

# **1530 OWNERS CORP.**

1530 Palisade Avenue  
Fort Lee, New Jersey 07024  
201-461-3164

## **ALTERATION AGREEMENT**

### **Electrical Panel Upgrade Requirement**

The Colony Master insurance policy regulations has mandated that all 50-year-old Federal Pacific Electrical Breakers must be replaced. Colony Apartments that still have the original electrical panel boxes will need to have these outdated breakers replaced.

Therefore, as of **September 1st, 2020** anyone **purchasing or performing renovations** are required to change the Federal Pacific Electrical breakers in their unit as part of a sale or renovation project. The cost for this work is approximately \$1500. This work must be completed before closing or completion of a renovation project.

# 1530 OWNERS CORP.

## THE COLONY ALTERATION AGREEMENT CHECKLIST

Apartment: \_\_\_\_\_

Date: \_\_\_\_\_

**DEAR RESIDENTS: BEFORE ANY RENOVATIONS BEGIN THE FOLLOWING MUST BE COMPLETED AND RECEIVED.**

1. Entire Renovation packet (between contractor, shareholder(s) & 1530 Owners Corp) and Alteration agreement found on page three (3) of this package must be signed and acknowledged by the contractor (s) and shareholder(s).
2. Date for a start (date when permit(s) are issued or if permits are not required, upon approval by Management) and completion (4 months maximum) of the Alteration. If extra time is required, the contractor or shareholder must submit a request in writing at least two weeks before the end of the four months. Upon approval by 1530 Owners Corp., management may issue an extension.
3. A detailed description of project with a full scope of the work and submission of all required checks to Management Office.
4. Drawings prepared, signed, and sealed by an NJ Licensed Architect when removing, installing or relocating a partition wall, adding a laundry room, opening of a kitchen and other renovation work as deemed by Management.
5. Building (construction), Plumbing, Electrical, Fire, etc. permit from the Fort Lee Building Department are required wherever applicable before work starts.
6. A list of all Subcontractors, Plumber and Electrician and their individual scope of work.
7. A waiver of the right to file a mechanic's lien against 1530 Owners Corp. signed, (one waiver per contractor), by the contractor, all subcontractor(s), plumber(s), and electrician(s).
8. Certificate of Insurance (including Liability and Workers comp.,) from the contractor(s) and all subcontractor(s) including plumber and electrician. The limits of coverage must meet the requirements noted under the **Contractor's Insurance and Waivers section page ten (10)**. Any contractor or subcontractor that cannot meet those limits is not permitted to work at The Colony.
9. Provide copies NJ Licenses for the general contractor(s), subcontractor(s), plumber(s) and electrician(s) as noted in paragraph two of the **General Requirements** section.
10. Written approval by the Architect/Project Manager representing 1530 Owners Corp.
11. Contractor(s) must provide detailed digital photos on a flash drive, or hard copy of all areas scheduled for work including but not limited to photos of current plumbing fixtures, walls, ceiling, floors, kitchen and bathroom cabinets, vanity, tub or shower(s). There will be no cutting into any of the main plumbing riser lines. No chipping hammers may be used, only hand chisels and grinders.

## **The Colony Renovation Fee Schedule**

### **1. Complete renovation:**

- a. **\$1,500.00 application fee (non-refundable) upon submission of application.**
- b. **\$1,200.00 alteration deposit (refundable) upon completion.**
- c. **\$ 500.00 Architect fee (non-refundable) review of plans, rough and final inspection.**
- d. **The combination of any two or more constitutes a Complete Renovation. Two or more bathrooms, a bathroom and a kitchen, kitchen and laundry room, bathroom and laundry room.**
- e. **Drawings must be prepared, signed and sealed by a NJ Licensed Architect when removing, installing or relocating a partition wall, replacing a bathtub or shower or installing a new laundry room. The drawings must include the full scope of the apartment renovation.**

### **2. Semi-renovation:**

- a. **\$750.00 application fee (non-refundable) upon submission of application.**
- b. **\$1,200.00 alteration deposit (refundable) upon completion.**
- c. **\$350.00 Architect fee (non-refundable) review of plans, rough and final inspection.**
- d. **The renovation of any one room constitutes a Semi-renovation.**
- e. **Drawings must be prepared, signed and sealed by a NJ Licensed Architect when removing, installing or relocating a partition wall, replacing the bathtub or shower or installing a new laundry room. The drawings must include the full scope of the apartment renovation.**

