

**VERY IMPORTANT**

**ALL CONTRACTORS MUST SIGN IN AT THE MAINTENANCE DEPARTMENT ON THE MORNING THEY ARE COMMENCING A JOB.**

**THIS WILL ALLOW PROPER PROTECTION OF THE COMMON AREAS.**

**FAILURE TO DO SO WILL RESULT IN THE JOB BEING SHUT DOWN FOR THE DAY AND / OR A FINE LEVIED AGAINST THE APARTMENT.**

# LeHAVRE

*On the Water*

## IMPORTANT ITEMS TO REMEMBER:

1. IT IS THE SHAREHOLDER'S RESPONSIBILITY TO SEE THAT THE PACKAGE IS FILLED OUT COMPLETELY AND LEGIBLY. IF ANY ITEMS ARE MISSING, THIS AGREEMENT WILL BE RETURNED TO THE SHAREHOLDER.
2. SHOULD ANY WORK COMMENCE WITHOUT WRITTEN PRIOR APPROVAL FROM MANAGEMENT/SUPERINTENDENT, A \$250.00 FINE WILL BE ADDED TO YOUR MAINTENANCE BILL FOR VIOLATION OF OUR RULES AND REGULATIONS.
3. SHOULD ADDITIONAL WORK BE UNDERTAKEN, THAT IS NOT OUTLINED UNDER THE "SCOPE OF WORK"; A FINE OF \$250.00 WILL BE ADDED TO YOUR MAINTENANCE ACCOUNT. ADDITIONAL FEES MAY ALSO BE ADDED BASED ON THE EXTRA TIME AND EFFORT THAT IS SPENT ASSESSING AND REVISING THE JOB SITE.

## **PACKAGE MUST INCLUDE:**

- GENERAL CONTRACTOR'S NAME.
- CONTRACTING LICENSE, LIABILITY INSURANCE, AND WORKER'S COMP. (NYC)
- PLUMBING LICENSE, LIABILITY INSURANCE, AND WORKER'S COMP. (NYC)
- ELECTRICAL LICENSE, LIABILITY INSURANCE, AND WORKER'S COMP. (NYC)
- LEAD PAINT CERTIFICATION (NY STATE ONLY)
- HOME OWNER'S INSURANCE.
- TWO CHECKS - \$1,000 DEPOSIT AND \$150 PROCESSING FEE (PAYABLE TO LEHAVRE OWNERS CORP). ALL CHECKS WILL BE DEPOSITED TO THE CO-OPS ACCOUNT. THE PROCESSING FEE OF \$150 IS NOT REQUIRED FOR THE REPLACEMENT OF CARPETS.

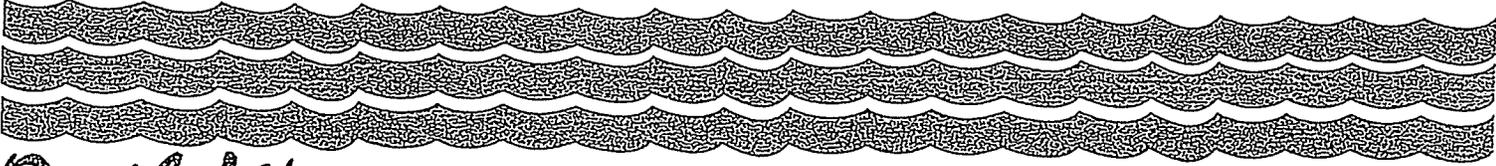
CERTIFICATE OF LIABILITY INSURANCE MUST READ AS FOLLOWS:

***"LeHavre Owners Corp. as additional insured"***

(To be written under "Description of Operations")

*Please note the 80% carpeting rule applies to all floors, i.e. hardwood, floating floors etc.*

# LEHAVRE



## On the Water

Date: \_\_\_\_\_

To: Shareholder(s)

\_\_\_\_\_ Bldg. / Apt.

\_\_\_\_\_ Name

Re: Apartment Alteration

Plumbing Inspection Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please be advised that LeHavre Owners Corporation has approved the Alteration Agreement request submitted by you.

May we please remind you that this approval is contingent upon your compliance with the aforementioned alteration agreement, and that:

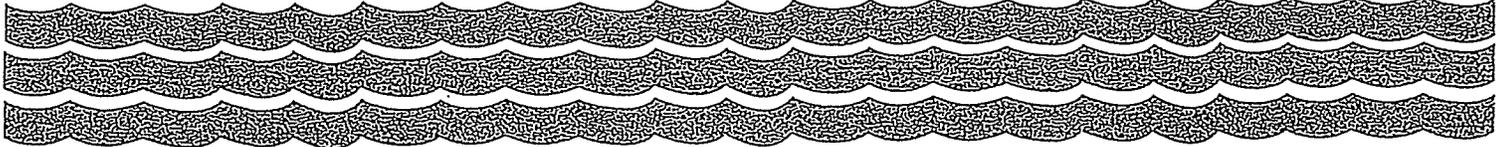
1. Before commencing work you must contact the Maintenance Department at (718-767-6200) to coordinate access to the building for your "Contractor Pass".
2. Before work can commence, all required permits and certificates of insurance must be obtained and presented to the Management Office.
3. Please be advised that your contractor must remove all bulk garbage resulting from this alteration from the building the same day. It cannot be left under the building or anywhere on the property.
4. The Superintendent must (a) make an inspection upon completion of demolition; (b) make a second inspection of all plumbing and electrical work before the walls are closed, and (c) a final inspection of the completed work before the contractor leaves the premises.

Your cooperation will be appreciated not only by the cooperative, but by your neighbors as well.

Very truly yours,

By: \_\_\_\_\_  
(Name/Title)

# LeHavre



*On the Water*

## ALTERATION AGREEMENT

This agreement is to be completed by Shareholder (hereinafter referred to as either "Shareholder or I"), and must be submitted to the Board of Directors of LeHavre Owners Corporation (hereinafter referred to as the "Corporation").

Proposed alterations (please attach additional pages or documentation as appropriate):

---

---

---

As Shareholder of Building \_\_\_\_\_, Apartment \_\_\_\_\_, at LeHavre Owners Corp. I hereby request permission to undertake the alterations described above and/or by reference to plans and specifications attached to this document. If such permission is granted I agree to abide by the following conditions:

1. That the proposed alterations are described in complete detail in the space provided above/or by reference to plans and specifications prepared in duplication and furnished with this agreement. (Only work described will be considered by the Corporation for approval). The Corporation may require that this document, any plans and/or specifications attached to this document be forwarded to the Corporation's architect for his review and recommendation to the Corporation. Alterations include the installation of any electrical appliance, such as stoves or dishwashers.

2. At the time of submitting this alteration application an Administrative Fee of One Hundred and Fifty Dollars (\$150.00) made payable to Le Havre Owners Corporation, is required. This fee is not required for replacement of carpets.

At the time of submitting this alteration application, a refundable One Thousand Dollars (\$1,000.00) security deposit made payable to Le Havre Owners Corporation is required. In the event any damage is done to the common elements of the property during the alteration or any part of this agreement in not complied with, the Corporation reserves the right to retain the security deposit as consideration of the violation. The Corporation further reserves the right to bill the Shareholder if the cost of damage sustained is above the \$1,000.00 amount held as deposit. Such sums shall be considered additional maintenance charges as provided in the Proprietary Lease.



If the Corporation obtains legal, engineering or architectural advice either prior or subsequent to granting permission, Shareholder agrees to reimburse the Corporation, on demand, for any reasonable fees incurred, and if permission be granted, then, in any event, prior to commencement of the Work. Shareholder understands and agrees that all costs of labor, equipment and materials incurred by the Corporation, shall be charged to Shareholder. Any such charges shall be billed monthly.

I hereby acknowledge and agree that the Corporation may impose such conditions (as a guarantee of completion, without limitation, requiring me to post bond to ensure the completion of the proposed alterations, payment for proposed alterations and other charges payable hereunder) as the Corporation may reasonably require.

That all of the proposed changes, structural or otherwise, shall strictly conform to all regulations of all Government authorities having jurisdiction thereof. If required by law or Governmental regulations, I will file plans with and procure the approval of all governmental agencies having jurisdiction over the work. All applications and permits required will be obtained at my own expense prior to commencing work and, not more than ten days after receipt of such approval, copies of all such applications and permits will be delivered to the offices of the Corporation's Management Office. If there be any doubt as to the need of such approval, the Corporation's Manager and the Director of Operations shall be the sole and final arbiter in resolving the doubt. In performing the proposed changes, I shall be responsible for the cost and compliance with all applicable governmental rules and regulations, including without limitations, the Americans with Disabilities Act of 1990, Public Law 101-336 U.S.C. Sec's. 12101 et seq., together with all amendments thereto which may be adopted from time to time, and all rules promulgated thereunder.

3. Before any work begins, I will provide the Corporation's Management Office with a complete copy of every agreement made with contractors and suppliers. All such contractors and suppliers shall be duly licensed by the State of New York. If my use of any contractor, subcontractor, vendor, supplier, or any other party causes or threatens to cause disharmony, labor disputes, strikes or picketing of any kind whatsoever, such party shall be dismissed, removed from the job site and excluded from the building and the work of such party shall be continued by others satisfactory to the Corporation.

4. Under no circumstances will any work whatsoever be performed on Saturdays, Sundays, or Holidays. Other days, work will be performed only between the hours of 8:30 a.m. and 4:00 p.m.

5. The proposed alterations will be completed within \_\_\_\_\_ days after Governmental approval has been granted or if such approval is not required by law or regulation, then from the date of approval of this application. In any case, the duration of the proposed work will not exceed one hundred twenty (120) days.

6. All work will be done in such a manner as not to interfere with the operations of regular building services. All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. Rubbish will be placed in barrels or bags before being taken from the Apartment and removed promptly from the premises at my expense by licensed carters. If the elevator is to be used to move rubbish, materials, equipment, supplies or the like, the Superintendent will be notified in

advance in order to install protective padding and to arrange a time when the use of the elevator is least likely to inconvenience other occupants of the building.

