



SKYTRACK CONDOMINIUM OWNERS ASSOCIATION
120 BOERUM PLACE
BROOKLYN, NEW YORK 11201

PROCEDURES FOR ALTERATIONS WHICH AFFECT COMMON ELEMENTS

1. Detailed plans must be submitted, at least 45 days in advance, to the Board or Managing Agent.
2. If necessary, an architect, appointed by the Board, will review the plans and advise as to the feasibility of the project. This cost will be borne by the unit owner.
3. If approved, the unit owner will forward to the Managing Agent, a security deposit of \$250., payable to Skytrack Condominium, which will be applied toward any damage to Skytrack property during demolition and construction.
4. If approved, the unit owner will forward to the Managing Agent, the contractor's Certificate of Insurance naming Skytrack Condominium as beneficiary, for an amount sufficient to protect the condominium against any liability suit.
5. The unit owner will be responsible for adhering to all codes, ordinances, etc., of the various governmental agencies and obtaining the applicable permits.
6. All work must be performed in a manner, and at times, which will minimize inconveniences and disturbances to other residents. Neighboring units (above, below, and to the sides) must be notified, in advance, as to the start and duration of the demolition and construction.
7. No materials may be left in the hallways, stairways, lobbies, sidewalks or any common area. Coordinate the delivery or removal of materials with the superintendent, so as to minimize the chances of damaging Condo. property.
8. The contractor and/or unit owner must, on a daily basis, clean up common areas soiled because of the demolition and construction. All debris must be carted away from the building and disposed of legally by the contractor or unit owner. Failure to do so will result in charges being levied to reimburse the Condo. for the cost of clean-up.
9. Failure to comply with these procedures may result in a fine of at least \$500.00.