### **3. Minor renovations that do not require permits:**

- a. **A security deposit of \$1,200.00 (which will be returned upon completion) is required upon the submission of application.**
- b. **Requires insurance certificate, Scope of the Work and the duration of the job.**
- c. **Requires Building Management to inspect the Scope of the Work before and after completion.**
- d. **Type of work such as window and air conditioning replacements, painting, crown & baseboard molding, backsplash tiling, sanding and staining existing parquet floor, removal and replacement of carpet, wallpapering, trim work, smoothing out popcorn ceiling, tiles repairs on the floors or walls, etc.**

It is up to the contractor to schedule all required inspections with the Building Architect and management. Failure to do so will result in fines to the contractor per occurrence of up to \$2,500. The Association has the right to refuse to allow the work of any contractor who fails to abide by the Alteration agreement or Association rules.

I have read the "Rules and Regulations Concerning Alterations and Modifications of Apartments", the "Procedure For Application For Permission To Make Alterations And Modifications To Apartment", the "Apartment Alteration Agreement", the "Guidelines for Washer/Dryer Installation After 6/1/97 and the "Waiver Of Lien". I am aware of the completion date **Penalty Clause** and the penalties for failure to complete the alteration in a timely manner. I understand that I am responsible for compliance and insuring that my contractor complies with all the provisions contained in these documents.

\_\_\_\_\_  
Name of Shareholder (Print)

\_\_\_\_\_  
Signature of Shareholder / Date

\_\_\_\_\_  
Name of Contractor (Print)

\_\_\_\_\_  
Signature of Contractor / Date

**1530 Owners Corp.**  
**APARTMENT ALTERATION AGREEMENT**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by and between 1530 Owners Corp. (hereinafter "Lessor"), \_\_\_\_\_ and \_\_\_\_\_ (Hereinafter "Lessee") and \_\_\_\_\_, (Hereinafter "Lessee's Contractor(s)").

WHEREAS, Lessee is the owner of \_\_\_\_\_ shares of stock of 1530 Owners Corp. and the Lessee under a Proprietary Lease allocated to Apartment \_\_\_\_\_ in the building known as The Colony, 1530 Palisade Avenue, Fort Lee, and New Jersey:

WHEREAS, Lessee has made application to the Lessor for permission to perform certain alteration and modifications of the aforementioned apartment;

WHEREAS, Lessee obtained approval of 1530 Owners Corp. to make the alterations and modifications that are set forth on plans and specifications which are annexed to this Agreement and initialed by the parties, said approval being contingent upon Lessee and Lessee's Contractor complying with all the Rules and Regulations Concerning Alterations and Modifications of Apartments and Lessee obtaining all requisite governmental permits;

WHEREAS, Lessee (if applicable) made application for a building permit from the Borough of Fort Lee to perform the work set forth in the plans and specifications, prepared by a NJ Licensed Architect, and said permit has been obtained from the Borough of Fort Lee;

WHEREAS, the Lessee has entered into a contract with a contractor for the performance of the work.

NOW, THEREFORE, in consideration of mutual covenants herein contained, the Lessor, Lessee and Lessee's Contractor(s) agree as follows:

1. By executing this agreement, it is agreed and understood that the Lessor, in granting the consent requested, makes no representation as to design, feasibility or efficiency of the proposed alteration. If the operation of the building or any of its equipment or other residences is, in any way, adversely affected by reason of these alterations, prompt removal of the cause thereof will be demanded by the Lessor, and Lessee agrees to remove same within five (5) days of receipt of this demand.

Lessee and Lessee's Contractor(s) hereby agree to be bound by the Rules and Regulations Concerning Alterations and Modifications of Apartment and hereby agree to comply with same strictly. A copy of said Rules and Regulations

Concerning Alterations and Modifications of Apartment have been annexed hereto and made a part of this agreement.