7. I must provide insurance of the types and in not less than the amounts set forth below with a company or companies satisfactory to the Corporation and licensed to do business in the State of New York. All such policies shall name the Corporation as additional insured. No diminution of the limits of insurance will be permitted. Such insurance shall include:

\* WORKER'S COMPENSATION as required by all applicable Federal, State or other laws, including Employers Liability in accordance with the statutory requirements of the State of New York together with Disability Benefits Insurance required by the State of New York.

\* COMPREHENSIVE GENERAL LIABILITY including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury coverage, which shall include mental anguish as well as standard conditions, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage.

Limits shall be as follows:

\$1,000,000 BODILY INJURY & PROPERTY DAMAGE (combined single limit)

\$3,000,000 UMBRELLA LIABILITY, BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE COMBINED.

Higher limits may be set by the Corporation at its sole discretion.

If umbrellas are written in more than one company, any layers above the first one shall follow the form of the Primary Umbrella.

Prior to the commencement of any work hereunder, detailed certificates of insurance shall be furnished to the Corporation showing that such insurance is in full force and that the premiums due hereunder have been paid. Such certificates shall provide that the said insurance may not be cancelled, terminated or modified without thirty (30) days written prior notice thereof to the Corporation. The Contractor shall promptly furnish the Corporation with copies of any endorsements subsequently issued amending insurance coverage or limits.

In the event of the failure of the Contractor to furnish and maintain such insurance, the Corporation shall have the right at its option at any time (a) to revoke permission to perform the work and to deny entry into the building of all workers, except that if such workers are escorted by a member of the building's staff, they shall be permitted to remove their tools and supplies, and/or (b) to take out and maintain the said insurance for and in the Corporation's name and the name of the Contractor. The Corporation agrees to pay the cost thereof and to furnish all necessary information and consents to permit the Corporation to take out and maintain such insurance for the Corporation's account and the account of the Contractor. Compliance with the foregoing requirements to carry insurance and furnish certificates shall not relieve the Corporation or the Contractor from any liability assumed under any provisions of this Contract.

The Contractor's insurance policy shall also contain in substance the following endorsement:

"This insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any party for the loss occurring to the property described herein."

Nothing in this paragraph shall constitute a waiver of or limitation of any other rights or remedies the Corporation may have for consequential damages or otherwise.

8. I undertake to indemnify the Corporation, its Agents, its Shareholders, tenants and occupants of all Apartments against any damage to persons or property suffered as a result of the work performed hereunder, or any liability whatsoever in connection therewith, whether or not caused by negligence. I agree to reimburse the Corporation and its Managing Agent for any expenses (including, without limitation, attorney's fees and disbursements) incurred as a result of such claims. If requested I shall procure a bond or agreement from an insurance company reasonably acceptable to the Corporation, ensuring performance of the provisions of this paragraph. (See sample certificate, Exhibit I).

9. I will take such protective measures as necessary to ensure that the building is not damaged. All flooring (carpet and/or tiles) in common areas of the building shall be protected by masonite during which times that rubbish, materials, and equipment are being transported into or removed from the apartment. All masonite shall be secured properly as not to pose a trip hazard to the occupants of the building. I will take such protective measures as necessary to protect the painted and wallpapered surfaces of the common areas of the building to ensure that the building is not damaged in any way.

10. I will provide, with my Alteration Agreement, a copy of my Home Owner's insurance policy listing coverage for \$20,000 (minimum) in Personal Property and \$100,000 (minimum) in Liability.

11. DO NOT CONNECT STOVE TOP EXHAUST INTO THE VENTILATION SYSTEM

12. Cutting tiles or doing any type of contracting work on your terrace is strictly prohibited, as it damages the coating and voids the warranty on the entire building.

13. It is understood that in granting this conditional permission, the Corporation makes no representation as to the design, feasibility or efficiency of proposed alterations. I assume all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or be attributed to the work being performed hereunder. I assume all responsibility for the maintenance repair of any alterations and installations after completion. The responsibility covers all work whether or not structural; weather tightness of windows, exterior walls or roofs, waterproofing of every part of the building directly or indirectly affected by the work; maintenance of any heating, plumbing, air conditioning and other equipment and appliances installed or altered pursuant hereto. If the operation of the building or any of its equipment is adversely affected by the work, I shall, when so advised, promptly remove the cause of the problem and effect the complete restoration of the affected aspect of the building or its equipment.

14. Without limitation, the Corporation may, at its option and at my sole expense, retain a professional engineer or architect to review the plans submitted and to make such personal

inspections as deemed necessary to ensure that all work is installed in accordance with normally acceptable standards and meets all governmental agency requirements. I shall promptly, upon demand, reimburse the Corporation or its agents for the cost of the review, modification and/or approval, supervision and/or condition of the plans and specifications of my alterations. The Corporation and its agents shall have no liability in connection with such review, modification, approval, supervision or coordination.

15. I undertake to indemnify and hold the Corporation harmless from any mechanic's liens or material liens in connection with the proposed work. Shareholder agrees to remove liens within fifteen (15) days. Nothing in this agreement is intended to constitute a consent by the Corporation to the subjection of its interest, or my interest in the Apartment, the building or the land on which the building is located to any lien or claim by any person which supplies any work labor, material, services or equipment to me or on my behalf, in performing the proposed alteration.

16. It is understood that in granting this conditional permission under the terms of the letter of agreement, the By-Laws and Proprietary Lease of the Corporation are in no way modified and remain in full force and effect.

17. If the proposed alterations include a change to the Apartment's heating and ventilation system, I will assume all responsible for failure of efficient performance.

18. On completion of the work, I will obtain and deliver to the managing agent, copies of any required certificates of inspection and approval from the appropriate government agencies having jurisdiction, including the Board of Fire Underwriters, and such other proof as may be necessary to indicate all work has been done in accordance with all applicable laws, ordinances and government regulations. I will, at my sole cost and expense, if required upon approval of the Corporation, obtain a revised or amended Certificate of Occupancy for the building. However, it is understood that I will not be expected to assume the cost of remedying any violations discovered in the course of obtaining a new or revised Certificate of Occupancy which are unrelated to the approved alterations.

19. Alterations are defined to include any construction or demolition performed, as well as the installation or removal of any and all major appliances (washing machines and dryers are not permitted in any apartment).

20. My failure to comply with any of the provisions hereof shall be deemed a breach of the By-Laws and Proprietary Lease of LeHavre Owners Corporation, it may also suspend all work and prevent workmen from entering any Apartment for any purpose other than to remove their tools or equipment.

21. This agreement may not be changed orally and shall be binding on you, me and our personal representatives and authorized assigns.

22. Shareholders Responsibility for Consequences of Work:

Shareholder assumes all risks of damage to the Building and its mechanical or electrical systems, and to persons and property in the Building which may result from or be attributable to the Work being performed hereunder. Shareholder assumes all responsibility for the

maintenance and repair of any alterations and installations in the Apartment after completion. This responsibility covers all aspects of the Work, whether or not structural, including without limitation, weather tightness of windows, exterior walls or roofs, waterproofing of every part of the Building directly or indirectly affected by the Work, and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the Building, or any of its equipment, is adversely affected by the Work, Shareholder shall, when so advised, promptly remove the cause of the problem.

b) If the Alteration(s) involve the modification of the existing electrical, plumbing, ventilation, waste removal or heating systems in any way, I shall assume responsibility for the adequacy of the equipment substituted for the present equipment, in order to heat the Unit properly and in accordance with the policy of the Corporation and (ii) for any damage or adverse affect to the supply of heat, electricity, water, air circulation or waste removal to other portions of the building.

c) All risks of damage to the Building, any apartment in the Building, any systems and components of the Building, or to persons or property in or around the Building which may, directly or indirectly, result from or be attributable to the Alteration. All responsibility for the maintenance, repair or replacement of the Alteration after completion are and will be assumed by me. I agree that this responsibility shall, without limiting the foregoing, cover all work, whether structural or non-structural, the weather tightness of windows, exterior walls and roofs, waterproofing of every part of the Building directly or indirectly affected by the Alteration, and the maintenance and performance of all heating, plumbing, air-conditioning and other equipment previously installed or installed or altered pursuant to this agreement. If the operation of the Building or any of its equipment is adversely affected by the Alteration, I shall, when so advised, promptly correct the problem at my sole cost and expense in the manner required by the Corporation or at the Corporation's option, reimburse the Corporation for any expense occurred by it in correcting such problem.

d) I agree that no air-powered tools or pneumatic jackhammers or electrical hammer equipment will be used, (flooring may NOT be nailed down) and copper tubing will be used for the ice maker/refrigerator, no steel plumbing fitting, PVC or plastic lines can be used without written approval of the Superintendent, which approval is beyond the scope of, and in addition to, the approval granted in this Agreement. I further agree that no materials will be placed or hoisted on top of any elevator cables. No alterations of any common areas are authorized unless specifically provided herein.

e) Should the Alteration involve the enclosure of any heat or water pipes, or in any other way limit access to these pipes and if, in the future, the Corporation has cause to damage or remove these impediments for the purpose of repair to said pipes or for any other purpose, I shall pay for any extraordinary expenses the Corporation may incur in removing these impediments, and I shall assume all costs in restoring same. If shut-off valves do not exist for this area, same should be provided by the unit owner at the time of the Alteration.

### 23. Responsibility of the Shareholder and Shareholder's Successor in Interest:

a) Shareholder agrees that the responsibility for maintaining and repairing the Work remains with Shareholder and Shareholder's successor-in-interest in residence in Shareholder's apartment, including, but not limited to, the cost of removing or reinstalling all or any part of the work.

b) If the Work involves changes to the plumbing lines servicing the Apartment, Shareholder agrees that Shareholder and Shareholder's successor-in-interest shall be fully responsible for

the future repair and maintenance of the plumbing lines servicing. Shareholder's apartment and any equipment installed as part of the Work, including without limitation, any and all costs relating to leakage and/or seepage in Shareholder's apartment and/or adjacent apartments. In the event that there is a complaint concerning noise, vibration or exhaust heat from any equipment installed by Shareholder, Shareholder shall, after notice, make immediate repairs or adjustments to eliminate the cause of the complaint and if this is not possible, to remove any such equipment promptly upon order of the Corporation.

