



## **Hudson Troy Towers Apartment Corp**

380 Mountain Road  
Union City, N.J. 07087  
(201) 865-6000 • Fax (201) 865-6962

Shareholder  
Hudson Troy Towers Apt Corp.  
380 Mountain Road  
Union City, New Jersey 0087

Re: Renovation and Alteration Application

Dear Shareholder:

Renovating an apartment whether just new paint or a complete renovation, is an exciting time.

To make this a positive experience for you throughout the project, we have compiled some requirements for you to review before you start! These guidelines are meant to protect the integrity of the building, the other shareholders (your neighbors) and you.

We encourage all of our shareholders to decorate and renovate as it will undoubtedly increase the value of all of our units here at Troy Towers.

Good luck and if you have any questions, please feel free to talk to the manager.

Sincerely,

The Board of Directors  
Hudson Troy Towers Apartment Corp.

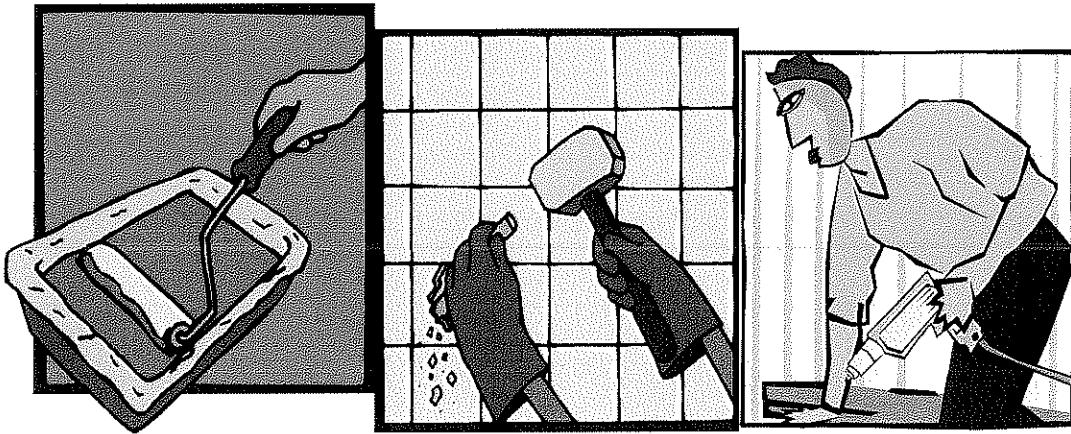
**HUDSON TROY TOWER APT CORP**

**RENOVATION**

**AND**

**ALTERATION**

**APPLICATION**



**Date: February 1, 2011**

## RENOVATION AND ALTERATION CHECKLIST

Shareholder's Name (s): \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Cell Phone \_\_\_\_\_

### Type of Renovation

Category 1, 2, 3

Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Category 4

Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Insurance Certificate

Date

General Contractor \_\_\_\_\_

Electrician \_\_\_\_\_

Plumbing \_\_\_\_\_

### Proof of Workers Comp

Date

General Contractor \_\_\_\_\_

Electrician \_\_\_\_\_

Plumbing \_\_\_\_\_

### Scope of Work

Living Room

Dining Room

Foyer

Balcony

Windows

Bathroom

Master Bedroom

Bedroom

Other

### FEES

Please review the fees indicated below

Minor Alterations

Category 1

No Fee

Apartment Improvements

Category 2

\$100.00

Moderate Renovations

Category 3

\$250.00

Major Renovations

Category 4

\$500.00

Payable to Hudson Troy Towers Apt Corp. **This fee is not refundable.**

A Water Shut-Down Fee will be \$50.00 per occurrence and will be charged to the resident. Demolition & Elevator Usage Fees will be charged directly to the contractor at a rate of \$250.00 per project.