2. The terms and conditions of said Proprietary Lease shall not be deemed altered or modified by reason of anything contained in this agreement.
3. All parties to this agreement have agreed that the work shall commence on \_\_\_\_\_ and be completed by \_\_\_\_\_.  
**Lessee will be penalized with a daily fine of \$ 200.00 for each additional day work is performed, for any reason, beyond said completion date.**
4. No construction may take place after the completion date set forth in Paragraph four (4) above unless an extension is granted by 1530 Owners Corp which extension may be denied in the sole and absolute discretion of 1530 Owners Corp.
5. Upon completion of the work, Lessee shall deliver to the Lessor a copy of the final four (4) permits issued by the Borough of Fort Lee.
6. Lessee and Lessee's Contractors(s) shall, to the fullest extent permitted by law, at their own cost and expense defend, indemnify and hold 1530 Owners Corp., its directors, officers, employees and managing agent harmless from and against any all claims, loss, damages, expense and liability, including attorney fees, witness fees and all court costs, resulting from injury and/or death of any person, or damage or loss to any property arising out of any negligent or wrongful act, error or omission by Lessee and/or Lessee's Contractor(s) in connection with the renovation work to be performed at this unit.
7. This agreement shall survive the completion of the renovation work.

**BY:** \_\_\_\_\_  
**Shareholder (Please Print & Sign)**

**BY:** \_\_\_\_\_  
**Contractor (Please Print & Sign)**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**1530 Owners Corp**

This Agreement is void and of no effect unless and until this Agreement is executed by a duly authorized representative of 1530 Owners Corp.

## **IN KIND RENOVATION WITHOUT PERMIT (ORDINARY MAINTENANCE)**

**MINOR WORK AND ORDINARY MAINTENANCE (No permits required by the Fort Lee Buildings Dept.)** The following items are types of work that may be performed without a permit pursuant to the Uniform Construction Code. The classification of work as ordinary maintenance is not a waiver from code compliance; all work is required to meet code requirements. However, no permit is required as are no inspections of the work by the Town of Fort Lee. However, The Colony will require their internal Inspections regardless of whether the Town of Fort Lee requires them.

**BUILDING Finishes** - Painting (interior/exterior), wallpapering, trim/molding (interior/exterior) and flooring material repair, replacement, or installation.

- **Windows/Doors** - Glass may be replaced in any window or door. The replacement glass must be of a type and quality that complies with the 1530 Owners Corp established requirements and specifications.
- **Windows and doors** may be replaced in the same rough opening without altering the dimensions or framing; this includes means of egress elements when dimensions and framing are not altered, and the height, width or net clear opening is maintained.
- **Screens** may be repaired, replaced or installed.
- **Sound Insulation**- The installation of insulation when installing adjacent to or not more than one and a half inches from an interior finish, except that the installation of foam plastic insulation requires a permit

### **PLUMBING (requires use of a licensed plumber)**

- **Fixtures and fixture parts** - Fixtures may be replaced with a similar fixture provided that there no change in the piping arrangement.
- **Valves** - Hose bib valves may be replaced provided that an approved atmospheric vacuum breaker is provided valves and work parts of valves may be replaced including shower or combination bath/shower valves.
- **Ball Cocks** - Ball cocks may be replaced provided that an approved anti-siphon type be used.
- **Piping repair/replacement** - Piping may be replaced to repair a leak.
- **Appliance Replacements** – Appliances may be replaced in existing locations and must be compatible with existing plumbing and electrical connections.
- **Traps** - Traps including traps on culinary sinks may be replaced.
- **Drain cleaning** - Stoppages may be removed.
- **Risers** - Cannot be cut into, altered or disturbed

### **ELECTRICAL (requires use of a licensed electrician)**

- **Receptacles, switches, and outlets** - Receptacles, switches or lighting fixtures that do not contain emergency battery packs may be replaced with a similar item. However, receptacles in locations where ground-fault circuit interrupter protection, damp/wet, or tamper-resistant must comply with Section 406.4(D) of the electrical sub-code.
- **Equipment** - Repairing any installed electrically operated equipment such as doorbells, communication systems, and any motor-operated device (In the event of a fire protection system being interrupted for repairs) the fire official is to be notified in accordance with the building sub-code).

It is the responsibility of the Contractor and Shareholder to ensure full compliance with any and all town requirements for permits. If not specified above or uncertain, it is the contractor's responsibility to check with the Buildings Department as to whether the specifics of the job require permits. **The Colony has its internal procedures and requirements regardless of whether the town of Fort Lee requires a permit. Please refer to those procedures found on page ten (10) under Rough and Final Inspections.**

**1530 Owners Corp.**  
**PROCEDURE FOR APPLICATION FOR PERMISSION**  
**TO MAKE ALTERATIONS AND MODIFICATIONS TO APARTMENT**

1. The Lessee must submit to 1530 Owners Corp. one (1) original copy of Detailed Plans and Specifications, Signed and Sealed by a New Jersey Licensed Architect when removing, installing or relocating a partition wall, installation of laundry room, opening of a kitchen or other renovations as deemed by Management. 1530 Owners Corp. or their agents shall not be held liable for errors or omissions on the part of the Lessee and/or his/her agents or contractors.