If the Work involves changes to the bathroom tiling, the Shareholder should retain extra tiles for the bathroom walls and floors. The extra tiles will be used to replace any that might be removed or damaged should the LeHavre Maintenance Department need access to the pipes behind the wall to repair a leak.

c) Shareholder or Shareholder's successor-in-interest i) shall advise each subsequent purchaser of the Corporation's shares appurtenant to the Apartment (a "Purchaser") of the Work undertaken by the Shareholder and the Purchaser's obligations under this Agreement; ii) shall provide copies of the Plans and this Agreement to each Purchaser; and iii) waive any claim or cause of action against the Corporation or the Board of Directors for advising a potential Purchaser of the obligations of the owner of the Apartment under this Agreement.

24. Liability of Shareholder and Shareholder's Successor-in-Interest. Shareholder further agrees that Shareholder and Shareholder's successor in-interest in residence in the Apartment shall bear any and all costs for any plumbing leaks or other conditions which cause damage to adjacent apartments or other apartments in the Building, if such leakage or damage results from alterations made or equipment installed as part of the Work.

25. The Shareholder shall cause the Shareholder's contractors and/or workers to use safe work practices during the work and take precautions to prevent the spread of dust and debris which may contain lead.

The federal Task Force on Lead-Based Paint Hazard Reduction has recommended certain maintenance practices, including (1) limiting access to the work area to only workers, (2) covering the work area with polyethylene plastic or equivalent, (3) protecting the workers, (4) protecting the Shareholder's belongings by covering or removing them from the work area, (5) wetting the painted surfaces before disturbing the paint and (6) wetting the debris before sweeping. The Task Force has indicated that certain removal practices are unsafe, including (1) open flame burning, (2) power sanding or sandblasting (unless a special vacuum attachment is used to contain dust), and (3) dry scraping more than a de minimis surface area (de minimis means an area of less than one square foot per room).

The Shareholder shall cause the Shareholder's contractors and/or workers to perform their work consistently with the recommendations of the Task Force and shall upon completion of the work perform specialized cleaning of the work area using methods designed to safely remove dust and debris which may contain lead.

The Shareholder shall receive assurances acceptable to the Corporation from the Shareholder's contractors and/or workers that they have knowledge of lead-based paint hazards and they will perform the work and clean-up the work in a manner which will avoid creating lead-based paint hazards.

25. Residents are allowed to carry out minor renovations; however, they must submit an Alteration Agreement and provide insurance to the Management Office.

26. Confirmation of Receipt of Lead Pamphlet:

I have received a copy of the pamphlet; Renovate Right, informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received- this pamphlet before the work began.

27. Confirmation of Receipt of Specifications for Balcony Enclosures (see attached)

SPECIFICATIONS FOR TERRACE ENCLOSURES

1. Bronze aluminum frames (as listed in the specifications)
2. Caulking should be Dow 795
3. No weep holes should be blocked
4. The railing SHALL NOT BE REMOVED!!!
5. Aluminum should be no less than .035

28. Hard Wood / Floating or Tiled Flooring Installation:

At a Board of Directors meeting on September 21, 2016, the Board voted to add the following requirement with regards to laminated or engineered flooring.

When installing either of the above floor types, shareholders are required to install a ¼” cork underlayment. Any shareholder installing either of these floor types must make an appointment to have the Maintenance Department inspect the cork underlayment after it has been installed and before installing the top layer of flooring. If the shareholder fails to have the underlayment inspected by Maintenance, he or she will be required to remove the top layer of flooring so that the Maintenance Department can inspect the cork underlayment. If the shareholder installs underlayment that does not meet the co-ops specifications, the shareholder will be required to remove the underlayment at the shareholder’s expense.

An Alteration Agreement must be filed with Management for all flooring work. No air-powered tools or pneumatic jackhammers or electrical hammer equipment can be used, (flooring may NOT be nailed down). Please be advised that after installing a hardwood, floating or tiled floor you are still required, as per the House Rules of Le Havre, to cover 80% of your apartment with carpeting and noise reducing padding underneath. Only the kitchen and bathroom is EXEMPT from this rule. The living room, dining area, entrance way, hallway and bedroom should all have full coverage with padding. Floating floors must have ultra quiet padding installed underneath. In the event that you tile your floors, please save extra tiles in case emergency repairs need to be carried out later on.

**\*\*If you are using chemicals to finish flooring, you MUST use an exhaust fan\*\***

*I signify my agreement with the aforementioned conditions by signing in the space provided on the following page:*

Signature of Shareholder \_\_\_\_\_ Date: \_\_\_\_\_ Bldg./Apt: \_\_\_\_\_

Print Name: \_\_\_\_\_

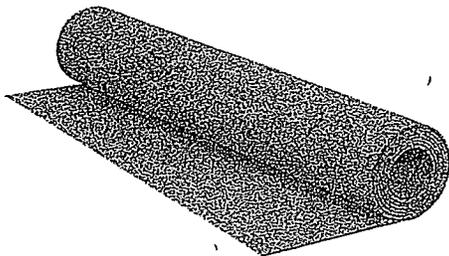
Please return all copies to:

Le Havre Owners Corporation  
168-68 9th Avenue  
Whitestone, New York 11357

### Sample of Cork Underlayment Roll

[Home](#) [Flooring](#) [Flooring Tools & Materials](#) [Surface Prep](#) [Underlayment](#)

Model # 72000Q Internet #100645274 Store SKU #115228



## QEP 200 sq. ft. 1/4 in. Cork Underlayment Roll

★★★★★ (85) [Write a Review](#) [Questions & Answers \(69\)](#)

- Helps repel termites and insects
- Hypoallergenic
- Reduces sound transmission

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/04/2010

**PRODUCER**

Christie L Simmons  
101 Bloomingdale Road  
Hicksville, NY 11801

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

CONTRACTOR, ELECTRICIAN OR PLUMBER'S  
COMPANY NAME & ADDRESS

**INSURERS AFFORDING COVERAGE**

**NAIC#**

INSURER A: State Farm Fire and Casualty Company 26143

25143

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ACDY LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	XXX485-7	08/13/10	08/13/11	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EAACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	XXX03-5	11/16/09	11/16/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 100,000.00 EL DISEASE - EA EMPLOYEE \$ 100,000.00 EL DISEASE - POLICY LIMIT \$ 500,000.00
A	OTHER NYS Disability	XXX 147-2F	01/01/10	01/08/11	Statutory

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Re: Work performed for \* RESIDENT'S NAME & ADDRESS \* Whitestone, NY 11357  
 Additional Insured: LeHavre Owners Corp. 188-88 9th Ave Whitestone, NY 11357

**CERTIFICATE HOLDER**

**CANCELLATION**

\* RESIDENT'S NAME & ADDRESS  
 Whitestone, NY 11357

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

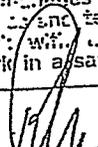
Christie Simmons

NOTES FOR GLASS WINDOWS AT BALCONIES (NOV 5, 2006)

- ① BALCONY RAILINGS are shown to remain & are used for anchors with THIS DESIGN
- ② END WINDOW will NOT easily accommodate an AC UNIT & AC IS REQUIRED END UNIT SHOULD BE MODIFIED
- ③ CONTRACTOR SHAD VERIFY FIELD DIMENSIONS & WINDOW TYPES PRIOR TO ORDERING WINDOWS
- ④ WINDOWS SHAD MATCH BUILDING WINDOWS FINISH & GLAZING.
- ⑤ HEAD, SILL & JAMB DETAILS HAVE BEEN APPROVED BY LIQUID PLASTIC & MUST BE FOLLOWED TO MAINTAIN COATING GUARANTEES

# Specifications

# Balcony Enclosures

<b>LAWLESS &amp; MANGIONE</b> Architects & Engineers	480 North Broadway Yonkers, N. Y. 10701
Corrections or comments from the client or from compliance with the City of New York Department of Buildings. This check is only to be used for the contractor's review and does not constitute an approval of the drawings. The contractor is responsible for the accuracy of the drawings and for the safety of the work in a safe and sound manner.	no exceptions taken <input type="checkbox"/> approved as noted <input checked="" type="checkbox"/> make corrections noted <input type="checkbox"/> resubmit and resubmit <input type="checkbox"/> rejected <input type="checkbox"/>
by 	date 6/4/2007

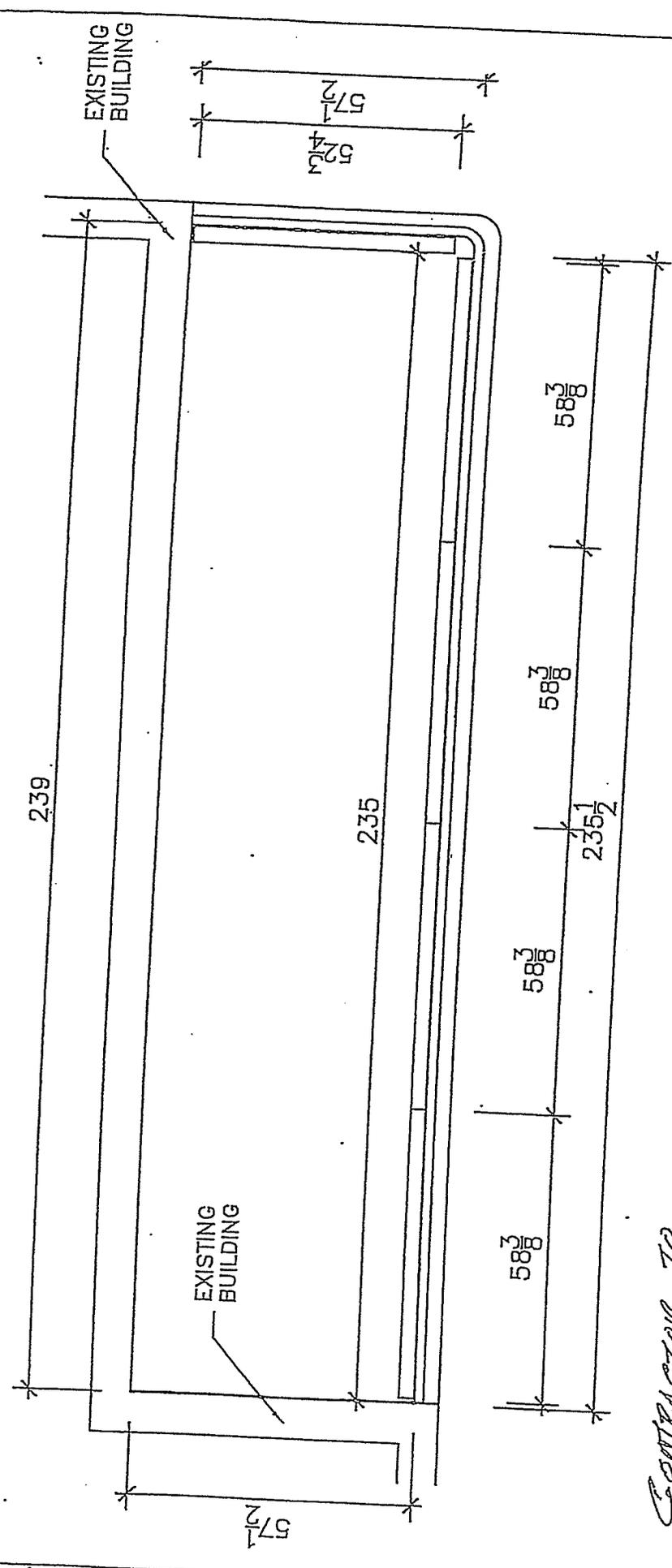
Includes cover sheet & DWGS W-1 thru W-9 dated 9/26/06 & ATTACHED PERMITS

Enclosure windows must be equivalent to, or better than the new Skyline Windows. Screen Enclosures must be full frame.

