

For Informational Purposes only- Contact Office for official forms

The Bluffs at Baiting Hollow

780 Route 25A

Rocky Point, New York 11778

Telephone (631) 403-4256 Facsimile (631) 331-1232

foxhillcondos@aol.com

Renovation/Remodel Procedures

Unit # _____

Homeowner _____

Renovation start date _____ **Estimated completion date** _____

1. Unit owners must notify the Management office of intentions to renovate/remodel/ carpet/appliances etc. _____ (initials)
2. All contracting work is limited to 8:00-5:00 Monday thru Friday _____ (initials)
3. Must use a professional installer with proof of NYS licenses and liability & worker's compensation insurance _____ (initials)
4. All work must comply with Riverhead Town codes _____ (initials)
5. The unit owner is responsible for any interior damage to and any exterior damaged including stairway and banister areas as a result the construction to their own and the attached unit(s) next to them. _____ (initials)
6. Unit owner must acquire their own dumpster which is to be placed in the unit numbered parking space on wood chocks to prevent damage to the asphalt pavement for a period not to exceed 5 working days. No construction debris is allowed in the Bluffs common dumpsters. _____ (initials)
7. The responsibility of all renovations will permanently stay with the unit owner and must be passed on to any future owners _____ (initials)
8. It is the responsibility of the unit owner to contact Riverhead Town to secure a building permit. Proof of sign-off from Building department necessary if not required. Copy of approved Certificate of Occupancy required to be on file in Management office.
_____ (initials)

I have checked with Riverhead Town and there _____ is _____ is not a permit required for this work. _____ (initials)

9. All plans, permits, copy of certificates of licenses and Accord insurance certificate proving liability, and worker's compensation insurance, naming The Bluffs @ Baiting Hollow as additional insured, must be on file with the management office BEFORE any work starts. _____ (initials)

10. Non compliance with the above and any corresponding BY-law/House Rule requirements will result in fines and penalties as per the Bluffs By-laws and House rules. _____ (initials)

11. No internal or external alterations (plumbing, heating, air conditioning, fireplace, hot water heaters or television equipment etc.) are permitted to disturb or impact any/all roofing surface. Under no circumstances can anyone access the roof area for any reason without contacting the Management office and setting up and appointment first.

12. No wood floors may be installed on second and third level units

I agree to the above _____ Date _____

Please write a description of the work you want to have done in your unit:

Please return this sheet completely filled out to:

Bluffs Management Services
780 Route 25A
Rocky Point, New York 11778
foxhillcondos@aol.com

If you have any questions, or are unsure of any of the above requirements, contact the management office BEFORE any work starts.