No modification or change to original plans and specifications should be made without the prior written approval of 1530 Owners Corp. and/or Architect/Project Manager for 1530 Owners Corp. Where applicable, any modifications or changes in the scope of work shall be re-filed with the Fort Lee Building Department and a copy submitted to 1530 Owners Corp. The contractors will record any approved changes on as-built plans at the completion of construction and submit a copy of said as-built plans to 1530 Owners Corp. **Failure to do so can result in a fine up to \$2,000.**

Once the plans and specifications are approved by 1530 Owners Corp. and the Architect/Project Manager for 1530 Owners Corp., it is the responsibility of the Lessee to obtain all permits required, by the Town of Fort Lee and the State of New Jersey, in conforming to all required codes. Copies of any and all permits will be made part of the permanent file of 1530 Owners Corp.

2. The Lessee shall submit the following fees made out to 1530 Owners Corp.
  - a. A refundable deposit fee for alterations in the amount of \$1,200.00
  - b. For a Total Major Renovation, a \$1,500.00 check (non-refundable) along with a \$500.00 architects/project manager's fee.
  - c. For -Semi-Renovations (remove and replace in kind for the kitchen or the bathrooms) without the removal of walls) does not require signed and sealed Architectural Drawings. A non-refundable fee of \$750.00 is required along with a \$350.00 architects/project manager's fee.
  - d. For Minor Renovations (painting, wallpaper, carpeting, replacing wood flooring, sanding, trim work, plastering, etc.) that the management deems as minor work and one that does not require a building permit.
3. 1530 Owners Corp. will engage, at the Lessee's expense, the services of an Architect/Project Manager. The Architect/Project Manager will review the plans and specifications and make such personal inspections as said professional deems necessary to ensure that all alterations are made in conformity with the approved plans and specifications previously submitted.

For All Renovations, the Architect/Project Manager and Management for 1530 Owners Corp. shall review the following:

- a. Review of all submitted drawings, including one subsequent revision, if necessary;
- b. Up to two (2) inspections of building, plumbing and electrical roughing; and
- c. One (1) final inspection.

Any additional reviews, visits, inspections, etc. will be charged at the rate of **\$200.00** per incident. The balance of the deposit will be refunded to the Lessee upon timely completion of the project and the absence of damages.

4. In the event that the project is not completed in accordance with the time schedule set forth in the Apartment Alteration Agreement between the parties and the Lessee or Contractor fail to request an extension, the Lessee will be assessed a daily charge of **\$200.00 for each additional day** in accordance with the Penalty Clause.
5. All new semi and complete renovations require upgrade of the electrical panel from federal pacific to new circuit breakers such as square D etc. Any semi or complete renovations involving kitchen or bathrooms **require the installation** of new main shut off valves and back flow preventers inside the wall with an 8x8 fireproof access panel.

**The project will have a maximum construction time of (4) four months using the issued permit as a starting date. An extension may be granted only with a written request made in advance to management, stating the reason for the delay and new expected completion date.**



