

UNIT ALTERATION AND RENOVATION PROCEDURE

Before performing any work in your unit (e.g. painting, lights, kitchen, bathroom, electrical, plumbing, etc.) or performing any structural changes (e.g. floors, walls, ceiling, etc.) you must notify and receive approval from The Villa at the Woods Condominium Board of Managers. Your request must adhere to and comply with the following elements:

1. Review and understand the attached Alteration and Renovation Requirements and complete a Work Request Form with detailed plans, specifications, and drawings of the work, including a detailed room-by-room list of all alterations to be undertaken, and list the materials and fixtures to be installed (as applicable). We suggest that you have the contractor(s) prepare this information for you to submit.
2. Complete copies of agreements made with contractors, subcontractors, and suppliers (as applicable). General contractors, plumbers, or electricians work must be licensed and a copy of their licenses must accompany your renovation request.
3. A Certificate of Liability Insurance (COI), Certificate of Workman's Compensatory Insurance (if applicable), and a "Hold Harmless" agreement is required from each contractor/company. All COIs must name **BOTH** "The Villa at the Woods Condominium" and "The Villa at the Woods Condominium Board of Managers" as **Additional Insured** parties.
4. A security/damage deposit of up to Five Hundred dollars (\$500) may be required. This deposit is not a limit on your liability. This is refundable provided there is no damage to the building, hallways, doors, stairs, and other common areas of the property, and provided that all of the Condominium's Rules and Regulations as set forth within are met.
5. A processing and/or project review fee, payable to the Villa at the Woods, may be required in connection with the support, evaluation, oversight, and inspection of your request and proposed work. Periodic inspections may be performed at the discretion of the Board of Managers, the Superintendent, or other designated agent to ensure compliance and adherence to all of the applicable Condominium Operating Documents.

Attached are the required forms and applicable documents to ensure process adherence. Any questions or clarifications regarding compliance should be directed to the Board of Managers at VillaAtTheWoods@gmail.com and Condominium Services Company at (516) 887-3640 or (833) 845-5293.

The Board of Managers highly recommends you keep a copy this document for future reference.

FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN A \$250 FINE PLUS ANY DAMAGES CAUSED WITHOUT NOTICE.

ACKNOWLEDGMENT

By Signing Our Name(s) Below, We Agree To Adhere To The Above Unit Alteration and Renovation Procedure As Detailed Above.

Unit Designation: _____

Owner 1: _____
PRINT – SIGN – DATE

Owner 2: _____
PRINT – SIGN – DATE