

St. George Tower and Grill Owners Corp.

Procedures for Shareholders Wishing to Replace Windows or Terrace Doors

Overview

In December 2009, the co-op received a “Permit for Minor Work” from the New York City Landmarks Preservation Commission (LPC), approving a new Window Master Plan that covers most windows and terrace doors in the building. These windows and doors are detailed with enhanced thermal properties, better sound and water resistance and with a high level of durability to ensure long service life. The Master Plan stipulates the type and color of window or door that may be installed under the LPC approval. **All window and terrace door replacements must conform to the specifications in this Master Plan.**

In this document, the term “windows” refers to windows and terrace doors as approved in the LPC Master Plan.

The approval of this Master Plan will simplify filing for LPC approval for window replacement by individual shareholders or their architects. In most cases, shareholders' plans to replace windows will fall into one of three categories:

- I) A shareholder wants to replace one or more windows, but does not want to do any additional renovation work.**

In this case, review items # 1-4 below, and follow the procedures outlined in item #5.

- II) A shareholder wants to replace one or more windows AND carry out other renovation work that requires review and approval by LPC and issuance of a construction permit by the Department of Buildings (DOB) (e.g., removal or installation or partitions, new rough-ins, major electrical upgrades, etc).**

In this case, review items # 1-4 below, and follow the procedures outlined in items #5 and #6.

- III) A shareholder wants to replace one or more windows AND carry out other renovation work that does NOT require review and approval by LPC or issuance of a construction permit by the Department of Buildings (DOB).**

In this case, review items # 1-4 below, and follow the procedures outlined in items #5 and #7.

Detailed Procedures

1. The Window Master Plans, Window Replacement Package, Co-op Alteration Package, and related forms are available on our website, www.111hicksstreet.com. Click on “Alterations” under “Documents” and then on the files therein.

Please note that there are two PDF files for the Window Master Plan — one for the Tower Building and one for the Grill Building. These are clearly labeled on the website. Please be sure your architect or contractor selects the correct Master Plan.

All proposals for window installation must match all specifications shown and detailed in the Master Plan.

2. The Master Plan covers all windows in the building except the arched-head, steel windows on the upper floors. The Master Plan stipulates the type and color of window that may be installed under the LPC approval.
3. The approved Master Plan was based upon windows manufactured by Graham Windows. A list of Graham Window Installers in the NYC area is available on the Co-op’s website www.111hicksstreet.com — click on “Alterations” under “Documents” and then on the files therein.
4. The Graham Window has been approved by LPC. Other manufacturers can make a window that meets the same specifications, but any such substitution must be approved by both the co-op’s architect and by LPC.

5. Replacing only windows; no other renovation work

When a shareholder wishes only to replace windows in their unit, the following procedure must be followed:

A shareholder must submit a Co-op Window Replacement Package for building approval. The package should contain the name of the company/contractor who will be installing the window(s); a copy of their license and applicable insurance certificate while working in the building; detailed specifications of the new window(s) and a brief description of the project. This package must also include a deposit check (\$1,000 or 5% of the estimated cost of the work, whichever is greater) for the proposed window installation work, as described in the Window Replacement Package.

- a) The Window Replacement Package will be reviewed by the co-op’s architect who oversees individual apartment renovations. There will be a charge of \$250 for his review. Please submit a check for \$250 payable to the St. George Tower and Grill Owners Corp. with the Window Replacement Package.
- b) Once the Window Replacement Package is approved by the Co-op and building architect, a window replacement application must be submitted to LPC by the

shareholder or the shareholder's architect **separate from any other renovation** a shareholder may be doing.

A copy of the LPC application form is available on the Co-op's website www.111hicksstreet.com — click on "Alterations" under "Documents" and then on the files therein.

All LPC applications have to be reviewed and signed by the president of the board, St George Tower and Grill Owners Corp.

LPC will then review the "windows-only" application and issue an "Authorization to Proceed" or "ATP". The window replacement cannot be carried out until this ATP is issued by LPC and provided to the Co-op.

6. Replacing windows in addition to doing other renovation work that requires LPC approval and a construction permit from the New York City Department of Buildings (DOB)

- a) For the window replacement, shareholders must submit a separate Window Replacement Package to the Co-op and a separate application to LPC to obtain the "Authorization to Proceed" as described in #5 above.
- b) An Alteration Package must be submitted to the Co-op for all other (non-window) renovation work. This package must be accompanied by a separate deposit check (\$1,000 or 5% of the estimated cost of the work, whichever is greater) for the non-window work, and a separate check (\$425) to cover review by the Co-op's architect of the non-window work, as described in the Alteration Package.
- c) The overall interior renovation project **EXCLUDING THE WINDOW REPLACEMENT** should be submitted to LPC for approval. Please consult with your architect concerning this application. LPC will then review and issue a "certificate of no effect" or "permit for minor work".

All LPC applications have to be reviewed and signed by the president of the board, St George Tower and Grill Owners Corp.

- d) When both the "Authorization to Proceed" for windows (see #5) and the "certificate of no effect" or "permit for minor work" have been received from LPC and provided to the Co-op, both LPC approvals must be submitted to the DOB along with the LPC-perforated plans for the interior renovation and the window replacement. This must be done by the shareholder's architect or consultant.

The window replacement and other renovation work cannot be carried out until the "Authorization to Proceed" for windows and the "certificate of no effect" or "permit for minor work" for other renovations, and the construction permit from the DOB have all been issued and provided to the Co-op.

7. Replacing windows and doing other renovation work that does NOT require LPC approval or a construction permit from the New York City Department of Buildings (DOB)

- a) For the window replacement, shareholders must submit a Window Replacement Package to the Co-op and an application to LPC to obtain the “authorization to proceed” as described in #5 above.
- b) An Alteration Package must be submitted to the Co-op for all other (non-window) renovation work. If the proposed work is a “major renovation”, the package must be accompanied by a separate deposit check (\$1,000 or 5% of the estimated cost of the work, whichever is greater) for the non-window work. If necessary, it should also include a separate check (\$425) to cover review by the Co-op’s architect of the non-window work, as described in the Alteration Package.

The window replacement work cannot be carried out until the “authorization to proceed” for windows has been issued and provided to the Co-op. Similarly, the other (non-window) work cannot be carried out until approved by the co-op.