

CONSTRUCTION GUIDELINES

The undersigned agree to observe the following guidelines during construction and alteration projects in order to insure a minimum of inconvenience for other shareholders and to help maintain the security and cleanliness of the premises.

- 1) Work shall not be performed, except between the hours of 8:30 a.m. and 5:30 p.m. Monday through Friday. Work shall not be performed on weekends and holidays. Activities which produce noise or which are disturbing to building occupants may not be done before 9:00 a.m.
- 2) Keys to the building entrances, elevators or stairwells may not be given or loaned out to construction personnel.
- 3) The following insurance certificates shall be provided prior to beginning construction:
 - a) Comprehensive personal liability, property damage, and employees liability insurance, each in the amount of \$1,000,000 and naming the following parties as co-insureds:
 - Board of Directors, 344-348 West 38th Street Tenant Corp., 348 W. 38th St., NY, NY 10018
 - 344-348 West 38th Street Tenant Corporation, 348 West 38th Street, New York, NY 10018
 - CFA Management, 80 East 11th Street #405, New York, NY
 - Karma, LLC c/o Winoker Realty, 1410 Broadway, New York, NY 10018
 - Winoker Realty, 1410 Broadway, New York, NY 10018
 - The shareholder(s) undertaking the alteration
 - b) A Worker's Compensation and Disability Certificate, if applicable, must be provided prior to commencing work and should be made out to:
 - Department of Buildings, Borough of Manhattan, 60 Hudson Street, New York, NY 10013
- 4) Construction personnel shall use the freight entrance only (at 344 West 38th Street).
- 5) Work shall be confined to the apartment interior, and will not create dust, dirt or other such inconveniences to other apartment units within the building.
- 6) Operations shall not block hallways or means of egress for tenants of the building.
- 7) No construction materials may be placed or stored in public spaces at any time during construction.
- 8) Operations shall not involve interruption of heating, water or electrical services to other tenants of the building.
- 9) Apartments adjacent to, above and below the construction site shall be given two days written notice of the onset of construction and an estimated completion date. If there is a break in construction, please re-notify your neighbors.
- 10) Contractor shall provide protection of all public spaces during construction. Hallway floors and wall corners shall be covered with suitable material. Protection materials must be removed at the end of the construction day. Contractor shall be responsible for and repair or replace any surfaces damaged by his workmen or materials of construction.

By signing below you indicate that you have fully read and agree to observe the above rules. Failure to observe may result in fines to the shareholder(s).

Agreed to and accepted by:

Shareholder(s)

Date

Contractor(s)

Date