

Towne House Condominiums at Lido Beach

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RENOVATION WORK POLICY FOR UNIT OWNERS

(updated 02-10-2016)

Owners must be aware that the Towne Houses were built in 1966. The Board of Managers encourages all residents to improve their property, but at the same time it is necessary to limit the types of materials and design that can be used in making these improvements.

1. Renovation work includes, but is not limited to:

Interior:

<ul style="list-style-type: none">○ Removal/replacement of kitchen/bathroom cabinets○ Installation of built-ins.○ Removal/replacement of kitchen/bathroom fixtures, sinks, toilets, tubs/showers.○ As part of a bathroom renovation, cement board MUST be installed in all showers. Additionally, a waterproof membrane MUST BE installed between the cement board and any type of tile.○ All water heaters must be installed by a licensed plumber to meet current code. This is true whether it is part of a new renovation or an emergency replacement.○ It is mandatory that when hot water heaters are replaced in "A" or "B" units, a drip pan is placed underneath the heater. It is also strongly recommended that drip pans are placed underneath washing machines whenever possible.○ Replacement of exterior windows/doors must be approved types only (see page 3).	<ul style="list-style-type: none">○ ALL "Jacuzzi/hot tubs/pools" are STRICTLY FORBIDDEN regardless of location.○ All paints, floor finish (WATER BASED POLYURETHANE ONLY), adhesives and cleaners used in construction must be VOC compliant. <p>The following items MUST BE approved by the <u>Towne House Engineer prior to any work commencing:</u></p> <ul style="list-style-type: none">○ Removal and/or addition of walls/doorways○ Installation or replacement of granite countertops – <p>Note: any granite countertops installed without prior approval will be removed at the expense of the unit owner.</p>
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Exterior:

<p>The following items MUST BE approved by the Towne House Engineer prior to any work commencing:</p> <ul style="list-style-type: none">○ Removal and/or additional work performed on the "B" unit terrace/balcony flooring.	<p>The following items MUST BE approved by the Towne House Board of Managers prior to any work commencing:</p> <ul style="list-style-type: none">○ "A" unit backyard renovations. Any and all wooden/pavers decks shall NOT exceed 12" above the existing concrete slab and must be graded away from the existing building (Exact measurements must be reflected in the diagram of work to be done).○ Any and all changes/modifications to ventilation systems.
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Note:

- "B" unit owners: Plants/planters, fencing, umbrellas etc., **MAY NOT** be attached to the balcony railings in the interest of safety. The only exception to this rule is "Sail Cloth Screen" which may be attached for privacy.
 - If any "A" unit decks are installed that are higher than the approved height of 12 inches and animal(s) are found nesting underneath, that animal(s) will be removed by the condominium **at the unit owner's expense.**
2. Once a renovation plan is submitted, you **MUST** await approval in writing from the Board of Managers before you or your contractor is allowed to commence any work on the aforementioned unit. At the time of filing the required information for contemplated renovation work (as outlined above), the unit owner is required to submit a renovation deposit. The deposit for small projects requiring a single trade contractor, (e.g. electrician, plumber) is \$250; for all projects requiring a general contractor and/or multiple trade contractors the required deposit is \$1,000. At the completion of the renovation work, the Resident Manager will perform a post installation inspection.
Once the renovation work and inspection has been completed, assuming no problems have been found, the deposit will be returned. Any costs incurred by the Board of Managers or fines resulting from violations of the condominium rules and regulations in the course of and/or as a result of the work performed will be subtracted from the amount of the deposit returned to the unit owner.
 3. **ALL** electricians and plumbers **MUST** hold a valid Town of Hempstead license in order for work to begin. A copy of **ALL** licenses must be submitted to the office with your renovation package.
 4. **ONLY** licensed and insured contractors and sub-contractors may be used to perform all renovation work. Also, the condominium needs a certificate of insurance for liability and workers' compensation with at least a \$1 million limit where the condominium is listed as additional insured.
 5. For all renovation work, a scope of work and/or drawings **must be submitted** in accordance with the Town of Hempstead Building Regulations. All contractors' and sub-contractors' information (names, addresses, telephone numbers, licenses and insurance certificates) must be filed with the Board of Managers prior to the start of any/all work. Proposed drawings and/or scope of work **may need to be** sent to our engineer for review at the unit owner's expense. Any structural work within a unit and any work affecting the exterior of a unit (such as the replacement of windows and/or doors) must have Board approval prior to the start of such work.
 6. Common space or its use and the property of any other unit owner or its use cannot in any way be affected during the performance of any renovation work or as a result of any such work performed. **For example,** the ventilation systems in the bathrooms and kitchen can in no way be altered and/or compromised for units other than the unit in which the renovation is being done (to the extent allowed by applicable code).