**Building Drawings/Applicable Permits**

Inspections by the DOB \_\_\_\_\_

Final Inspection \_\_\_\_\_

**Plumbing Drawings/Plumbing Permits**

Inspections by the DOB \_\_\_\_\_

Final Inspection \_\_\_\_\_

**Electrical Drawings/Electrical Permits**

Inspections by the DOB \_\_\_\_\_

Final Inspection \_\_\_\_\_

**Demolition Drawings/Demolition Permits**

Inspections by the DOB \_\_\_\_\_

Final Inspection \_\_\_\_\_

**Superintendent's Notes:**

---

---

---

---

## **RENOVATION AND ALTERATION GUIDELINES FOR TENANT-SHAREHOLDERS**

All alterations, renovations, additions, or permanent improvement in or to a shareholders apartment requires the prior written approval of HTTAC Management. To obtain approval, all submissions must be made to Hudson Troy Towers Management Office, 380 Mountain Road, Union City, New Jersey 07087 (201)865-6000), in accordance with the guidelines listed below.

These requirements are intended to protect you, the shareholder, as well as the Cooperative Corporation, Management, and your neighbors. They should also assist you in complying with the Union City Department of Buildings regulations.

***FAILURE TO ADHERE TO THESE GUIDELINES MAY RESULT IN A BREACH OF YOUR PROPRIETARY LEASE WITH RESULTING FINES, PENALTIES, and/or LEGAL REMEDY. YOU MAY BE REQUIRED TO REMOVE OR REPLACE ANY NON-CONFORMING WORK AT YOUR EXPENSE IN ADDITION TO BEING SUBJECT TO LIABILITY FOR DAMAGES.***

### **A. Category 1, 2, 3 - Renovation and Alterations**

Renovations which do not affect or disturb the electrical, plumbing, mechanical or structural systems of the building do not require architectural or engineering plans or a filing with the Union City Building Department, but shall require the application to be completed and return to the office with the appropriate fee. Please note the Alteration/Renovation checklist for proper category.

### **B. Category 4- Alteration & Renovations**

Renovations which affect room count and arrangement, walls, or disturbs the electrical, plumbing, mechanical, or structural systems of the building, require filing with the Union City Department of Buildings under an Alteration Application and a plan must initially be submitted by a licensed architect or engineer or both.

The shareholder must submit a preliminary sketch to initially determine whether an architect or engineer is required for such an alteration. Based on the complexity of the plan, Management may require a review fee for an independent engineer/architect review. (If applicable)

#### **All Finalized plans submitted for construction under Category 4 must contain the following:**

1. A complete drawing by a licensed architect, engineer, or professional engineer of the affected area as it exists prior to the alteration, and as it will appear after the alteration.
2. Drawings must show which walls, closets, electrical lines and plumbing will be added, altered or removed, and drawings must be accompanied by a legend describing the building materials to be used, how the work will be completed and the time frame for such work.
3. All drawings must be accompanied by all applicable Department of Buildings applications.

Upon receipt and review and final Board approval, the shareholder's architect must obtain approval of such plans from the Department of Buildings and receive approval for a work permit. Upon such approval the following is required:

1. Before any construction begins, the tenant-shareholder must supply a list of all general contractors and subcontractors (carpenters, plumbers, electricians, etc.) who will perform the work, each of which must submit to the Managing Agent, Certificates of Insurance in an amount not less than \$1,000,000.00 for liability and workmen's compensation insurance, naming the Hudson Troy Towers and Arthur Edwards, Inc., and the tenant-shareholder as additional insured. All contractors must be licensed and proof of insurance filed with the New Jersey Department of Buildings.
2. All required work permits must be obtained by the approved contractor, and submitted to the Managing Agent, before work may commence. Upon completion of the work, the tenant-shareholder must submit to the Managing Agent certification from the architect or engineer and Department of Buildings that such work has been completed in accordance with the plans. The tenant-shareholder must permit access to his/her apartment for the purposes of all inspections.