SCREEN

5 SLIDING WINDOWS

GLAZING  
7/8" G (TBD)



CONTRACTOR TO  
 VERIFY THE DIMENSION ~~OF~~ RH UNIT PLAN  
 OF ALL WINDOWS  
 PER TO FABRICATION

1  
W1

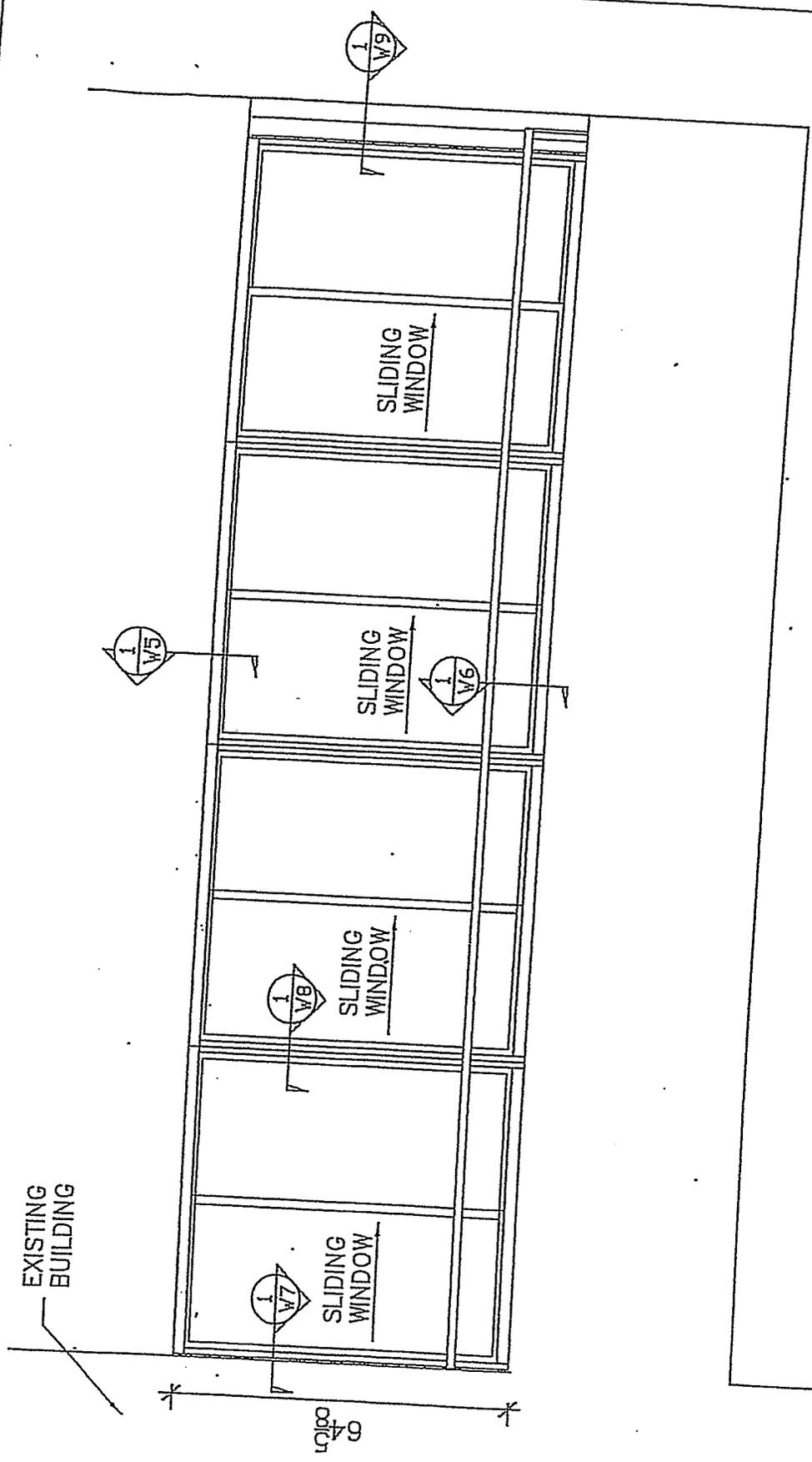
SCALE 3/8" = 1'-0"

PROJECT NAME  
 BALCONY ENCLOSURE  
 LE HAYRE  
 CONTRACTOR/CUSTOMER

DRAWING TITLE		DRAWING NO.	W1
PLAN		SCALE	3/8"=1'-0"
DRAWN BY	J.J.	DATE	9/26/2006
REVISION		REVISION DATE	

5 SLIDING WINDOWS

GLAZING  
7/8" IG (TBD)



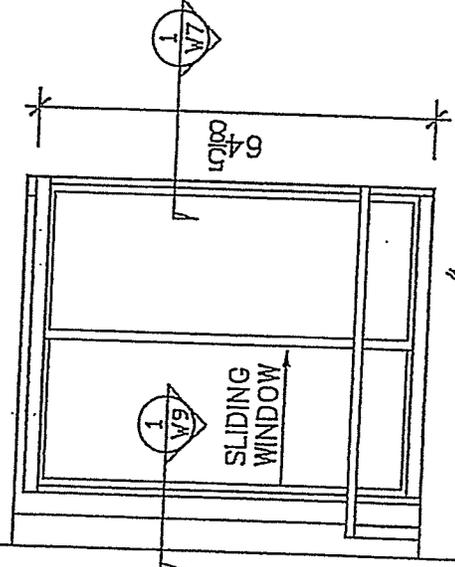
1  
W2  
RH UNIT FRONT ELEVATION  
SCALE 3/8" = 1'-0"

SPECIAL NOTE

PROJECT NAME  
BALCONY ENCLOSURE  
LE HAVRE  
PROJECT/CUSTOMER

DRAWING TITLE ELEVATION		DRAWING NO. W2
DRAWN BY J.J.J.	SCALE 3/8"=1'-0"	
REVISION	SUBMISSION DATE 9/26/2006	

INTERVAL BREAK | SLIDING WINDOW, HALF SCREEN | OPENING DESCRIPTION | GLAZING  
 5 SLIDING WINDOWS | 7/8" IG (TBD)



NOTE AC INSTALLATION  
 WILL BE DIFFICULT.

If AC installation is  
 required a different end  
 window configuration  
 will be required.

1  
 W3

RH UNIT GABLE ELEVATION

SCALE 3/8" = 1'-0"