**1530 Owners Corp.**  
1530 Palisade Avenue  
Fort Lee, NJ 07024  
Tel (201) 461-3164 - Fax (201) 461-6013

**RULES AND REGULATIONS CONCERNING**  
**ALTERATIONS AND MODIFICATIONS OF APARTMENTS**

**TO: ALL LESSEES AND CONTRACTORS INVOLVED WITH ALTERATION  
WORK TO AN APARTMENT.**

**GENERAL REQUIREMENTS:**

1. All work and material shall be in compliance with all applicable Federal, State and Municipal laws, ordinances, and regulations and with the requirements of the Board of Fire Underwriters. All work shall be performed in a manner as not to conflict with the Union labor agreements governing the building's employees. All work shall be performed in accordance with applicable Federal Occupational Health and Safety Act construction standards set forth at 29 CFR Section 1926.
2. All general contractors, **subcontractors**, electricians, and plumbers must be licensed by the State of New Jersey. The General Contractor is responsible for providing copies of licenses for any work performed by their sub-contractor(s), plumber(s), and electrician(s). The paperwork must be submitted along with the alteration agreement so that the paperwork can be reviewed for approval.
3. All proposed alteration and structural changes must be carried out in a proper and workmanlike manner and shall be of quality and style in keeping with the general character of the building, as to which the Architect/Project Manager and/or Executive Manager of 1530 Owners Corp. shall be the sole judge.
4. All precautions shall be taken, and all risks shall be assumed by the Lessee with respect to damage to the building during any alteration. During any renovation, the contractor is responsible for dust control and ensuring that all vents are sealed. **If another unit is affected by dust, the contractor will be responsible, at their cost, to arrange for the cleaning of the affected unit.** Where possible, the balcony door should remain closed. Hallway carpet and walls must be covered to protect against any damage with materials approved in advance by the building management.
5. The hallways shall not be used as a staging area.
6. Contractors may not solicit work from building employees during employees work hours. If a building employee works for a contractor during their off hours, the contractor must provide proof of worker's compensation and general liability insurance coverage. Work performed by off-duty employees will not be guaranteed by 1530 Owners Corp and will remain the sole responsibility of the contractor should a problem arise.
7. At no time can HVAC riser columns and/or chases be covered by items built or installed directly on to the column such as wood, mirror, furniture, etc.

8. Fire annunciator panels in apartments can only be touched, moved or altered by The Colony Contractor. For changes, contact the building management.
9. **NO Main water riser piping or vent stacks can be cut into or altered in any way.** Any new washing machine installation requiring a drain hook up must access the drain connection from the powder bathroom. (see washing machine guideline's page 14)

### **ROUGH AND FINAL INSPECTION:**

**Rough Inspections:** Building Management may inspect the project at any time during normal working hours and will make periodic checks to ensure the alteration guidelines are being followed. Regardless of whether the Fort Lee Buildings Department requires one, The Colony requires the Building Architect to perform a rough inspection. The contractor must schedule an inspection with the Architect for the inspection before closing the walls and a second inspection after the closing of the walls but before the installation of cabinets. The contractor must schedule the Architect's inspection to take place after the Town of Fort Lee has performed their Rough inspection when permits are required. Upon this visit, the Architect will require copies of the paperwork showing the town's inspection.

**Final Inspection:** Contractors must call and arrange rough and final inspections with building architect/project manager. The contractor must schedule the Architect's inspection to take place after the Town of Fort Lee has performed their Final inspection when permits are required. Upon this visit, the Architect will require copies of the paperwork showing the town's inspection.

It is the contractor's responsibility to contact the Architect to schedule all inspections. Failure to do so will result in a \$1,000 for the first incident, \$2,500 for second and the dismissal of the contractor from the job and property due to any further occurrence.

**Architect Contact Information:** Michael Polemis, Architect/Project Manager  
Blue Moon Design Studio  
Closter, New Jersey 07624  
Tel./Text - 201.252.6543  
michael@bluemoondesignstudio.com

### **CONTRACTOR'S INSURANCE AND WAIVERS:**

Contractors shall submit for approval to the Executive Manager and Architect of 1530 Owners Corp. the following:

1. Certificates of Insurance establishing that the Contractor carries Workman's Compensation, Public Liability and Property Damage Insurance.
  - The policies for public liability shall be not less than \$1,000,000 for property damage, and \$1,000,000 for injuries and/or death to persons.
  - Workman's Compensation \$500,000.
  - Automobile Liability \$1,000,000.
  - 1530 Owners Corp. and the Managing Agent shall be named as additional insured's.
2. The contractor shall sign a waiver of the right to file a mechanic's lien against 1530 Owners Corp. before the commencement of work. **All subcontractors, plumbers, and electricians shall be required to sign similar waiver agreements prior to the commencement of the work.**

### **ADMITTANCE TO BUILDING:**

All Contractors shall sign in each day at the building Back Service desk.

### **WORKING HOURS:**

All alterations and structural changes shall be done in such a manner as to minimize resultant noise and other effects disturbing to other residents. All work shall be done between the hours of 9:00 AM and 5:00 PM. Monday through Friday. No workers will be admitted to the building prior to 9:00 AM and all workers must leave the building no later than 5:00 PM. No work shall be done on Saturday, except quiet work such as wallpaper, plastering, and painting. No work shall be done on Sunday or holidays.

### **SERVICE ELEVATOR:**

Delivery of all materials and removal of rubbish and debris shall be done using the service elevator and shall be scheduled in advance with 1530 Owners Corp.