**C. General Conditions**

1. No work should begin without the approval of HTTAC Management. **FAILURE TO COMPLY WITH THIS CONDITION WILL RESULT IN A FINE TO THE SHAREHOLDER.**
2. A schedule of all deliveries shall be submitted to the Management Office located at 380 Mountain Road, Union City , New Jersey 07087
3. Approved Work Times: All work should commence no earlier that 9:00 A.M. and cease at 5:00 P.M., on weekdays. Saturday work hours are 11:00 A.M. TO 5:00 p.m. No exceptions will be made for extended work hours. Absolutely no work will take place on Sundays or Holidays.
4. **All workmen must use the South Service entrance** leading to the service elevator after first checking with the Management Office and the Doorman's station.
5. Elevators: All workmen and deliverymen must use the padded service elevators for transporting materials. Anyone using the passenger elevator for this purpose will be subject to a fine of \$100.00 and assessed for any resulting damages to the elevator.
6. Contractors must protect the hallway carpeting, as necessary, by covering it with a thick brown paper or masonite board while work is in progress. The contractor will clean and vacuum the public spaces daily to the satisfaction of the Managing Agent and/or the building superintendent. Troy Towers will hold the shareholder liable for any damage to the building caused by the shareholder's contractors and may stop all work in the event of such damage and impose of a fine.
7. **Shareholders are solely responsible to ensure their contractor's complete removal of all debris from the premises** in a schedule to be approved by the building superintendent, including old

Appliances, cabinets, flooring, carpeting, bathtubs and other fixtures. Fines may be levied against the tenant-shareholder for leaving debris in the halls, basements or outside areas.

8. The Contractor must have all exhaust vents and air conditioning units covered during the alteration so as to prevent the intrusion of any dust or debris into the exhaust system.
9. All work which requires a water line or gas line shutdown for replacement of shutoff valves for sinks, showers or appliances must be cleared with the Management Office a minimum of 48 hours prior to commencement of work. The tenant-shareholder is entitled to a reasonable number of shutdowns. The contractor must advise on the number of anticipated shutdowns and an approximate schedule when submitting the plans. Any shut-down of building services must be verified before any work begins with the building superintendent.
10. Prior to the commencement and during the progress of any work, the contractor shall be responsible for the prevention of hazards to personal property, including that of the tenant-shareholder, the other building residents, and the public. The contractor and his subcontractors shall be responsible for compliance with the Occupational Safety and Health Act (OSHA) and all other applicable City, County and State laws and regulations.
11. It is understood that all contractors and workmen will not have parking privileges in the outside parking spaces except when loading and unloading supplies in the proper designated areas. These parking spaces are leased/owned by residents of the building and fines will be issued if violated. There is limited guest parking available that may be arranged through the concierge.
12. All contractors shall provide adequate supervision of the workmen on the site at all times and all workmen should be readily identifiable by uniforms or badges.
13. Each contractor must provide a commencement date and a reasonable estimate of a completion date, which must be adhered to.
14. The Alteration Form shall be signed by the shareholder and contractor(s), and submitted to the Management Office by the shareholder.

I have read the above rules and regulations of the Hudson Troy Towers Apartment Corp. and agree to abide by all the terms and conditions set forth above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shareholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shareholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plumber

\_\_\_\_\_  
Date

\_\_\_\_\_  
Electrician

**THANK YOU FOR YOUR COOPERATION**

**TROY TOWERS**

**RENOVATION AND ALTERATION**

**APPLICATION**

**IMPORTANT NOTICE**

ANY RENOVATIONS AND ALTERATIONS TO THE APARTMENT BECOME THE FULL RESPONSIBILITY OF THE SHAREHOLDER. ANY FUTURE DAMAGE BECOMES YOUR RESPONSIBILITY.

NO RENOVATION OR ALTERATION MAY OCCUR WITHOUT THE DOCUMENTED APPROVAL OF MANAGEMENT.

**The following Alterations are prohibited:**

- Individual Fans may NOT be installed in the bathroom or kitchen ventilation duct as it interrupts the building ventilation duct system.
- Garbage disposals are prohibited.
- Free-Standing Jacuzzis and washer/dryers are prohibited.
- Bathroom medicine cabinet openings cannot be blocked with tile or mirrors in order to allow access to building plumbing risers behind the medicine cabinet opening.
- There will be no "Wet over Dry" situations. Example: such as hot tub in living room.
- No Load-bearing walls(s) may be removed in order to preserve the building's structural integrity.
- Circuit Breaker Boxes may not be tiled or mirrored over.