SPECIAL NOTE

PROJECT NAME  
 BALCONY ENCLOSURE  
 LE HAVRE  
 CONTRACTOR/CUSTOMER

DRAWING TITLE

ELEVATION

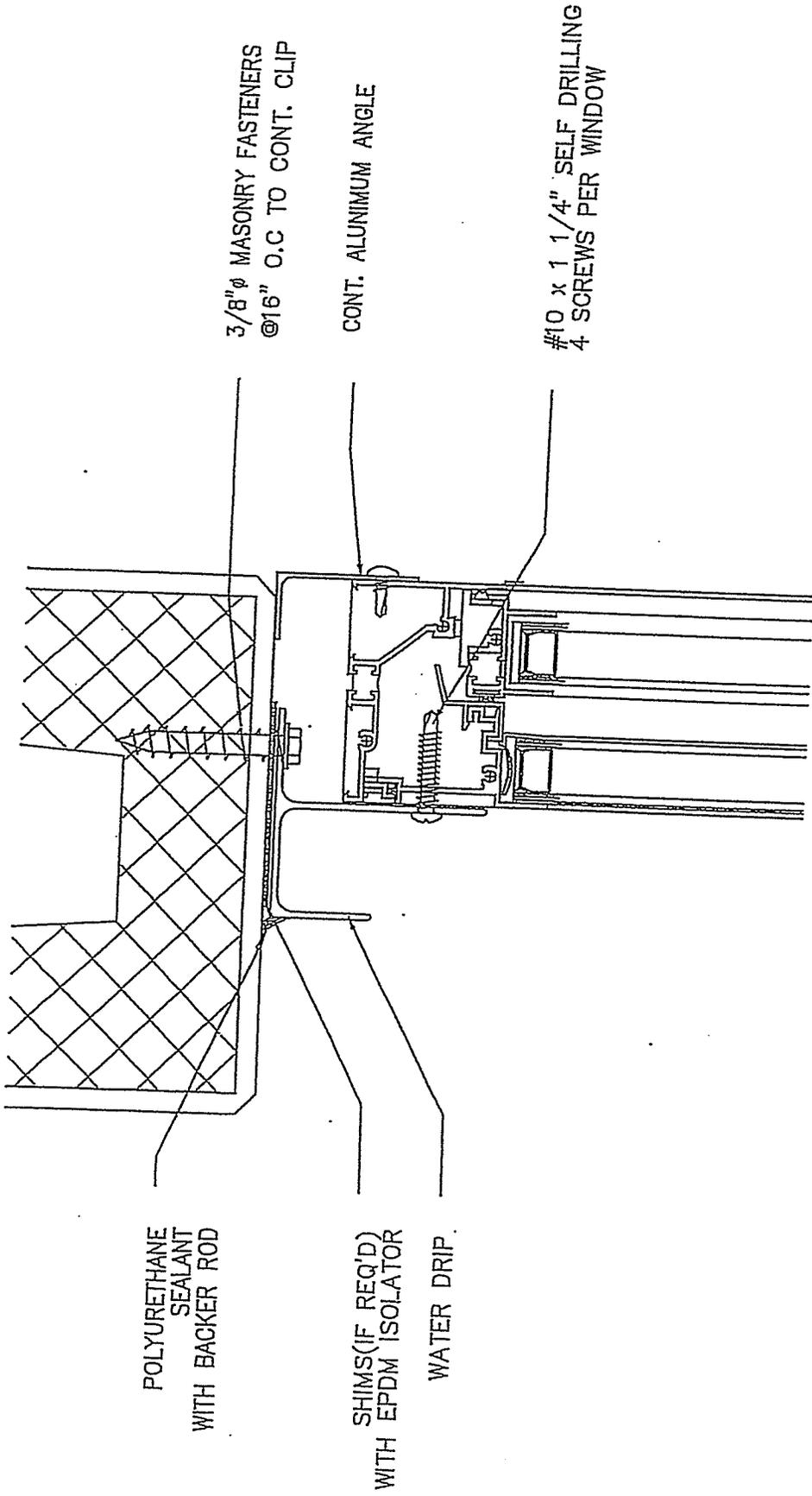
DRAWING NO. W3

DRAWN BY J.J.  
 REVISION

SUBMISSION DATE 9/26/2006

SCALE 3/8" = 1'-0"





POLYURETHANE  
SEALANT  
WITH BACKER ROD

SHIMS (IF REQ'D)  
WITH EPDM ISOLATOR

WATER DRIP.

3/8" φ MASONRY FASTENERS  
@16" O.C TO CONT. CLIP

CONT. ALUMINUM ANGLE

#10 x 1 1/4" SELF DRILLING  
4 SCREWS PER WINDOW

1 HEAD DETAIL  
SCALE 6" = 1'-0"

PROJECT NAME  
BALCONY ENCLOSURE  
LE HAVRE  
CONTRACTOR/CUSTOMER

DRAWING TITLE

DETAIL

DRAWING NO. W5

SCALE 6"=1'-0"

DESIGNED BY J.J.

DATE 9/26/2006

VISION



EXISTING  
STRUCTURE

#10 X 1/2" SELF  
DRILLING SCREWS  
(HN2125)

#8 X 1 1/4" SELF  
DRILLING SCREWS  
TO EXISTING AL. EXTRUSION

#10 X 1/2" SELF  
DRILLING SCREWS  
(HN2125)

STEEL ANGLE RAILING

SHIMS(IF REQ'D)  
WITH EPDM ISOLATOR

SILICONE SEALANT

1 JAMB DETAIL  
SCALE 6" = 1'-0"

PROJECT NAME  
BALCONY ENCLOSURE  
LE HAVRE  
CONTRACTOR/CUSTOMER

DRAWING TITLE

DETAIL

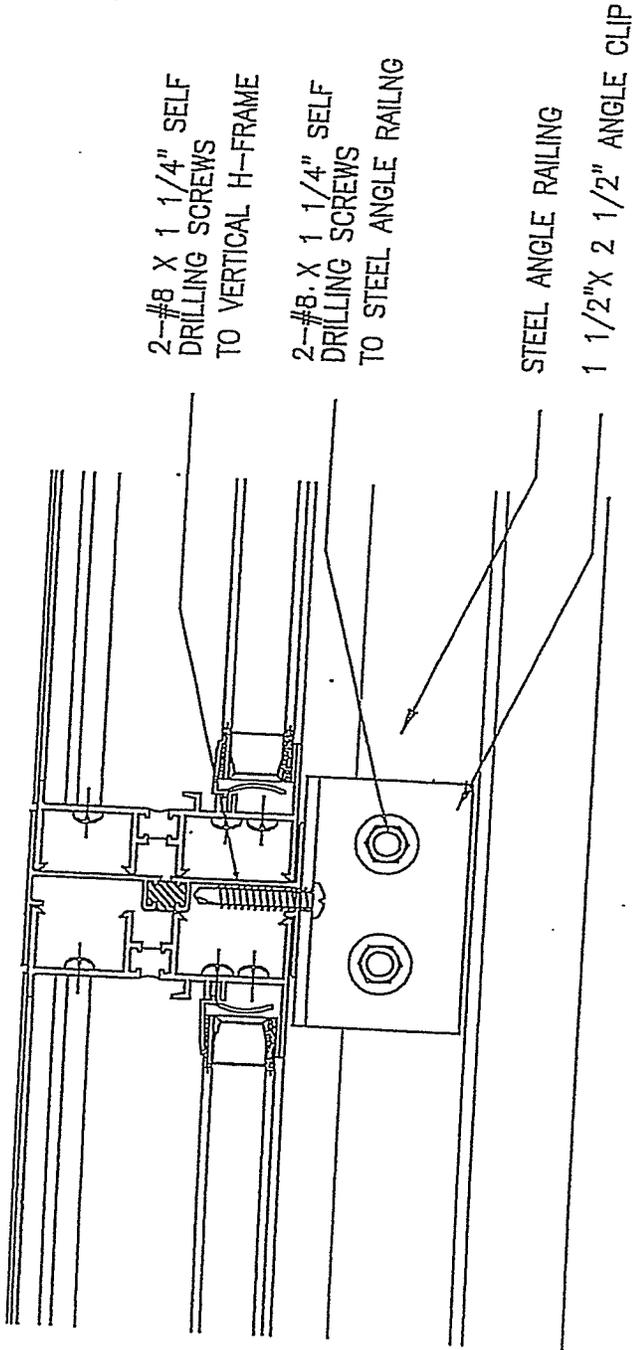
DRAWING NO. W7

SCALE 6"=1'-0"

DESIGNER J.J.

DATE 9/26/2006

REVISION



2-#8 X 1 1/4" SELF  
DRILLING SCREWS  
TO VERTICAL H-FRAME

2-#8. X 1 1/4" SELF  
DRILLING SCREWS  
TO STEEL ANGLE RAILING

STEEL ANGLE RAILING

1 1/2" X 2 1/2" ANGLE CLIP

1 H MULLION DETAIL  
SCALE 6" = 1'-0"

PROJECT NAME  
BALCONY ENCLOSURE  
LE HAVRE  
CONTRACTOR/CUSTOMER

DRAWING TITLE

DETAIL

DRAWING NO.

DRAWN BY  
J.J.

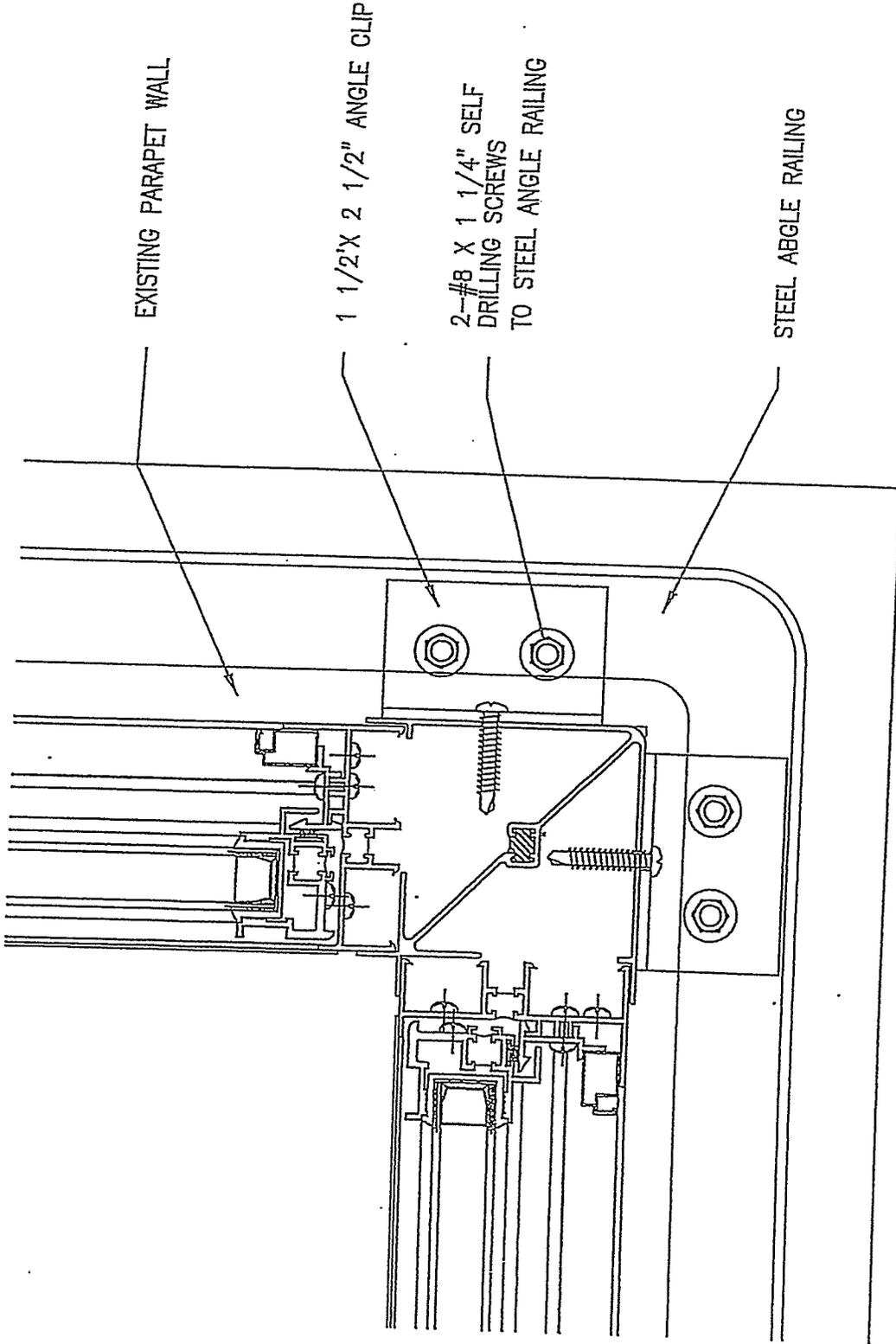
WB

REVISION

DATE  
9/26/2006

SCALE

6" = 1'-0"