If the alteration requires the use of the service elevator for a specific amount of time, 1530 Owners Corp. must be notified at least three (3) days in advance. A \$150.00 charge may apply per occurrence at the sole discretion of 1530 Owners Corp. During the alteration period, the Contractor must cover and protect the carpet and walls in the public halls extending from the elevator to the apartment. This protection must include placement of masonite boards when moving heavy items or removing garbage. At all other times protecting sheetrock or other approved material on all carpeting between the apartment and service elevator. Protective material must be removed each evening and restored whenever additional work begins. The contractor must protect the property of 1530 Owners Corp. throughout any areas where alterations are taking place.

### **PARTITION WORK:**

1. Contractor shall use galvanized metal studs, minimum 20-gauge, at 16" on center. Installation shall be in accordance with the latest edition of the U.S. Gypsum Handbook.
2. Wood may be used only as backing or blocking where required such as with kitchen cabinets. No wood is to be used as partition framing.
3. Gypsum Board must be a minimum of 5/8" Fire Code Rated Dry Wall.
4. Waterproof backboard (green sheetrock) is required for all bathroom work except at shower and tub locations where Wonder Board with waterproof barrier.
5. Use of combustible framing materials is prohibited.
6. Cutting of existing partitions: Prior to the removal of any partitions or parts thereof, Contractor shall verify the location of all existing utilities such as water, gas, and electric, etc. with the building Superintendent.
7. Any penetrations, holes must be sealed with Hilti approved fire caulking material.

### **CEILING HEIGHT:**

Minimum of 7' 6" (90inch) per International Building Code (latest edition), from finish floor or raised platforms. A ceiling height of less than 7' 6" must be approved, in writing, especially as it relates to new plumbing work.

Since the original building ceilings contain asbestos the existing popcorn ceiling cannot be removed. Any coating requires structure light cement and plaster.

### **CUTTING OF STRUCTURAL FLOOR SLAB:**

1. Cutting of structural floor slab in excess of 1" depth shall not be permitted except for specifically pre-approved plumbing work.
2. Cutting of slab steel reinforcement(rebar) will not be permitted under any circumstances.
3. The electrical contractor is permitted to cut or channel the underside of the concrete slab for a maximum depth of ¾" and a maximum width of 1 ½".
4. Fill and bond all concrete slab cuts with approved epoxy concrete repair mortar as directed by manufacturer's installation instructions.
5. No coring of the concrete floor slab shall be permitted unless approved in writing by the architect/project manager for 1530 Owners Corp.

### **FIRE DAMPERS/VENTS:**

If the existing fire damper is original to the building or if the existing does not meet code, new fire dampers must be installed at the time of the renovation. All fire dampers must meet all specifications and comply with all applicable building codes. At the contractor's request, the building management will confirm should the fire damper(s) need to be replaced.

Note: If a Shareholder is not performing renovations but wants to change fire dampers a permit is required and issued by the Fort Lee Building Department and Fire Marshal.

The contractor cannot cover or obstruct dampers in any way with items such as cabinets and tiles.

### **FLOOR REPLACEMENT:**

1. The building requires sound deadening under any stone, porcelain, etc.
2. Wood flooring cannot be glued directly to the concrete deck. A sub-floor of 5/8 or ¾ inch plywood must be used under wood flooring (Homasote Underlayment or approved equal).

### **UTILITY SHUTDOWN:**

Contractors must obtain approval prior to doing any tie-in work. All system-required shutdowns necessary to install new work shall be reviewed with the building Superintendent who will control the shutdown and provide proper instructions. **All plumbing and mechanical**

shutdowns for alteration work must be performed by 1530 Owners Corp. 1530 Owners Corp. must be given at least seven (7) days prior written notice along with a check payable to 1530 Owners Corp. in the amount of \$200.00 for each required shutdown. The Lessee shall bear the cost of each shutdown.

#### **HVAC SYSTEMS:**

HVAC systems shall be installed only after approved in writing by the Architect/Project Manager for 1530 Owners Corp. Heating and cooling fan coil units must be replaced with Ice Air or McQuay HVAC units with a required overflow pan piped through window panel onto the terrace. The proposed unit must be similar in function with overflow tray and design to existing units. The integrity of the common dual temperature system shall be maintained in all cases.