---

## Window and Terrace Enclosure Requirements

Window and Terrace Enclosure Requirements should be reviewed before contracting with a window vendor for purchase and installation

Windows must meet minimum wind load (PSG) requirements and may be subject to engineer review at shareholders expense.

Full copies of the window specifications are available at the management office. Below are a summary of window replacements required and a sample of contractors in the Union City area for your review.



**Scott Henson Architect LLC**

11 West 20th Street FL3  
New York, NY 10011  
TEL (212) 995-2464  
FAX (212) 995-2493

October 8, 2010

Hudson Troy Towers  
380 Mountain Road  
Union City, NJ 07087

Dear Board of Directors,

The enclosed documents organize the windows specifications into a spreadsheet. They also take into account the design pressure for each window series. The design pressure rates the ability of a window to resist the positive and negative pressures caused by wind. The overall building is rated based on the building's height and regional wind speeds. The areas of maximum wind pressure are at the corners of the building.

Luis Losada from Traco Windows had his engineers produce a simple wind load analysis to determine that the design pressure for the corner zones of Troy Towers should have a minimum design pressure of 53 PSF. When referring to the enclosed chart, you will see that a few of the specified windows are rated for a design pressure of 50 PSF. Usually this variance falls within the acceptable range. For example, a design pressure of 50 PSF will normally resist a wind pressure of 75 PSF. In order to fully ensure that these 50 PSF rated windows are compatible with the 53 PSF design pressure for the building, an engineer would need to conduct compatibility analyses. Therefore, it is not recommended that the windows with a design pressure below 53 PSF be used within 10'-0" of the building's corners.

Also, you will find enclosed a list of supplier/installers for each window manufacturer for the building's reference.

Lastly, the original Window Replacement Guidelines have been included, because we have revised our recommendations based on the wind load analysis. The double-hung option that is recommended from Traco is the TR-9400 *not* the TR-9000. The sliding window option that is recommended from Traco is the TR-6800.

If you have any questions regarding the enclosed information please do not hesitate to contact me.

Sincerely,

Scott Henson, RA, AIA, NYSA



Scott Henson Architect LLC

11 West 20th Street FL3  
New York, NY 10011  
TEL (212) 995-2464  
FAX (212) 995-2493

Window Replacement Guidelines  
Hudson Troy Towers  
380 Mountain Road  
Union City, NJ 07087

Window Type	Manufacturer	Series	Wind Load (PSF)	High-Efficiency	Wind Load (PSF)
Double-Hung	Wausau	3150-DHT	70		
	Traco	TR-9400	65	NX-500	50*
Sliding	Wausau	4100i**	60		
	Traco	TR-6800	50*	NX-600	50*
Project-In	Skyline	1100 Tilt and Turn	65		
Fixed	Wausau	Invent	100		
	Traco	TR-9500	100		
Balcony Enclosure	Wausau	Superwall System	50*		
	Traco	TR-700 Window Wall	80		
Inswing Balcony Doors	Wausau	TD-4250i	60		
	Traco	NX-8920	50	NX-8920	50*
Sliding Balcony Doors	Wausau	D-5100	60		
	Traco	TR-8300	50		

\* Windows with a Design Pressure <53PSF are not recommended for windows within 10'-0" of building corners.

\*\*When ordering specify AW-60 Class.

**Traco Window Dealers for Union City, NJ:**

Company	Contact Info
Window City	Rob Graziano Ph: 973-473-4343 x:17 E-mail: robg@windowcityinc.com
Panoramic Window & Door	Gregg Lynch Ph: 908-917-6064 E-mail: gregg@panoramicwindows.net

