

**Highland Mews Homeowners Association  
Glen Cove, N.Y. 11542**

To: All Owners

Re: Alterations, Renovations and Decorating that Affect the Exterior

Any plans for alterations/renovations/decorating to be done in your unit that may affect the exterior of the complex, must be submitted to the Management Company and approved by the HOA Board.

All contractors must send the proper certificates of insurance to the Management Company prior to beginning their work in the unit.

We thank you for your attention and cooperation in this matter. Should you have any questions, please contact our office at 516-944-3595.

Sincerely,

Brent Harding  
Property Manager  
RLH Management, Inc.



\_\_\_\_\_  
Date

TO: Highland Mews Homeowners Association  
c/o: RLH Management, Managing Agent

Re: Unit No \_\_\_\_\_

Gentlemen:

Pursuant to rules of Highland Mews Homeowners Association, I hereby request permission to install the equipment and make the alterations described in the annexed document (hereafter collectively referred to as the "work") in the above apartment.

If such permission is granted:

1. I agree, before any work is begun:

(a) If required by law or Governmental regulations, to file plans with and procure the approval of all Governmental Agencies having jurisdiction over the work and, not more than ten days after receipt of such approval, to deliver to you a copy of every permit or certificate issued. If there be any doubt as to the need for such approval, you shall be the sole arbiter in resolving the doubt.

(b) To procure from my contractor, or contractors:

(i) Comprehensive personal liability and property damage insurance policies, each in the amount of \$1,000,000.00, which policies name you and your Managing Agent, as well as myself, as parties insured. Such policies shall provide that they may not be terminated until at least ten days after written notice to you; and

(ii) Workmen's compensation and employee's liability insurance policies, covering all employees of the contractor, contractors or subcontractors. All such policies, or certificates evidencing their issuance, shall be delivered to Managing Agent.

2. If you are required or shall deem it wise to seek legal, engineering or architectural advice prior to granting permission, I agree to reimburse you, on demand, for reasonable fees incurred, and if permission be granted, then, in any event, prior to commencement of any work.

3. It is understood that:

(a) I assume all risks of damage to the building and its mechanical systems, and to persons and property in the building, which may result from or be attributable to the work being performed hereunder and all responsibility for the maintenance and repair of any alterations and installations after completion. This responsibility covers all work, whether or not structural, weather tightness of windows, exterior walls or roofs, waterproofing of every part of the building directly or indirectly affected by the work, and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the building, or any of its equipment, is adversely affected by the work, I shall, when so advised, promptly remove the cause of the problem.

(b) The alterations and materials used shall be of the quality and style in keeping with the general character of the building.

(c) I undertake to indemnify you, your Managing Agent and tenants or occupants of the building for any damages suffered to person or property as a result of the work performed hereunder, whether or not caused by negligence, and to reimburse you and your Managing Agent for any expenses (including, without limitation, attorneys' fees and disbursements) incurred as a result of such work.

(d) If, after making any alterations or installing any equipment referred to herein, I shall:

4. All permitted work shall be completed within 180 days after Governmental approval thereto has been granted or, if no such approval is required by law or regulation, then from the date hereof.

5. All work shall be done in strict accordance with the attached "Work Rules," if applicable.

6. All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. Materials and rubbish will be placed in barrels or bags, before being taken out of the apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the building and removed from the premises at my expense.

7. At the completion of the work, I will deliver to you an amended Certificate of Occupancy and a certificate of the Board of Fire Underwriters, if either be required, and such other proof as may be necessary to indicate all work has been done in accordance with all applicable laws, ordinances and Government regulations.

9. My failure to comply with any of the provisions hereof shall be deemed a breach of the provisions of the Offering Plan, pursuant to which your consent has been granted, and, in addition to all other rights, you may also suspend all work and prevent workmen from entering my apartment for any purpose other than to remove their tools or equipment.

10. This agreement may not be changed orally. This agreement shall be binding on you, me, and our personal representatives and authorized assigns.

Annexed hereto is the "work" document and a rider of \_\_\_\_\_ pages which is made a part of this agreement.

Very truly yours,

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

PERMISSION GRANTED:

\_\_\_\_\_  
Highland Mews HOA

By \_\_\_\_\_  
MANAGING AGENT

## Contact Information Sheet

**Please complete the following:**

Name 1 \_\_\_\_\_ Name 2 \_\_\_\_\_

Unit Number \_\_\_\_\_

Home Number \_\_\_\_\_ Work Number \_\_\_\_\_

Cell Number 1 \_\_\_\_\_ Cell Number 2 \_\_\_\_\_

Email Address 1 \_\_\_\_\_ Email Address 2 \_\_\_\_\_

Emergency Contract Information: Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

**Please complete. List all Plumbers, Electricians, Painters, etc.**

### Plumber

Contractor's Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Cellular \_\_\_\_\_ Email \_\_\_\_\_

### Electrician

Contractor's Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Cellular \_\_\_\_\_ Email \_\_\_\_\_

### Painter

Contractor's Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Cellular \_\_\_\_\_ Email \_\_\_\_\_

### Other

Contractor's Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Cellular \_\_\_\_\_ Email \_\_\_\_\_

Comments:

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