



Dear Shareholders:

Beginning July 2010 a new procedure will be put in place to deal with Apartment Alterations. First and foremost is that Donika Dodaj, at Orsid Realty Corp., will be in charge of all alterations. Everything will be processed through her office.

How to obtain approval of Unit Alterations

Call the alterations department at 212-484-3757 or donikad@orsidr.com and request an alteration application package. The materials lay out in detail the documents and information that need to be filed with building management. The alteration package also details the specific licenses and insurance certificates that must accompany this package.

There are two types of alterations:

Type I:

A simple renovation (Some examples include: carpeting, wallpapering, painting, refinishing existing wood flooring (sanding/staining); re-grouting bathroom tile; replacing an appliance or individual light fixture in the existing location, installation of a window AC unit.)

Type I renovations require no security deposit, no usage fee, and no processing fee. Time frame will be two months. Please complete the short form alteration agreement.

Type II:

A more complicated alteration (Some examples include: full replacement of two or more plumbing fixtures (lavatory, bathtub, stall shower construction or shower area retiling) in their existing location with similar size and style fixtures; installation/replacement of kitchen cabinetry/counters, without changing existing layout, installation of new appliances and fixtures with only minor electrical work; removal or construction of any wall or ceiling; installation of new flooring or partitions; any new or modified penetrations of the exterior building wall (i.e., approved through-wall a/c or exhaust vent); replacement of windows; heating and air conditioning work (excluding sleeve and window AC units); electrical work; plumbing work; and combinations of apartments, kitchen and bathroom alterations which involve reconfiguration of space and installation of new appliances & plumbing fixtures.

Type II renovations require the following fees:

- Security deposit \$750.00 - \$5,000.00 (Board's discretion depending on the Scope of Work)
- Usage fee \$500.00 - \$3,000.00 per month depending on the Scope of Work ; and
- Processing fee \$ _____.

Time frame: 6 months for dusty & noisy work; cosmetic work is not time limited. Usage fee if time frame is exceeded will be \$25.00-\$50.00 at Board's discretion.

Board and Orsid may impose additional fees if the Scope of Work exceeds anticipated plan or if the shareholder does not conform to stated expectations.

1. Submit a complete package. Submitting an incomplete package will result in delays and the approval process will take longer. Please see the included Alteration Insurance Sample Certificate below for details on the certificate of insurance to avoid errors and thus, delays.
2. The Board may require the submission of your plans to the building's architect and/or engineer who will determine if the proposed work conforms to the building's legal, safety, convenience and esthetic concerns. Be as complete and thorough as possible. If plans are incomplete or present structural or system problems, the building's architect and/or engineer may require modifications. The more often plans must be revised or amended; the longer the approval process will take. There is a fee for the review(s) of your plans by the building's engineer and/or architect that will be charged to your account.
3. Filing the work with the Department of Buildings may be required and, if so, the Board of Directors/or Board of Managers will have to sign the appropriate NYC DOB forms, not the shareholder/unit owner. The Board will not execute a "Professional and Owner Certification". Although this document does expedite the project "sign off", its execution obligates the Board to cure any construction deficiencies that may exist following the completion of your work. Similarly, the Board does not sign an "Owner's Statement Form for Expedited Review" from Landmarks.

Please send the listed documents to:

**ORSID REALTY CORP.
1740 BROADWAY, 2ND FLOOR
NEW YORK, NEW YORK 10019
Attn: Alterations Department**

1. Signed alteration agreement (3 originals).
2. **3 copies** of architectural drawings (plans) AND written scope (description) of the work. It is essential that you also submit drawings that show the existing conditions of any and all areas of your apartment slated for work.
3. Processing fee made payable to Orsid Realty Corp. (see alteration agreement).
4. Security deposit made payable to 875 West End Apartment Corp. (see alteration agreement).
5. Executed (signed) copy of all contracts with any and all general and/or prime contractors.
6. All contractors and their sub-contractors must provide satisfactory evidence of general liability and worker's comp insurance REVIEWED and APPROVED by Orsid Realty

Corp. Contractors and sub-contractors must maintain such coverage at all times while working (see insurance sample):

A. Additional insureds on liability policy are:

- Shareholder name and address
- 875 West End Apartment Corp.
- Orsid Realty Corp.

B. Workers Compensation

C. Certificate Holder must be listed as follows:

(875 West End Apartment Corp.
Re: Shareholder's name and address)
c/o ORSID REALTY CORP.
1740 BROADWAY, 2ND FLOOR
NEW YORK, NEW YORK 10019

7. Copy of all up-to-date licenses: Contractor's DCA license, Plumber's license, Electrician's license, etc. All contractors must be licensed in the State or City of New York.
8. Copies of valid Lead Paint Certifications indicating that the renovator and firm are EPA "lead certified" and a signed and completed Orsid form (a copy of which attached hereto) from the contractor verifying compliance with all applicable Lead-Based paint laws.
9. Electrician's Load Letter completed by the electrician who will perform work (if any upgrade is being done).
10. Copy of the Notification to Neighbors Letter – Indemnification letter as per alteration agreement to adjacent apartments above, below, left and right.

Depending on the nature of the work proposed, the following may be required:

11. Catalog cuts of any equipment or components.
12. Applications, permits, and sign-offs as may be required and stamped by The Department of Buildings for the proper filing of the work.
13. Fees for review, by the building architect and/or engineers.
14. Compliance with any other requirements as determined necessary by the Board of Directors/ or Board of Managers.

Upon receipt of your complete package, management and the Board of Directors/ Board of Managers will review it and advise you if the plans need be sent to the building architect and/or engineer for review or if additional information is requested. Work may not begin until written approval has been given, and Orsid Realty Corp. has notified the building superintendent. The superintendent will be given all documents that describe the work. He will inspect the job on a regular basis and will report any problems to management and the Board. Also, the building architect will do so as and if is needed.

Should your contractor violate any rules or install any unapproved work, it is the superintendent's responsibility to report the unauthorized work and the management has the right to halt any and all work.

When work is completed, the superintendent will inspect the common areas and the adjoining apartments. Your security deposit will be returned once the superintendent has signed the "Completion Letter" and if your project required filing when we receive the following:

- (1) A DOB Technical Report: Statement of Responsibility (TR-1) must be initialed and dated by filing architect / engineer for items originally indicated as his responsibility for inspection. When the TR-1 is submitted to the DOB a letter indicating the job is "completed" is issued. (note: a Directive 14 type filing usually indicates at least a final inspection will be performed).
- (2) An electrical sign-off by the Bureau of Electrical Control (BEC) if required.
- (3) A plumbing Inspection Certificate, if applicable, must be submitted by the licensed plumber who applied for a permit.
- (4) An amended Certificate of Occupancy, if required.
- (5) As-built drawings in electronic or CAD format. These will be incorporated into the running schematic the corporation is trying to keep of all building renovations.

If you require additional information or have any questions, please call (212) 484-3757 or email at donikad@orsidr.com. Thank You.

Very Truly Yours,
Donika Dodaj
Alterations Administrator