1 CORNER DETAIL  
SCALE 6" = 1'-0"

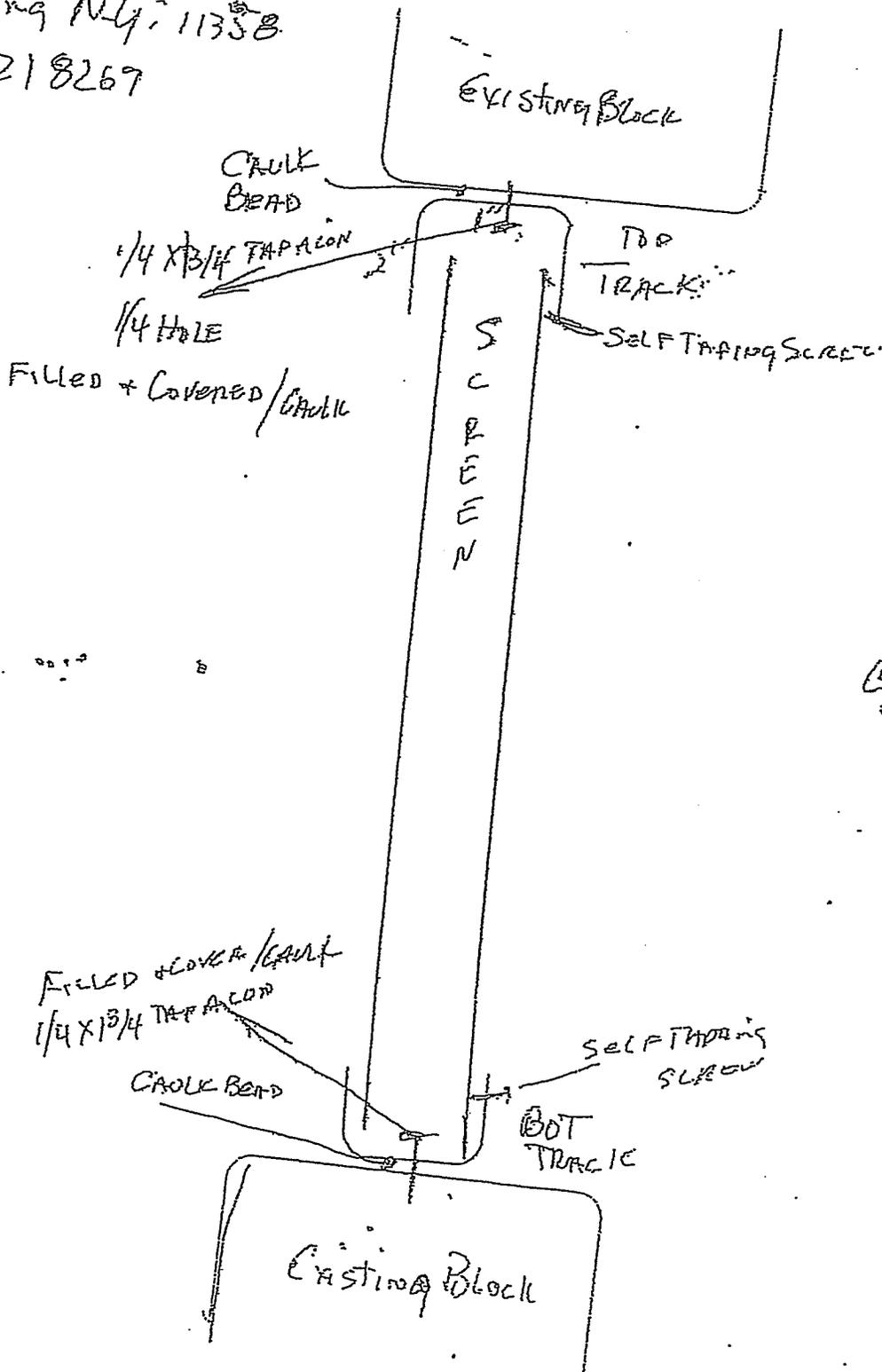
PROJECT NAME  
BALCONY ENCLOSURE  
LE HAVRE  
CONTRACTOR/CUSTOMER

DRAWING TITLE		DRAWING NO.	W9
DETAIL		SCALE	6"=1'-0"
DRAWN BY	J.J.	SUBMISSION DATE	9/26/2006
REVISION			

# Installation Detail

VSCO CONSTRUCTION INC.  
1-13 163 ST.  
USHING NY, 11358  
3218267

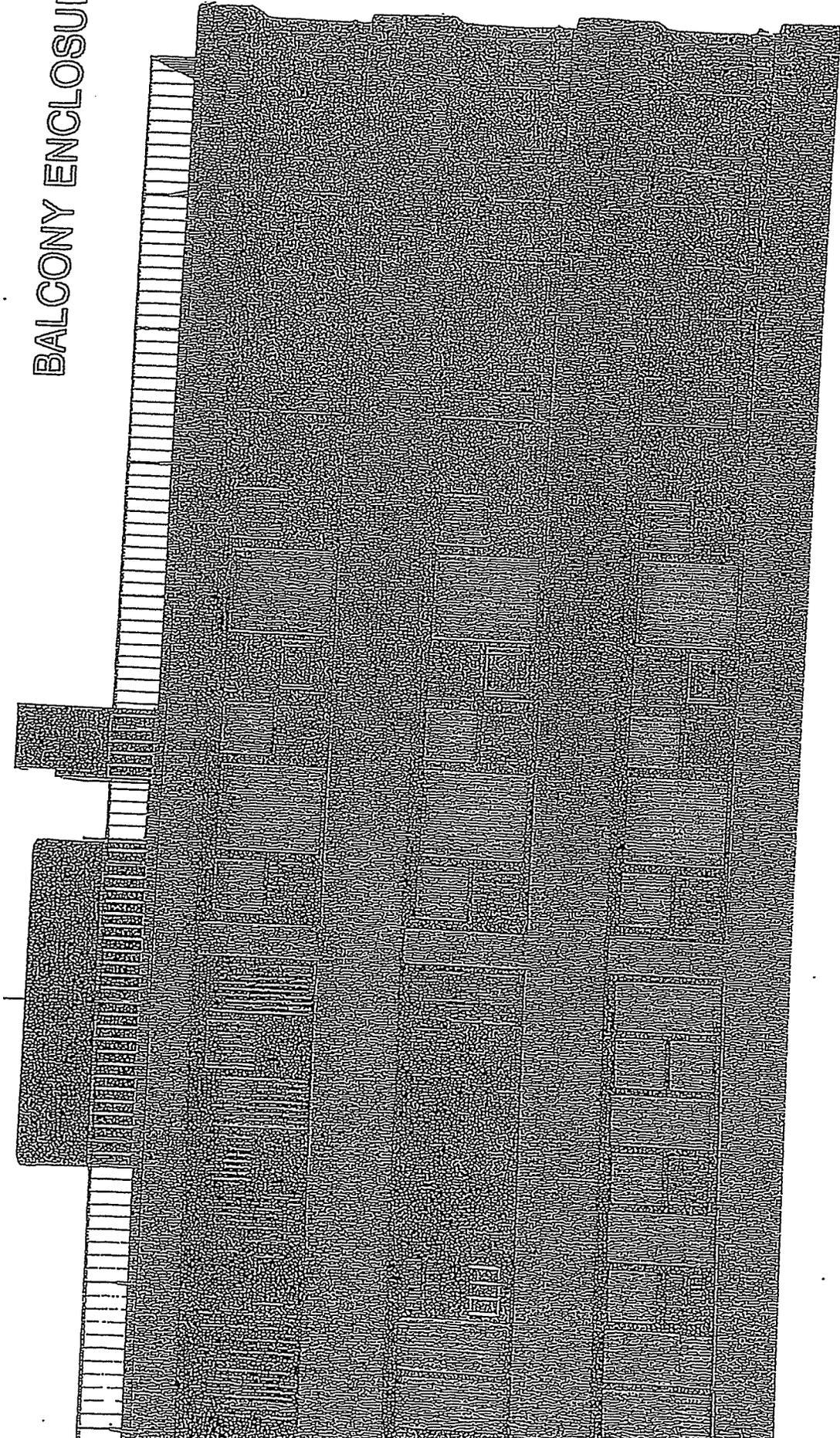
SCREEN ENCLOSURE



CAULKING  
DOW 795  
BRONZE

PROPOSED

BALCONY ENCLOSURE



# THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

WARNING  
WORK-AR  
POISON  
SMOKING  
REATING

CAUTION CAUTION CAUTION CAUTION

Important lead hazard information for  
families, childcare providers and schools



# IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.

## WHO SHOULD READ THIS PAMPHLET?

---

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

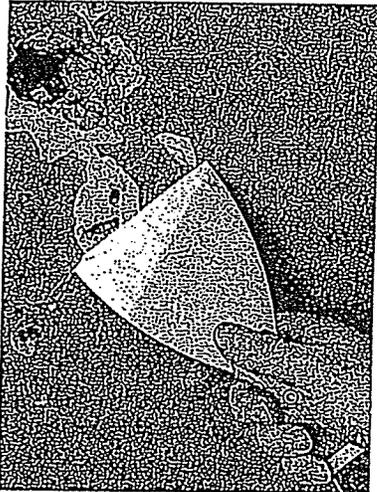
This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- **"Do-it-yourself" projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



## RENOVATING, REPAIRING, OR PAINTING?

---



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

---

### The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
  - Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
  - Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
  - Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.
-

## LEAD AND YOUR HEALTH

---

Lead is especially dangerous to children under six years of age.

