



P. Sirulnick & Son
Ditmas Management Corp.

Philip Sirulnick (1875-1971)
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P.O. Box 417 Real Estate Fax: 516-374-7029
Established 1909

April 15, 2009

Shareholder(s)
75 Bank Street
Apt. _____
New York, N.Y. 10014

Re: Abingdon Court Owners Corp.
75 Bank Street, Apt. _____
New York, NY 10014
Renovation Package

Dear Shareholder(s):

As per your request, in preparation for your planned renovations of the above referenced apartments, enclosed herein is the updated Alteration Agreement, renovation rules and other important information. Please sign the Alteration Agreement and submit the original and three copies of the complete package, including fees, for board review and approval prior to the commencement of any work:

1. Detailed description of all work planned.
2. Certificate of Insurance from your Contractor(s). The Certificate must name **YOU** as the certificate holder and the following parties as additional insured's:
 - a. Abingdon Court Owners Corp. - Owner
 - b. Ditmas Management Corp. - Managing Agent
 - c. Unit owner(s)

Please make sure that the spelling on the certificates is accurate.

3. Waivers of Mechanic's Lien's from **Contractor** and all sub-contractors (**see attached**).
4. \$400.00 fee for review of your plans. Payable to **Ditmas Management Corp.** (along with completed package).
5. \$2500.00 Security Deposit. Payable to **Abingdon Court Owners Corp.** (along with completed package). Refundable if no damage is caused or there has been no violation of house rules. Any additional damages exceeding the security deposit will be billed to your account as additional maintenance.

6. Names of all Contractors, plumbers, electricians, carpenters, etc. who will be working in your apartment with addresses, phone numbers and applicable license numbers.
7. Engineer or Architect certified sign offs. (This will be required if any walls/ceilings are removed/alterd and/or if the electric or plumbing is relocated or re-directed. All bills incurred by the Co-op related to the shareholder(s) renovation will be billed to the shareholder(s) accordingly).
8. Please review the relevant pages of the Shareholders Guide for further information regarding policies and procedures (attached). The complete booklet can be obtained by contacting the undersigned.
9. Kindly return all requested information including the original and three (3) copies to Ditmas Management Corp. Fees are subject to change.
10. The Board will review each package as they are reviewed by Ditmas Management and submitted. Please allow at least thirty (30) days for processing, and more for complex renovations involving the building architect and lawyer.

Please feel free to contact me at 516-374-7000 Ext. 136 with any questions. Incomplete packages will delay processing time.

Very truly yours,

DITMAS MANAGEMENT CORP.
A/a/f Abingdon Court Owners Corp.

Ross Epstein
Building Agent

CC: Renovation Committee

Enclosures