#### **WATER INFILTRATION AND MIGRATION:**

1. Where plumbing drainage lines enter through floor slabs, the holes shall be sealed watertight in an approved manner to prevent water overflow in the event plumbing lines burst either during construction or after completion of work.
2. Any new whirlpools and surrounds should use rubberized sound insulation material. All installations must be watertight.
3. During installation of any toilet fixture, a pipe chase, marble work or work related to the use of water, the contractor(s) shall protect all openings (wall/floor) in order to prevent any water from entering the apartment below.
4. All new window wall and balcony door work shall be caulked with DOW 795, GB SILPRUF or approved equal, to preclude water penetration and air infiltration into the building. All caulking shall utilize a backer rod.

#### **WASHERS AND DRYERS:**

A new washer and/or dryer may only be installed adjacent to the powder room using only the riser next to the powder room. Only ventless, electric, washer/dryer with condenser unit shall be installed such as Bosch or Miele. Replacement of an existing washer and dryer may only be installed next to or in the powder room and connect to powder room bathroom drain connection. Only a licensed plumber can only perform washer and dryer installation and a licensed electrician must install a separate electrical sub-panel. There is no cutting or connecting to the main riser drain stack allowed. **Refer to the full GUIDELINES FOR WASHER/DRYER section found on page 15 for additional details. Note: Any laundry rooms that were previously grandfathered must be relocated to powder room when undergoing any renovations.**

#### **ACOUSTICAL TREATMENT OF DEMISING PARTITIONS:**

All new partition work separating apartments shall be constructed in an approved manner so as to maintain a minimum STC-50 sound transmission rating. Details must be submitted with initial drawings.

### **ELECTRIC WORK:**

The contractor must provide plans, details, and specifications showing all existing and new electric panels. All electrical plans for new panels shall indicate circuit locations. Whirlpools and microwaves must be on their own separate circuits. No increase in amperage into the apartment is permitted. The demand for amperage in an apartment cannot exceed 40 amps. This is important to remember when upgrading appliances and installing a washer and dryer.

A new electrical panel is required for new washer/dryer that requiring a separate circuit breaker.

### **PLUMBING:**

**All renovation to kitchen, bathrooms and powder rooms shall require a new shut-off and check valve installed on the master branch of the hot and cold lines accessible via an access panel.** Any plumbing work to any shower must have in-line check valves installed.

**Main water riser piping or vent stacks cannot be cut into or altered in any way.**

**NO walk in Jacuzzis or prefab shower bodies are permitted.**

Any penetrations/holes must be sealed with Hilti approved fire caulking material and made watertight.

### **WATER PRESSURE:**

The existing water pressure in the building is 160 psi. All valves and joint designs shall be designed to withstand a minimum pressure of 200 psi. per code requirements.

### **EXHAUST SYSTEMS:**

Contractor shall not remove, relocate or block any existing building exhaust vents under any circumstances.

### **FOREMAN:**

Each project shall have a foreman or person in charge onsite daily that can communicate with the management staff and architect/project manager of 1530 Owners Corp. All work will be stopped should this requirement not be maintained during the entire project.

### **ASBESTOS:**

When disturbing an area with known asbestos, the General Contractor is required to use the service of a certified asbestos removal contractor and must follow all code requirements for working with asbestos. Copies of certifications must be provided to the Management office. The contractor must use a negative pressure machine to minimize dust dispersion for any work involving disturbance of more than 25 square feet of ceiling, and closet vinyl tiles containing asbestos.

### **WARRANTY - GUARANTEE:**

A minimum of one (1) year warranty shall be submitted in writing to the Lessee for all alteration work performed.

## **RUBBISH REMOVAL:**

1. All materials must be taken out in barrels. The building does not provide barrels for contractors. All small rubbish such as tiles, plaster, parquet floors and subfloors must be removed in garbage construction bags in the service elevator
2. The contractor will cover and protect the hallway carpeted areas, walls, and service elevator at such times and in such a manner as the superintendent of 1530 Owners Corp. may direct.
3. All resulting rubbish, rubble, discarded equipment and the like shall be removed promptly from the building and the property of 1530 Owners Corp. at the expense of the Lessee. Lessee shall provide adequate dust partitions to prevent dirt and dust from circulating into other parts of the building or other apartments in the building during the alteration.
4. All material and rubbish containing asbestos (ceiling material and vinyl tile) must be disposed of in accordance with all Federal, State and Local laws.
5. No rubbish, construction material, tiles, paint cans, etc. shall be disposed of in the Compactor.
6. **Any violation of the rubbish removal rules will result in a fine of \$200.00 for each occurrence to be assessed against the Lessee and to be deducted from the Lessee's deposit.**