\*When calling, reference Lu Losada of TRACO Windows

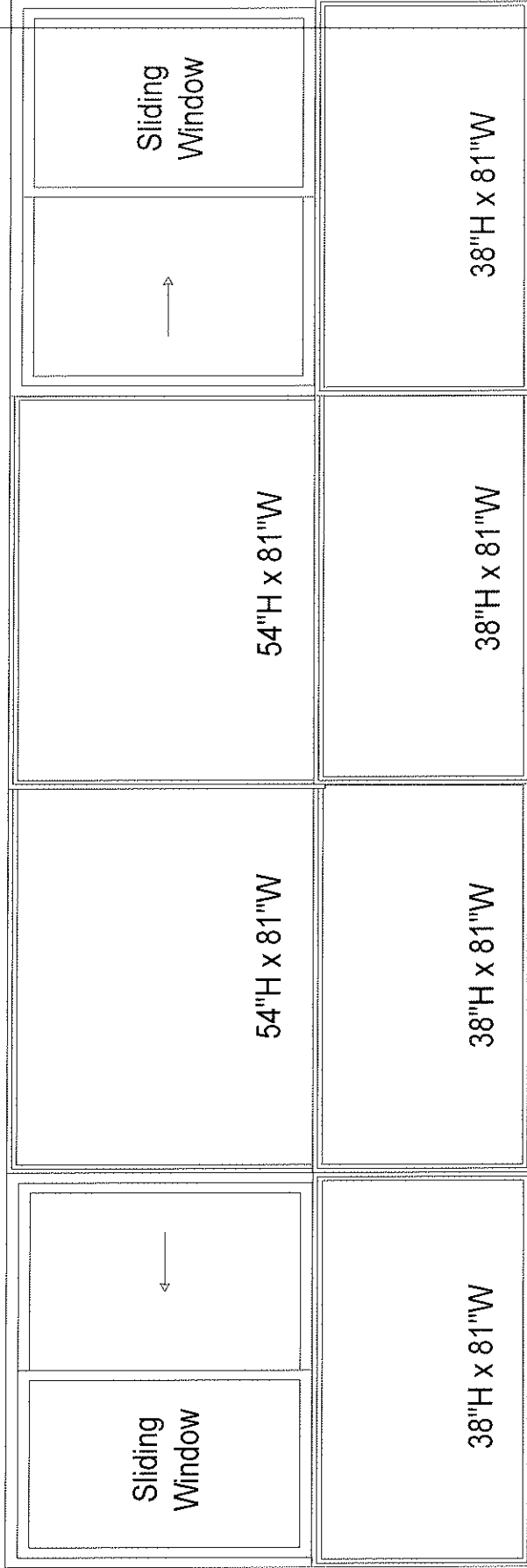
**Wausau Window Dealers for Union City, NJ:**

Company	Contact Info
Metro Glass	George O'Donnell Ph: 732-249-0088 x:216 E-mail: georgemetrglass@aol.com
Crowne	Bruno Ph: 201-880-8900 E-mail: bruno@crownearch.com

**Skyline Window Dealers for Union City, NJ:**

Company	Contact Info
Skyline Windows	Sales Dept. Ph: 212-491-3000 E-mail: rcapfel@skylinewindows.com

# Standard Terrace Window Enclosure

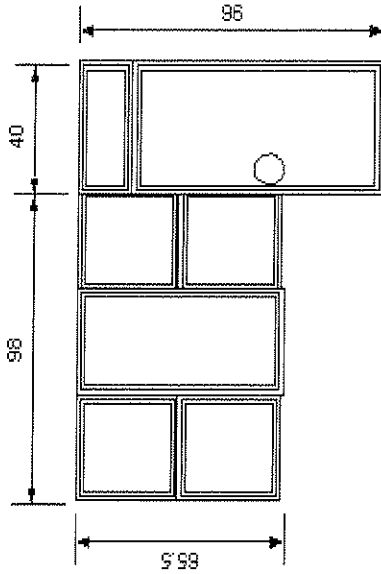


- Window frames**
- 2.25" wide
  - brown/bronze in color
  - color chip to be submitted for approval.

