



LAWN TERRACE
Owners Corporation

Alteration Application Kit

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Lawn Terrace Owners Corp • 100-134 Lawn Terrace • Mamaroneck, NY 10543

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Owners Corporation

Dear Shareholders,

The Board of Directors is pleased to present to you the newest and most comprehensive Alteration Application Kit.

For those who are not familiar with the Alteration Policy, we recommend reading it in its entirety (pages 6-7) to get acquainted with all requirements.

This Alteration Application Kit must be filled out in its entirety before the Board will consider it. Please make sure that you file at least 4 weeks prior to planned start date.

We hope that this Kit makes the application process much easier for shareholders, considering that requirements have become much more complex due to insurance companies paying close attention to our cooperative.

Sincerely,

The Board of Directors



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The Rights of the Cooperative

The Board's power to oversee and approve alterations (also known as renovations) is derived from two foundational documents:

- **The Proprietary Lease:** Paragraph 21(a) states:

21.(a) The Lessee shall not, without first obtaining the written consent of the Lessor, which consent shall not be unreasonably withheld, make in the apartment or building, or on any roof, penthouse, terrace or balcony appurtenant thereto, any alteration, enclosure or addition or any alteration of or addition to the water, gas, or steam risers or pipes, heating or air conditioning system or units, electrical conduits, wiring or outlets, plumbing fixtures, intercommunication or alarm system, or any other installation or facility in the apartment or building. The performance by Lessee of any work in the apartment shall be in accordance with any applicable rules and regulations of the Lessor and governmental agencies having jurisdiction thereof. The Lessee shall not in any case install any appliances which will overload the existing wires or equipment in the building.

- **The House Rules:** Rules 6.3 and 6.4 state:

6.3 All repairs to be made by shareholders to their apartments must be performed by a cooperative-approved contractor. In the event a shareholder wishes to use a contractor who is not on the pre-approved list, the shareholder shall be required to submit the following documents to the managing agent prior to the commencement of any work: a copy of the contract, a certificate of insurance, proof of workers' compensation, and a signed indemnity form. Shareholders are strictly forbidden from performing by themselves or anyone other than a licensed professional any repairs that require a licensed professional, such as electrical, plumbing, or structural work. Shareholders assume full liability for any damage, injuries, or other issues that result from hiring unlicensed or uninsured contractors to make repairs to their units. The cooperative retains the right to re-inspect any such work and charge the shareholder for any necessary remediation or rework.



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6.4 For any renovation or alteration work, shareholders must submit a completed Renovation/Alteration application to Gramatan Management at least four weeks before the intended start date. This application must include a refundable security deposit and the following documents for each contractor: a copy of the contract, a certificate of insurance, proof of workers' compensation, and a signed indemnity form. No work may begin until the application has been officially approved by the Board. The use of unlicensed or uninsured contractors is strictly prohibited, and shareholders are not permitted to perform by themselves or anyone other than a licensed professional any renovation/alteration work that requires a licensed/insured professional. The cooperative reserves the right to re-inspect any Renovation/Alteration work and charge the shareholder for any necessary remediation or rework. All parties are required to comply with ALL rules and regulations outlined in both the application and the cooperative's House Rules.



Alteration Policy

For the purpose of this Policy, repairs and maintenance are defined as restoring something to its original condition, and alterations (also known as renovations) are defined as changing the material or layout.

Any planned work involving a contractor, a dumpster, or demolition of any kind, construction noise, or the use of power tools for more than one day shall be disclosed to the Board to determine if a formal alteration application is required. Additionally, any planned work requiring a building-wide or line-specific water shut-off (excluding emergency repairs) requires an application to be filed. Finally, any improvement that may result in an increase in the value of a unit requires an alteration application to be submitted.

Some instances that automatically trigger Alteration Application Requirement are as follows:

- **Village Permits:** Any work requiring a permit from the Village Building Department.
- **Structural Modifications:** Moving or removing walls, whether load-bearing or non-load bearing.
- **Professional Drawings:** Any project requiring architectural drawings or professional engineering plans. This is generally required for all permit applications.
- **Plumbing Infrastructure:** Plumbing work that involves moving, extending, or adding lines, or upgrading service, as well as installation of new plumbing-connected appliances, unless it is a like for like replacement and no plumbing permit is required.
- **Electrical Infrastructure:** Electrical work that involves moving, extending, or adding lines, upgrading the electrical panel, or upgrading or relocating main service, except for minor electrical work, such as replacement of existing fixtures, switches, or outlets, or minor addition of lines and receptacles (and provided that no village permit is required, and proof is provided).
- **Building Envelope:** Replacement of windows or terrace doors.



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- **Permanent Flooring:** Installation of any hard-surface flooring, such as hardwood, tile, laminate, vinyl, or stone, and any work on the cooperative owned subflooring. Any flooring work will require soundproofing or underlayment review by the cooperative.
- **Drywall Work:** Any “gutting” of walls or ceilings, or the installation of dropped-false ceilings that falls under alterations, and exceeds the scope of repair or maintenance, anywhere in the unit.
- **Kitchen & Bath Alterations:** Any kitchen or bath alterations, including cabinet replacement/refacing or countertop installation.
- **Common Systems:** Any work affecting the exterior façade, hot water radiators, or plumbing risers.

