

Renovation Procedures

Prior to performing any type of work, alteration, renovation, modernization, painting, repair, replacement, or installation in your apartment by ANYONE other than yourself, you must request and obtain prior approval of the Co-operative Corporation. In order to obtain this approval, simply follow the below guidelines. In the best interest of the Co-operative and its Shareholders, the Co-operative will only allow licensed and insured contractors to perform work in a Shareholder's unit.

1. Submit a detailed list of all alterations to be undertaken. We suggest that you have your contractor(s) prepare this information. An estimate or a contract with the scope of work from and on the Contractor's letterhead will suffice.
2. Submit a copy of contract or agreement made with contractors and subcontractors.
3. Submit a Certificate of Liability Insurance (minimum of 1 Million dollars liability) and proof of Workmen Compensation from each contractor. The insurance certificate must name Valley Park Estates Owners Corp., 1017 Fenwood Drive Valley Stream NY 11580 as **additionally insured**. Certificates naming Valley Park Estates, **as certificate holder will not be accepted**.
4. Submit a copy of the Contractor's Home Improvement License issued by the Dept. of Consumer Affairs. Please note that any plumbing or electrical work must be performed by a licensed plumber or licensed electrician and a copy of their license(s) must be submitted as well.
5. Construction, repair work, alterations, or other installations shall be conducted Monday – Saturday (excluding Holidays) and only between the hours of 8:00 A.M. and 5:00 P.M. *Failure to abide by the allotted time frames will result in a fine of \$100.00 assessed against your account.*
6. Depending on the scope of the proposed work, you may be asked to provide renovation security deposit of \$350, which will be returned to you upon inspection of work and hallway areas.
7. You are responsible for ensuring that the hallway carpets are covered and protected during the duration of job. Construction debris is not permitted in the trash receptacles and must be removed off the property by the contractor.

Should you require clarification or have any questions regarding renovation procedures, please do not hesitate to call the Manager's Office at (516) 285-6699. Please note that failure to abide will result in an automatic \$500 fine assessed against your account.