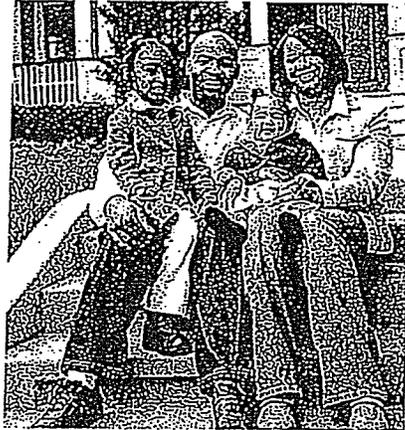
Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at [epa.gov/lead/pubs/leadinfo](http://epa.gov/lead/pubs/leadinfo) or call 1-800-424-LEAD (5323).

---

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

## WHERE DOES THE LEAD COME FROM?

---

### Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

### Home renovation creates dust.

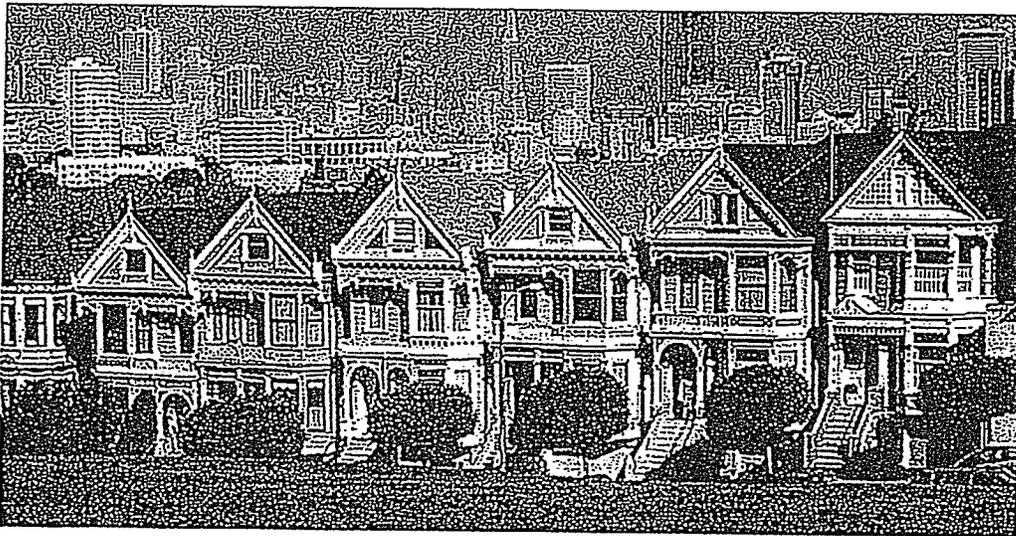
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

### Proper work practices protect you from the dust.

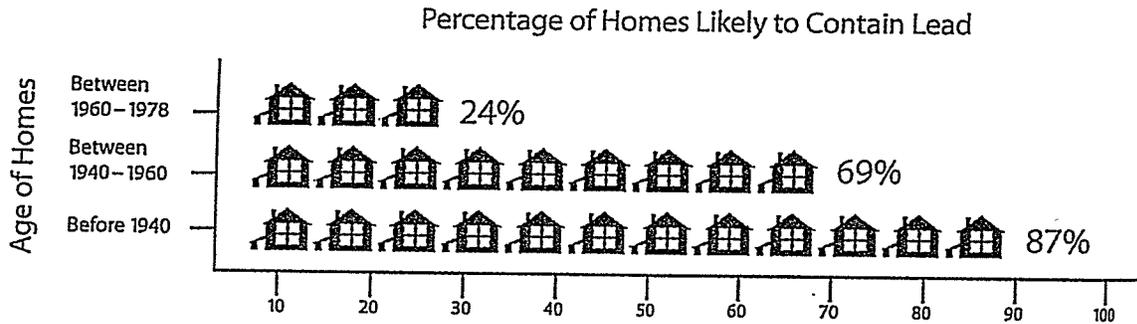
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

### Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



# CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

## FOR PROPERTY OWNERS

---

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at [epa.gov/getleadsafe](http://epa.gov/getleadsafe) or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

## FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

---

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

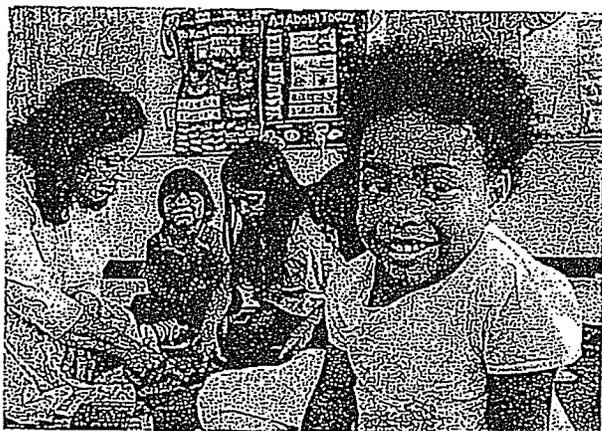
The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.



If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



## PREPARING FOR A RENOVATION

---

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



## DURING THE WORK

---

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

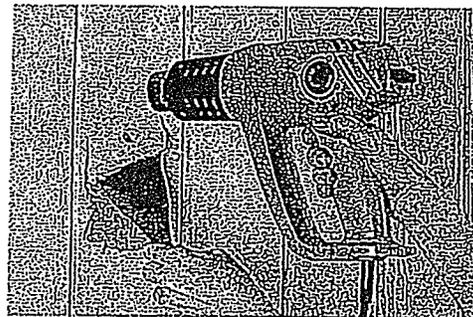
The work practices the contractor must follow include these three simple procedures, described below:

1. **Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:
  - Cover the floors and any furniture that cannot be moved.
  - Seal off doors and heating and cooling system vents.
  - For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



These work practices will eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. **Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:
  - Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
  - Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

## FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

---

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

### EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

### Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

#### What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

#### How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at [epa.gov/lead/pubs/locate](http://epa.gov/lead/pubs/locate) or contact the National Lead Information Center at 1-800-424-LEAD (5323).
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



## FOR ADDITIONAL INFORMATION

---

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at 1-800-424-LEAD (5323) or [epa.gov/lead/nlic](http://epa.gov/lead/nlic) can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at [epa.gov/lead/pubs/brochure](http://epa.gov/lead/pubs/brochure).

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



---

For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

## EPA CONTACTS

---

### EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at [epa.gov/lead](http://epa.gov/lead).

#### Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)  
Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100  
One Congress Street  
Boston, MA 02114-2023  
(888) 372-7341

#### Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)  
Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

#### Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)  
Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA  
19103-2029  
(215) 814-5000

#### Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)  
Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960  
(404) 562-9900

#### Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
Regional Lead Contact  
U.S. EPA Region 5  
77 West Jackson Boulevard  
Chicago, IL 60604-3507  
(312) 886-6003

#### Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)  
Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue,  
12th Floor  
Dallas, TX 75202-2733  
214) 665-7577

#### Region 7

(Iowa, Kansas, Missouri, Nebraska)  
Regional Lead Contact  
U.S. EPA Region 7  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7003

#### Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop Street  
Denver, CO 80202  
(303) 312-6312

#### Region 9

(Arizona, California, Hawaii, Nevada)  
Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-8021

#### Region 10

(Alaska, Idaho, Oregon, Washington)  
Regional Lead Contact  
U.S. EPA Region 10  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1200

## OTHER FEDERAL AGENCIES

---

### CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

### CPSC

4330 East West Highway  
Bethesda, MD 20814  
Hotline 1-(800) 638-2772  
[cpsc.gov](http://cpsc.gov)

### CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

### CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40  
Atlanta, GA 30341  
(770) 488-3300  
[cdc.gov/nceh/lead](http://cdc.gov/nceh/lead)

### HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

### U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
HUD's Lead Regulations Hotline  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)

# SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

## Occupant Confirmation

### Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

---

Printed Name of Owner-occupant

---

Signature of Owner-occupant

Signature Date

## Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

---

Printed Name of Person Certifying Delivery

Attempted Delivery Date

---

Signature of Person Certifying Lead Pamphlet Delivery

---

---

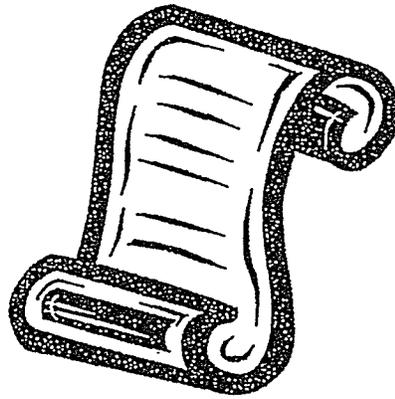
---

Unit Address

**Note Regarding Mailing Option** — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

# **HOUSE RULES**

## **Policies & Procedures**



# **Le Havre Owner's Corporation**

**Version VI**

**Updated: May, 2016**

# Index

1 .	General Rules .....	Page 1
2 .	Apartment Use Rules .....	Pages 2 — 3
3 .	Terrace Rules .....	Page 3 — 4
4 .	Public Area Rules .....	Pages 4 — 5
5 .	Parking Rules.....	Pages 5
6 .	Important Phone Numbers .....	Page 5

## House Rules of Le Havre Owners Corporation

*The House Rules are part of the Proprietary Lease of all shareholders. All residents, shareholders; tenants (renters of the sponsor) and sub lessee's are bound by these rules. Failure to follow them constitutes a violation of the Proprietary Lease and shall entitle Le Havre Owners Corporation (LHOC) to pursue legal remedies.*

### General Rules

Any permission given under these rules can be revoked at any time. Apartments are to be used for residential purposes only.

Residents are reminded that they live in multi-family buildings and must be considerate of their neighbors at all times.

Residents shall not feed any animal or bird from their apartment windows, terraces or anywhere on the grounds of Le Havre.

Any damage done to Le Havre property by a minor is the financial responsibility of the responsible resident,

As required by NYC law, residents who have children under the age of 11 are required to have window guards installed on their windows. Contact the Maintenance Dept to arrange for installation of guards.

It is important for residents to provide LHOC's Maintenance Dept. with a set of keys to their apartment, or the name and telephone number of another Individual who has a set of keys. Keys or telephone numbers will be used only in the event of an emergency such as a fire, water leaks, etc. If no one can be contacted, LHOC has the right to forcibly enter the apartment and all costs involved will be the responsibility of the owner.

Residents selling their apartments must surrender their apartment and lobby door keys at closing.