7. Contractors and the unit owner are expected to respect the rights of other residents in the condominium. Noise, dust, etc., must be controlled. No prep work is to be done on common property. **Work hours are limited to 8:30AM to 6:00PM Monday through Friday and 9:00AM to 4:00PM on Saturdays. NO work may be done on Sundays.**
8. Contractors must register their vehicles with the security guard (if on duty) or the **condominium office or Resident Manager** upon arrival on the condominium property each day for the duration of the work. A parking pass must be obtained and displayed on the dashboard of the contractors' vehicle at all times. **It is the unit owners' responsibility to ensure that any and all** contractor vehicles are parked either in the **unit owner's assigned space** (as long as it does not impact the use of adjacent spaces), or in a guest space. If there are questions concerning parking, it is the **unit owners' responsibility** to contact the Resident Manager immediately to make acceptable arrangements. Any large trucks or vehicles taking up more than one spot (whether it be the resident's spot or two guest spots **MUST** be parked in Courts 1 or 4.
9. Contractors cannot store a dumpster on the property of the condominium. If a dumpster is needed, it must be taken off the premises daily at the end of the workday. Any questions should be directed to the Resident Manager immediately.
10. Condominium dumpsters **cannot** be used for disposal of construction debris, appliances, furniture, carpeting, wallboard, metal or wood of any kind. Contractors must remove all such materials from condominium property on a daily basis.
11. Condominium property is to be maintained in broom clean condition.

GUIDELINES FOR REPLACEMENT WINDOWS

New windows must match the general aesthetic of the originally installed windows. All window frames and corresponding exterior trim must be white. All moveable panes must be awning style. Exposed glass surface areas **MUST** be: no less than 39" x 17½" (small awning windows), and 39"x 40½" (large window). Lead coated copper pans must be utilized for all window and door replacements. All appropriate documentation must be submitted to the Board of Managers for approval prior to the commencement of any work (Scope of work, Contractor's License, Liability Insurance naming the Towne House additional insurance and Worker's Compensation Insurance). The timeframe of Board approval is thirty (30) days. All work should be planned accordingly. The condominium cannot endorse or recommend a particular window manufacturer or contractor.

GUIDELINES FOR "B" UNIT PRIVACY FENCES

"B" unit privacy fences may **NOT** be installed in-between two connected terraces (common elements) without contacting our Resident Manager for consultation and recommendations.

If fences are installed without prior consultation and the proper recommendations, damage can occur to the railing, the wall and/or balcony. Any privacy fence installed without approval will be removed at the unit owner's expense. In addition, any damage to the common elements will result in the unit owner being fined and responsible for the cost of the repairs.

OWNERS DECLARATION

I certify that I have read the aforementioned "Renovation Work Policy" and will comply with all of the rules and regulations of the Towne House Condominiums at Lido Beach. I understand that any violations of the regulations will result in a fine and/or the removal of unapproved materials that were installed. I also understand that it is my responsibility to share the attached sheet with my contractor.

Unit Owner: _____
(Please print name above)

Unit Number: _____

Unit Owner
Signature: _____

Date: _____

Office Manager
Signature: _____

Date: _____

PRE/POST UNIT INSPECTIONS

PRE-INSPECTION

COMPLETED BY: _____ **DATE:** _____

UNIT OWNER

NAME: _____ **UNIT NUMBER:** _____

PRE-INSPECTION	POST-INSPECTION
1. Entry hall/"B" stairway-	
2. Bedrooms: <ul style="list-style-type: none"> • Master • 2nd • 3rd 	
3. Master bath: <ul style="list-style-type: none"> • Shower/tub: • Toilet: • Exhaust fan: • Tile floor/walls: 	
4. Hall bath: <ul style="list-style-type: none"> • Shower/tub: • Toilet: • Exhaust fans: • Tile floor/walls: 	
5. Living/Dining Area:	
6. Kitchen: <ul style="list-style-type: none"> • Walls: • Counters: • Appliances: • Cabinets: • Flooring: • Exhaust fan: 	
7. Washer/dryer venting pan (if possible):	
8. Front/storm door:	
9. Rear/storm door:	
10. Backyard/balcony:	
11. Water Heater w/drip pans and emergency cutoff:	

POST INSPECTION

COMPLETED BY: _____ **DATE:** _____

UNIT OWNER SIGNATURE: _____