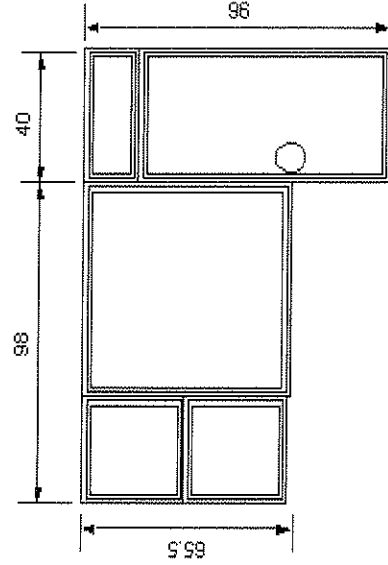
All Dimensions Are Approximate

# Standard Window Plans

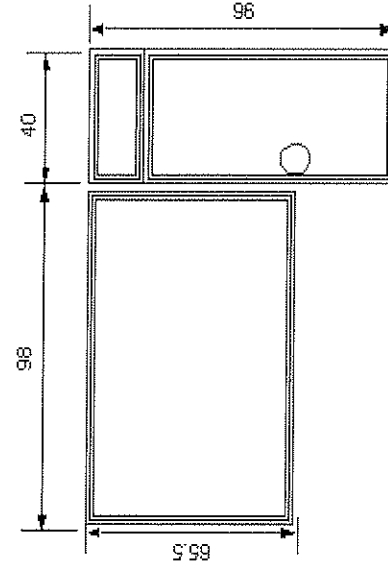
**Option 1**  
**Livingroom Windows**  
 2 Double Hung Windows + 1 Fixed Window  
 One Door & Transom



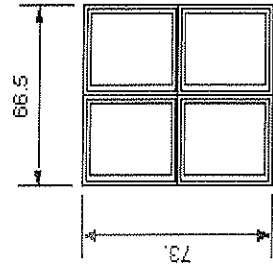
**Option 2**  
**Livingroom Windows**  
 1 Double Hung Window + 1 Fixed Window  
 One Door & Transom



**Option 3**  
**Livingroom Windows**  
 1 Fixed window  
 One Door & Transom

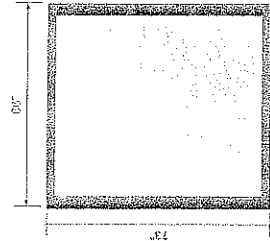


**Bedroom Windows**  
 Two Double Hung Windows



**All Dimensions Are Approximate**

- Window frames
- 2.25" wide
  - brown/bronze in color
  - color chip to be submitted for approval.



## ALTERATION/RENOVATION CHECKLIST

ALTERATION CATEGORY CHART	Nothing	Notify Office	Alteration Agreement	Owner's Liability Insurance	Contractors Insurance	Building Permit Required
<b>CATEGORY 1 "MINOR ALTERATIONS"</b>						
Painting by owners	X			X		
Painting by contractor		X			X	
Decorative Features such as adding molding		X			X	
Replacing lighting fixture, outlets without altering the wiring		X			X	
Simple plumbing fixes (such as replacing washers, faucets)	X					
Installing kitchen appliances		X			X	
Repairs that are being performed by shareholder		X		X		
Flat TV mounting to wall		X				
<b>CATEGORY 2 "APARTMENT IMPROVEMENTS"</b>						
Replacing interior doors		X	X		X	
Adding/replacing kitchen cabinets		X	X		X	
Refinishing or replacing floors		X	X		X	
Installing ceramic flooring		X	X		X	
Plumbing - replacing plumbing connection in apartments such as sinks, toilets		X	X		X	
Adding/moving /upgrading lights, outlets or increasing circuit capacity		X	X		X	X
Window Replacement (excluding enclosure)		X	X		X	
<b>CATEGORY 3 "MODERATE RENOVATION"</b>						
Items that require the water, heat, etc. to be turned off		X	X		X	
Balcony Enclosures		X	X		X	X
Replacing bathtubs or moving plumbing including sinks and toilets		X	X		X	X
Adding a new circuit to the fuse box/electrical circuit breaker box		X	X		X	X
<b>CATEGORY 4 "MAJOR RENOVATION"</b>						
Major electrical work - rewiring an apartment		X	X		X	X
Major apartment renovations - including removing walls, building walls		X	X		X	X