Shareholders are required to carry personal property and liability insurance with Le Havre Owner's Corp. listed as additional insured as well as provide Management with a copy of their policy. Residents are responsible for damage caused to another apartment or to corporation property resulting from fire, water, etc. which emanates from their apartment.

LHOC has the right to inspect any resident's apartment with adequate notice to ensure compliance with these House Rules. Yearly inspections will be conducted beginning September 2010.

Residents are not permitted to hire LHOC employees to perform private work for them.

## Apartment Use Rules

Residents are required to determine the identity of anyone they buzz into the building before they give them access.

Residents are responsible for repairs and maintenance of their own apartments.

Residents shall not make or permit to be made any disturbing noises in the building (including excessive dog barking) which will interfere with the rights, comfort or convenience of other residents

No resident shall play any musical instrument or operate a stereo, radio, television, loud speaker or any other source of amplified sound in their apartment between the hours of 10:00PM to 8:00AM on weekdays and from midnight to 8:00AM on weekends.

Residents are required to cover the floor area of each room, with the exception of the kitchen, bathroom and closets, with 80% carpeting or rugs with effective noise reducing material.

Residents are allowed to carry out minor renovations; however, they must submit an Alteration Agreement and provide insurance as stated in item #7 of the Alteration Agreement, to the Maintenance Department to obtain written authorization prior to commencing work. An Alteration Agreement is required for hardwood, laminate, floating, tiled flooring, carpet installation, and satellite dishes, as well as any alteration that affects the structure of the building including, but not limited to, terrace enclosures, installing / replacing cabinets, changes to electricity, plumbing, etc. There is a fee for this agreement and shareholders should contact Management for the requirements. Construction, repair work or installations involving noise shall be allowed only during the hours of 8:30AM to 4:00PM Monday thru Friday. Renovation work is not permitted on Saturdays, Sundays or public holidays.

All contractors / renovators must adhere to the EPA Lead Paint Guidelines which applies to any job whereby painted areas are being disturbed. The person supervising the job must have Lead Paint Certification and follow special testing, preparation, containment, clean up and record keeping procedures.

Residents May receive deliveries and remove appliances, furniture, etc. Monday thru Saturday between the hours of 8:00AM and 4:00PM. At least 24 hours advance notice must be given to the Maintenance Department so that protective padding can be placed in the elevator. Any damage caused to Le Havre property by such deliveries or removals will be charged to the resident. Absolutely no deliveries or removals can take place after 4:00 PM. If the delivery vehicle is running late you must notify the Maintenance Department before 4:00 PM and reschedule the delivery.

Residents must obtain clearance from the Maintenance Department at least 24 hours prior to any move. Moving is allowed Monday thru Saturday 8:00AM to 4:00PM. There are fees for moving in and out. Check with Management for the current fee structure. No move-in or move-outs can take place on Sundays or public holidays.

Residents are responsible for maintaining a clean apartment and keeping it insect, vermin and pest free. Le Havre provides extermination services on a regular basis without charge. Residents may call the Maintenance Office to make arrangements for such service. Le Havre has the right to enter an apartment, with prior notice, to ascertain if extermination services are necessary and to take appropriate action.

Residents are responsible for cleaning windows as per the manufacturer's recommendations. The manufacturer recommends cleaning windows at least every 6 months using a mild soap and water solution, rinsing thoroughly with clear water and wiping dry. Window frames, tracks and sills should be vacuumed and cleaned, ensuring that weep holes are clear. Window treatments are not to be adhered to the windows. No item is to be nailed, screwed, etc. to the window frames.

Windows: do not mount vertical blinds or any window treatments directly into the windows or snap trim; do not apply tinting or adhere any items to your windows or snap trims.

Residents may have air conditioning units installed only in the lower sash of their windows; air conditioners cannot be placed in a stationary window. The units must be installed by LHOC's Maintenance Dept. (There is a fee for this service). Call the Maintenance Department for the current rate.

Residents are not permitted to have washing machines or dryers in their apartments. *Jacuzzi tubs are not allowed in the apartment.*

Residents must have and maintain functioning fire and carbon monoxide detectors per NYC law.

Shareholders may sublease their apartments at the discretion of the Board of Directors. For current requirements contact the Management Office.

### Terraces

If you are planning to install an enclosure, please contact the Management Office for an Alteration Agreement and the necessary specifications before any work is scheduled.

Plants may be hung on the inside of the terrace on supports hung from the railing. Planters must not be placed directly on the terrace wall. Plants may be placed on the terrace floor as long as approved protective material is placed underneath the planter.

Storage bins, containers, and other large items placed on terraces must be no higher than the exterior terrace wall.

Hoses cannot be hung over the side of the terrace to dispose of water while having carpets shampooed, as this will lead to staining of the building and void our warranties. Please make sure that the company hired to shampoo your carpets has a portable machine that contains all the water.

Please do not drill into your terrace or puncture the new coating in any way; install or mount any brackets within the balcony walls; install any temporary flooring i.e. carpeting; install any permanent flooring i.e. tiles or wood. If you wish to install a satellite dish, please contact the Management Office to pick up an Alteration Agreement (see page 2).

Additionally, tile cutting / contracting work on your terrace is prohibited as it damages the coating and voids the warranty.

Residents are to use only lightweight lawn furniture on terraces and must use protective shields under any sharp legs, etc. so as to ensure that the terrace floors are not damaged.

The terrace is not to be used for hanging laundry or shaking out any articles.

Per NYC Law, only electric grills can be used on the terraces.

Pets should not be left unattended on the terrace at any time.

### **Rules related to Public Areas**

Management must approve all notices and will make arrangements for notices to be posted in the appropriate places. Residents are not to tape notices in the elevators or entrance ways. No signs, notices, advertisements etc., can be displayed on any window or other part of the building without Management's approval.

Halls and stairwells shall be kept clear of personal items, including but not limited to boots, shoes, umbrellas, carriages, sports equipment etc. Personal items in public areas create a fire hazard and place all occupants at risk.

Residents should arrange to have items such as newspapers, packages, etc. picked up from their doors while away from their apartments.

Residents are responsible for keeping public areas, including utility rooms clean. All wet debris must be securely wrapped and drip free. All bagged garbage must easily fit into the chute. Cat litter must be bagged before placing down the chute. Bottles and cans are to be appropriately placed for recycling. Cartons, boxes and crates must be flattened and placed in the recycling bin or left neatly on the utility room floor. Extra large boxes should be brought down to the cage on the side of the building. Under no circumstances should flammable materials be put down the chute. If in doubt about what can be put down the chute or where to place debris ask your porter or call the Maintenance Department. Broken glass is to be separated, wrapped, labeled and placed next to the recycling bin.

No one is allowed to play in the interior public areas.

Consumption of alcoholic beverages in any public area of LHOC is strictly forbidden.

Smoking is not allowed in lobbies, elevators or stairwells.

Residents are not permitted to prop open the front door of their building.

**No one is allowed on the roof *except in the case of fire.***

Stairwell doors are fire doors and cannot be propped open at any time as this creates a fire hazard/violation.

Skateboarding, rollerblading, bike riding, ball playing, loud behavior, etc. is not allowed anywhere on the property at any time except for playground areas.

All children playing in LHOC playgrounds must be supervised by an adult

Playground hours are 10:00AM - 8:00PM Sunday thru Thursday; 9:00AM - 9:00PM Friday and Saturday during the summer period. Playgrounds will close at dusk for the remainder of the year.

### Parking Rules

Numbered parking spaces are leased on a monthly basis.

No one is to park in a numbered space without the permission of the lessee.

Any illegally parked car is subject to towing at owner's expense.

Parking spaces are to be used only for motor vehicles or motorcycles.

Parking is at vehicle owner's risk. Residents are responsible for snow removal from their space.

No repairs are to be done in a parking space.

Residents who park adjacent to a landscaped area should park head-in, when feasible, to prevent exhaust fumes from destroying the landscaping.

Residents are encouraged to obtain a Le Havre Parking sticker from the Management Office even if they do not have a leased parking space.

Residents are responsible for the upkeep of their vehicles to avoid oil leaks from damaging the parking lots.

*All vehicles parked on Le Havre grounds are to be registered and insured.*

### Important Phone Numbers:

Management Office (718) 767-7400  
Maintenance Dept. (718) 767-6200 (7:00AM-4:00PM)  
Security (718) 767-6200 (4:00PM-7:00A.M.)  
Le Club (718) 767-2277

LE HAVRE OWNERS CORP. HOUSE RULES

I HEREBY CONFIRM, BY SIGNING BELOW, THAT I HAVE READ AND UNDERSTAND ALL OF THE HOUSE RULES OF LE HAVRE OWNERS CORP., WITH PARTICULAR ATTENTION TO THE FOLLOWING:

- BEFORE ANY WORK CAN BE CARRIED OUT IN AN APARTMENT, THE SHAREHOLDER MUST CONTACT THE MAINTENANCE OFFICE AT (718) 767-6200 TO DETERMINE IF AN ALTERATION AGREEMENT IS REQUIRED.
- 80 % CARPETING RULE (ALL ROOMS MUST BE COVERED WITH THE EXCEPTION OF THE BATHROOM AND KITCHEN).
- AN ALTERATION AGREEMENT MUST BE OBTAINED FROM THE MANAGEMENT OFFICE AND COMPLETED AND APPROVED BY THE SUPERINTENDENT BEFORE ANY WORK CAN BE COMMENCED.
- ALL AIR CONDITIONERS MUST BE INSTALLED BY THE MAINTENANCE DEPARTMENT.
- NO FLOOR COVERINGS OF ANY KIND CAN BE PLACED OVER THE TERRACE FLOOR.
- NO DRILLING OR NAILING INTO TERRACE WALLS OR CEILINGS.
- NO DRILLING OR NAILING INTO WINDOW SASHES OR FRAMES.
- NEW RESIDENTS WHO DO NOT HAVE PROPER WINDOW TREATMENTS IN PLACE, HAVE ONE MONTH (30) DAYS FROM THE DATE OF MOVE IN TO COMPLY
- OUTDOOR HOLIDAY DECORATIONS MUST BE REMOVED IN A TIMELY MANNER AFTER THE HOLIDAY.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

B# \_\_\_\_\_ /Apt. \_\_\_\_\_