

McGrath Management

444 Old Post Road
Bedford, NY 10506
Office (914) 234-0300
Fax(914) 234-0889
E Mail rich.damico@mcgrathservices.com

RENOVATION APPLICATION

Unit: _____ Name: _____ Date: _____
Telephone: _____ Email: _____

Description of Work to be performed (Applicant should file any plans of alteration(s) or repair(s) as part of this application.):

Contractor name: _____ Telephone: _____

Plumbing work required: [] Yes, [] No If yes, explain:

Plumber name: _____ Telephone: _____

Electrical work required: [] Yes, [] No If yes, explain:

Electrician name: _____ Telephone: _____

The Shareholder is responsible for obtaining required building permits.

All construction debris must be removed from the property by the contractor.

For Office Use Only

Date received: _____

Required Certificate(s) of Insurance received: Contractor []; Electrical []; Plumbing []

Required license(s) received: Contractor []; Electrical []; Plumbing []

Approved: [], **Denied** []

Additional requirements: _____

RIVER RIDGE OWNERS CORP.

C/O HUDSON NORTH MANAGEMENT LLC
1053 SAW MILL RIVER ROAD, ARDSLEY, NY 10502
OFFICE: 914.674.2100 FAX: 914.674.5926
Email: gscherocman@hudsonnorth.com

March 1, 2016

All Shareholders
River Ridge Owners Corp.

Re: **Apartment Renovation Application**

River Ridge Owners Corp. requires a Renovation Application be submitted for all renovations made within an apartment by a private contractor, or contractors, hired by the Shareholder. The Renovation Application must be completed and approved prior to starting any work. All completed applications must be accompanied by a Certificate of Insurance and License for each contractor that will be working in the apartment. The Certificate(s) of Insurance must name the Shareholder as the insured and River Ridge Owners Corp. as additionally insured. No application will be reviewed unless all the required information has been submitted.

Any Shareholder starting renovation work without an approved renovation application will be subject to a fine and may be required to remove any work done, at the discretion of the Board of Directors.

The Shareholder is responsible for:

- Obtaining any required building permit(s).
- Any damage done to the common property by the Shareholder's contractor(s).
- Requesting the Building Staff to pad the elevator when any material or equipment is being moved.
- Assuring the contractor(s) remove all construction debris from the property.

All applications should be given to the Superintendent or forwarded to the Managing Agent by mail, or emailed or faxed. Review of completed applications will usually be made within 10 working days of receipt by the Managing Agent. Otherwise the applicant will be notified.

Board of Directors
River Ridge Owners Corp.

Attachment