If you are unsure if your project requires an alteration application, you must consult Gramatan Management or the Board.

Proceeding with work when any of the instances above is met will result in legal action against the shareholder, including a STOP WORK order and a report to the Village of Mamaroneck Department of Buildings.



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Required Documents

The following documentation is required to be furnished as a part of the Alteration Application:

Form Info	Who needs to furnish it	X
Completed Alteration Application (complete in its entirety and signed); Must include a contract/scope of work for each contractor (page 10) and Assumption of Liability (page 20)	Shareholder	
Completed Addendum to Contract for each contractor performing work; Also called Indemnity Form, must be signed by each contractor and shareholder (page 16)	Contractors Shareholder	
Certificates of insurance for each contractor, including Certificate of Liability and Certificate of Workers Compensation (page 15)	Contractors	
Copies of proposals, estimates, or quotes from each contractor and for all scopes (page 22)	Shareholder	
Copies of all permits required by the Village of Mamaroneck. All electric and plumbing work requires permits. NO exceptions ; Copies of county licenses for licensed contractors (page 23)	Contractors Shareholder	
Damage deposit check for \$1,000 made out to Lawn Terrace Owners Corp; This check will be cashed – make sure you have the funds available (page 21)	Shareholder	



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Please note:

- All requested documentation must accompany the application. Incomplete packages will not be processed nor considered by the Board.
- All packages must be approved by the Board of Directors before any work can start.
- Please allow 2 - 4 weeks from time of submission until final approval.
- All alterations must be completed within 3 months of the start date of work.
- Mail your completed packages to the following address:

Gramatan Management Inc.
C/O Lawn Terrace Owners Corporation
Attn: Glenn Capobianco
2975 Westchester Ave. Suite G01
Purchase, NY 10577



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#1

Alteration Application

As you are aware Lawn Terrace Owners Corp. (Lawn Terrace) is a cooperative corporation. Accordingly, it is imperative that any shareholders making repairs or alterations 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 alterations 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 alterations to be done in any apartment, the Board of Directors requires you to complete this application and any other required documentation in full 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 alteration provided that:

1. All work complies with the policies and regulations outlined in this document, and
2. No damage has occurred to common areas, and
3. The shareholder provides documentation confirming all village permits are closed and all required government certificates of compliance or approvals have been issued.

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 may occur. If any damages have occurred to the common areas the \$1,000.00 will be applied towards said damages and the balance refunded to shareholder, **PROVIDED THE SHAREHOLDER IS NOT OTHERWISE IN DEFAULT OF THEIR OBLIGATIONS HEREIN.**



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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 alteration.

The work is not to begin until you are notified of the Board's approval.

NAME OF SHAREHOLDER(S) _____

UNIT# _____

DATE PROPOSED ALTERATION IS TO START _____



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PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE WHAT YOUR PLANNED ALTERATION INVOLVES AND ATTACH YOUR CONTRACTORS' PROPOSALS AND CONTRACTS.

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



Alteration 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 alteration must be replaced with copper pipe and copper pipe only.
3. Any alterations involving replacing pipe must be inspected by the co-op's agent after alteration and prior to closing the wall.
4. When conducting plumbing alterations 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 through 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 swept clean and mopped by the contractor or shareholder. It is not the superintendent'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 Terrae will remove construction debris or appliances.
9. Debris cannot be stored in the basement.
10. The management office and the superintendent 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 Lawn Terrace must be given 48-hour 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.



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I have read the above alteration 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 damage 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 Alterations 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)



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#2

Sample Certificate of Insurance Form – Must Include Workers’ Compensation Cert.

ACORD		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 DESCRIBED 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: _____ Fax: _____		CONTACT NAME: _____ PHONE: _____ FAX: _____ E-MAIL: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ CUSTOMER ID #: _____		
INSURED Your Company Your Address		INSURER A: Carrier INSURER B: Carrier INSURER C: INSURER D: INSURER E: INSURER F:		NUMBER(S) AFFORDING COVERAGE 10674 20281		
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.						
LINE	TYPE OF INSURANCE	ACORD FORM (INSR. NO.)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		POLICY NUMBER	03/20/2013	03/20/2014	EACH OCCURRENCE \$ 1,000,000 ADDITION TO RETIRED PERSONS (EL OCCUR/MADE) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & AUTO INLAND \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 TOTALS - COMM/OP AGG \$ 1,000,000
GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> PER POLICY <input type="checkbox"/> PER OCCURRENCE <input type="checkbox"/> PER YEAR						
AUTOMOBILE LIABILITY						
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
UMBRELLA/LIB <input type="checkbox"/> EXCESS LIB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
ANY POLICY IS COMPANIES' EXECUTIVE OFFICERS' PERSONAL LIABILITY (Mandatory in NY) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A						
POLICY NUMBER 09/12/2013 09/12/2014						
E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Description of Operation MUST include the following as an ADDITIONAL INSURED Lawn Terrace Owners Corp, 100-134 Lawn Terrace, Mamaroneck, NY 10543						
CERTIFICATE HOLDER			CANCELLATION			
Lawn Terrace Owners Corp C/O Gramatan Management 2975 Westchester Ave. Suite 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			

ACORD 25 (2009/09)

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#3

Indemnity Form - Addendum to Contract

Date: _____

This Agreement is made this day by and between:

LAWN TERRACE OWNERS CORP.

