum conflicts with any other provisions between Owner/Managing Agent and Contractor regarding indemnity or insurance requirements, this Addendum controls. This Agreement cannot be modified orally, and any commencement of "the Work" described in the Agreement by the Contractor, or its agents, servants, employees or subcontractors shall constitute an acceptance of this written Agreement as is and shall have the same force and effect as though same were fully executed.

Dated: _____

Owner/Managing Agent By: _____

Individual Leaseholder By: _____

Contractor By: _____



ASSUMPTION OF LIABILITY

The undersigned shareholder(s) accept(s) full and unlimited liability for:

1. Any damage, claims, losses, or expenses caused to common areas or other apartments during this renovation;
2. Any violations of House Rules by the contractor;
3. Any actions required to cure any and all violations related to the construction or renovation of this unit, until such violations are cured;
4. Any actions required to close any and all permits related to the construction or renovation of this unit, until such permits are successfully closed;
5. Any fines levied upon the cooperative by any government entity related to the construction or renovation of this unit;
6. Any injuries sustained by the contractor, and related to the construction or renovation of this unit;

It is in the shareholder(s) best interest to:

1. Remain closely involved with the project;
2. Promptly respond to any issues arising from complaints from other shareholder(s), cooperative management, the Board of Directors, village, county, state, or other inspectors, etc.;

The shareholder(s) further agree to defend, indemnify, and hold harmless the Lawn Terrace Owners Corp., and Gramatan Management from any liabilities related to the construction or renovation of this unit.

APARTMENT INSURANCE IS MANDATORY. COOPERATIVE INSURANCE WILL NOT COVER FOR ANY LOSSES INSIDE INDIVIDUAL APARTMENTS.

SHAREHOLDER SIGNATURE

UNIT

DATE



LAWN TERRACE

Owners Corporation

RENOVATION PERMIT

A renovation permit (see sample below) will be provided for the shareholder to post on or near the apartment entry door for the duration of the renovation. Please reach out to Artan or Gramatan Management to obtain a copy.



LAWN TERRACE
Owners Corporation

RENOVATION PERMIT

This permit must be visibly displayed in front of the residence for the duration of renovation

Apartment Number	
Description of Work:	
Permit Start Date	Permit Expiration Date
Approved by (print and sign):	

Residents must file a new renovation application with the Board if work is not done by the expiration date of this permit. This permit does not auto-renew. Tampering with or knowingly making a false entry in or falsely altering this permit will be considered a major violation of the Proprietary Lease.

Version 1.0 • Lawn Terrace 2018