## **WINDOWS**

A Shareholder may replace their windows and/or terrace door only with pre-approved and pre-engineered products. The recommended approved door for this installation is:

<b>Manufacturer:</b>	Arcadia Architectural Products
<b>Series:</b>	Arcadia 5000 Series
<b>Finish:</b>	Clear anodized
<b>Configuration:</b>	2-lite slider – unequal panels; split fixed panel glazed with insulated panel or (2) two fixed panels in living room only.
<b>Operation:</b>	Outside slider
<b>Hardware:</b>	Stainless steel tandem rollers, Adams Rite thumb turn lock, clear anodized interior wire pull handle, flush pull exterior handle.
<b>Glazing:</b>	Tempered IG (Low-E optional)
<b>Screen:</b>	Exterior fiberglass mesh
<b>Receptor:</b>	Special Colony Receptor

## **TERRACE:**

The terrace floor shall not be painted, nailed, glued, etc. or coated with any material other than building approved interlocking, water-penetrating, tile. The terrace wall and ceiling may be painted only with building approved paint.

**1530 OWNERS CORP**  
**GUIDELINES FOR WASHER/DRYER**  
**INSTALLATION AFTER**  
**6/1/97**

These washer/dryer instructions effective June 1, 1995, are the requirements for all new installations. Washers/Dryers installed and "grandfathered" are not covered by these guidelines.

The following guidelines **MUST** be followed for building approval for a new washer/dryer installation:

1. Only the powder room waste stack (riser) may be used for draining the washing machine water.
2. A laundry sink basin or stainless-steel suds-zone tank no less than 20-gallon capacity must receive the washing machine wastewater before discharging into the waste stack existing drain connection.
3. If required, a permit from the Fort Lee Building, electrical, plumbing and Fire Departments must be obtained before the start of work.
4. If a toilet is removed, the lead bend must be properly capped and inspected by the Fort Lee Plumbing Inspector before the floor is closed.
5. A cleanout may be required, see management office for applicability.
6. A dual (Watts valve) washing machine valve must be installed.
7. Each machine must be plugged into a dedicated duplex outlet. Dryer must be 220V 30-amp model. upgrade electrical panel
8. Ball valves and check (shutoff) valves must be installed ahead of the washing machine valve. A water shutdown may be necessary at a charge of \$200.
9. A formal application, available at the management office, must be completed and returned before beginning the installation
10. Contractors, licensed plumbers, and licensed electricians must have a certificate of insurance and a copy of a current New Jersey license on file at the management office
11. Self-condensing ventless electric dryers are the only type of dryers permitted. No gas dryer is allowed.
12. **There will be no cutting into the main drain riser/stack!** All wastewater should flow from the laundry sink/suds tank into the existing drain connection.



**1530 OWNERS CORP**

**PH:201-461-3164**

**FAX:201-461-6013**

**List of Contractor, Subcontractor, Plumbers, and Electrician**

- Contractor: \_\_\_\_\_
- Subcontractor: \_\_\_\_\_ Work: \_\_\_\_\_
- Subcontractor: \_\_\_\_\_ Work: \_\_\_\_\_
- Subcontractor: \_\_\_\_\_ Work: \_\_\_\_\_
- Subcontractor: \_\_\_\_\_ Work: \_\_\_\_\_
- Subcontractor: \_\_\_\_\_ Work: \_\_\_\_\_
- Plumber: \_\_\_\_\_ Work: \_\_\_\_\_
- Plumber: \_\_\_\_\_ Work: \_\_\_\_\_
- Electrician: \_\_\_\_\_ Work: \_\_\_\_\_
- Electrician: \_\_\_\_\_ Work: \_\_\_\_\_

**1530 OWNERS CORP**

**PH:201-461-3164**

**FAX:201-461-6013**

**WAIVER OF LIEN**

1530 Owners Corp  
1530 Palisade Avenue  
Fort Lee, NJ 07024

TO: Whom It May Concern

RE: The Colony, Apartment # \_\_\_\_\_

This letter is to certify that \_\_\_\_\_ will  
Name of Contractor / Company

not file any Mechanic's Lien against 1530 Owners Corp or the Managing Agent in the event of non-payment in connection with the above-referenced apartment.

I acknowledge receipt of the Alterations Rules and Regulations for The Colony and will follow these guidelines unless I have permission, in writing, from Management to exclude any part thereof.

Sincerely,

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Print Name of Contractor

\_\_\_\_\_  
Date