(Legal name of Property Owner or legal representative)

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 of certain work, services, labor and/or materials, described herein as:



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(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:

\$_____, 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.



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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



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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: _____

Contractor By: _____



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#4

Assumption of Liability by the Shareholder

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 alteration;
2. Any violations of House Rules by the contractor;
3. Any actions required to cure any and all violations related to the construction or alteration of this unit, until such violations are cured;
4. Any actions required to close any and all permits related to the construction or alteration 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 alteration of this unit;
6. Any injuries sustained by the contractor, and related to the construction or alteration 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 alteration of this unit.

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

SHAREHOLDER SIGNATURE UNIT DATE



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#5

Alteration Application Kit – Deposit Check

Affix Your \$1,000.00 Deposit Check Here

Make it Payable to Lawn Terrace Owners Corp

Memo Field: Put Your Unit Number

CHECK HERE



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#6

Proposals, Estimates, Quotes

**Enclose All Proposals, Estimates, Quotes Here
for All Contractors and Scopes**



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#7

Village Permits and Contractor Licenses

Enclose all Village Permits Here for All Scopes

Enclose all Contractor Licenses Here for All Contractors



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#8

Request for Return of Alteration Deposit

UPON COMPLETION OF YOUR ALTERATION:

The following form is to be filled out upon the completion of the alteration work. The form must be accompanied by the requested documentation, and if approved by the Board of Directors, the deposit will be refunded in accordance with the Alteration Policy.



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#9

Request for Return of Alteration Deposit

Shareholder Information:

- Name(s): _____
- Unit #: _____
- Date Alteration Completed: _____

By signing below, I certify that the alteration of the above-referenced unit has been completed in accordance with the approved application. I further certify that:

1. Work proceeded in accordance with the policy, procedures, and regulations of Lawn Terrace Owners Corp., and according to the approved Alteration Application
2. No damage has occurred to the common areas (hallways, doors, walls, etc.).
3. All construction debris has been removed from the cooperative grounds.
4. All required isolation valves were installed, and copper piping was used for replacements (if applicable).

I am attaching documentation from the Village of Mamaroneck Building Department to confirm that there are no open permits or any outstanding violations related to my unit.

Shareholder Signature: _____ Date: _____

Shareholder Signature: _____ Date: _____

SUBMIT TO: Gramatan Management Inc. 2975 Westchester Ave. Suite G01 Purchase, NY 10577 914-654-1414 • 914-654-1444 (Fax) or email to gcapobianco@gramatanmanagement.com



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#10

Sample Notice to Neighbors

UPON APPROVAL OF YOUR ALTERATION APPLICATION:

The following form will be distributed to all your neighbors by the Board of Directors. It is enclosed here for your reference. Do not fill it out.



NOTICE OF APPROVED ALTERATION APPLICATION

The Board of Directors would like to inform you that it has recently approved an alteration application for unit number _____ with start date of _____ and for the duration of 90 days.

YOU HAVE RIGHTS!

Because apartment alterations (renovations) can negatively affect the quality of living in nearby apartments, we wanted to list some of the provisos that the applicant agreed with when filing the application:

- Contractors (or unit owners) may perform the work only on weekdays between the hours of 8:30AM and 5:00PM. This rule prohibits any construction noise after 5:00PM and during weekends.
 - If you hear any construction noise after 5PM, please report to the superintendent, Gramatan Management, or the Board immediately.
- Contractors (or unit owners) are supposed to protect building floors from debris and sweep them on a daily basis. In addition, Contractors (or unit owners) are responsible for any damage to hallway interiors including unit and building doors.
 - If you notice any damage or any non-compliance regarding this requirement, please report to the superintendent, Gramatan Management, or the Board immediately.
- Contractors (or unit owners) are responsible for hauling away any construction debris and not leaving it in hallways, common areas, or communal dumpsters.
 - If you notice that contractors are dumping construction debris into communal dumpsters, common areas, or leaving it in hallways please report to the superintendent, Gramatan Management, or the Board immediately.
- Unit owners are responsible for any violations of House Rules perpetrated by their contractors.
 - Please report any violations to the superintendent, Gramatan Management, or the Board immediately. The sooner we know about any issues, the sooner we can do something about them. You can download a copy of the House Rules from our website at www.lawnterrace.com (current/prospective shareholders section).

ANY COMPLAINTS RECEIVED WILL BE KEPT CONFIDENTIAL