

Black Rock Gardens Cooperative, Inc.

2825 Fairfield Avenue, Bridgeport, CT 06605

Telephone (203) 333-5737

Email: brgc2825@gmail.com

Application to the Board of Directors for

REMODELING/REPAIR by the Leaseholder

Copies of the following documents **must** be attached to this application for **each** contractor who will be working in the unit:

1. Department of Consumer Protection License; a copy of the license itself.
2. A current Certificate of Insurance for Liability and Workman's Compensation to work in your unit at this cooperative. **"Certificate Holder" on the insurance form should be: Black Rock Gardens Coop. 2825 Fairfield Ave, Bridgeport, CT 06605**
3. **Black Rock Garden Cooperative requires, in addition to licensed and insured contractors, all applicable city of Bridgeport permits for your project. Permits must be pulled before a project begins.**
4. **The Environmental Protection Agency has issued a regulation stating that as of April 22, 2010, any work that includes removing more than six square feet of material in a building constructed prior to 1978 must be done by a contractor who has a lead-safe certification by the Agency.**

If the work being done includes removing more than six square feet of material, then the contractor must also have an Environmental Protection Agency lead-free certification.

In addition to the above documents, **the application must include a \$500 deposit** that will be refunded after the project has been completed and the stairs and common areas have been inspected for damage and cleanliness. Damages or necessary cleaning fees are the responsibility of the leaseholder and will be deducted from the refund.

The board will periodically stop at the unit without notice to inspect the renovation work in progress. A review of the work that has been approved by the board through a remodeling request *must* be inspected upon completion. Please contact the office 203-333-5737 or maintenance at 203-727-7380 to arrange an appointment.

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Date Received:

Petitioner: _____

Address: _____ Unit. No. _____

Telephone: _____

****I have read and understand the requirements for licenses, insurance, workmen's compensation and work specifications as listed in this document*******

Signature: _____

You must be explicit in your description of work to be done on your unit. You must also list all of the contractors, electricians, plumbers, etc. that will be involved in the renovation. The Leaseholder is requesting permission to remodel in the unit listed above as follows:

Approval Granted: Yes _____ No _____ Date: _____

Signed: Board of Directors _____

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1. This certificate grants you permission for three (3) months. If not completed within six (6) months, you must reapply. If you change contractors for any reason, you must resubmit the appropriate documents for the new contractor, BEFORE the work begins.
2. All materials must be delivered and taken up through the **rear** entryway. Any damage done to the hallways or to other apartments is to be taken care of by the Leaseholder having the work done.
3. All remodeling work must be completed within a three (3) month period.
4. No noise or loud work, such as sawing or hammering, is allowed on Sundays. No loud work before 8:00 am. and after 8 pm. Monday through Saturday.
5. **Each carpenter, electrician and/or plumber must provide an individual license, certificate of insurance and proof of workman's compensation to work in the complex. **Black Rock Garden Cooperative requires, in addition to a licensed and insured contractor, all applicable City of Bridgeport permits for your project.****
6. Plumbers installing new kitchen and/or bathroom fixtures must replace water feed lines with shutoff valves, and install new waste lines and nipple pipe through the wall to the main waste line in the wall.
7. If any leakage develops in an area remodeled by the Leaseholder, it is the leaseholder's responsibility to repair the leak and take care of any and all damages or injuries that might ensue as a result of the leak. Plumbing vents are considered common elements of the property and are owned by the COOP as the vent lines service multiple units. These plumbing lines run from the basement to the roof, venting various plumbing fixtures in each unit. Modification, removal, disconnection, or relocation of any common vent pipe plumbing must be approved by the Board and reviewed by the COOP's plumbing contractor at the owners expense prior to any work being completed. Any owners or owner's contractors found working on the common plumbing vents lines will bear the cost of replacement and/or correction to restore the plumbing to a usable state for all units connected.
8. If the leaseholder changes a contractor or changes the nature of the work, a new remodeling request is required.
9. The contractor is responsible for removing all material, debris and old fixtures from Black Rock Gardens Cooperative property. There is no City pick-up of bulk items and maintenance is NOT allowed to remove any such items.
10. All holes made in the basement ceilings, (plumbing, electrical lines, gas lines, tubing, etc.) must be sealed up with 5/8" fire rated sheetrock – fire stop! The contractor must allow inspection by the Association prior to walls being closed up.

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11. A plan designed by a structural engineer must be approved by the board before enclosing a porch or making changes to any walls or support beams. The structural engineer credentials need to be submitted and a copy of the engineers plans need to go to the BRGC management company, Felner Corporation, attention Tim O'Neil, Property Manager, 35 Brentwood Avenue, Fairfield CT 06825 Phone: (203) 331-4770.
12. Due to the Historic significance of BRGC & its designation on the National Historic Trust, all windows & trim must be **Richmond Bisque** or **Almond (NOT BEIGE)**. **See specifications below.**
13. When applicable, Board approval is subject to Leaseholder hiring a contractor certified pursuant to the Regulations of Connecticut State Agencies § 20-478-2 in lead-based paint hazard reduction and complying with all notice provisions required by law.
14. All work not being done by the leaseholder needs a renovation request, including the contractor's insurance, license and workman's comp. This includes painting and floor refinishing.
15. No contractors are allowed on roofs without permission from John or Felner Corp. A written description of the scope of the roof work (ex: installing cable) must be on file.
16. Copies of all permits attained during all renovations must be sent to the BRGC management company, Felner Corporation, attention Tim O'Neil, Property Manager, 35 Brentwood Avenue, Fairfield CT 06825 Phone: (203) 331-4770.

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WINDOW SPECIFICATIONS

All windows in the complex must conform to the Historic paint color **Richmond Bisque** or **Almond (NOT BEIGE)**. The trim and capping must be done at the unit owner's expense and must match the windows.

Front and side room windows must be double hung sash – **six over six with mullions**

Specifications for Back Porch Enclosure Windows

To maintain uniformity, the following are to be adhered to:

A. TYPE OF SASH

Double hung window - **one over one**

B. SIZE OF SASH

Approximately - 33" wide and 52 " high.

C. NUMBER OF WINDOWS

1. Front windows -	3 room	4 room	5 room
First floor	2	2	3
Second & Third floor	3	3	4
2. End Windows	2	2	2

First Floor -May have a choice of one or (2) windows or solid partition on stair side.

D. LOCATION OF WINDOWS

1. The horizontal distance from inner edge of four by four (4x4) posts to the outer edge of window frame will be governed in this manner, as there are differences in the width of existing porches, the windows will be centered and the remaining space not be taken up by the windows will be equally divided on both sides.
2. Windows shall be approximately thirty-two inches (32) from the present floor.

E. AREA SURROUNDING THE WINDOWS

1. To enclose the remainder of the porch weatherboarding (clapboards)shall be used, with four and half inches (4 1/2") exposed to weather.
2. Weatherboard should be wood: Cypress, Juniper, White Pine, Cedar or equal.

F. PAINTING AND MAINTENANCE

1. Paint exterior to match trim on building. (Richmond Bisque Only)
2. If the above porch is not enclosed, the leaseholder that wants to enclose porch is responsible for waterproofing the floor above, after obtaining permission from the leaseholder of above unit.
3. It is the responsibility of the leaseholder to keep enclosed or screened porches in good repair, Exterior painting will be done periodically by the Corporation. In the event painting is required in between scheduled times painting must be done by the leaseholder.

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G. VENTING

1. Venting (for example, of a dryer or an oven) can only be done through the rear side the apartment. Venting through the brick of the facade of the building is not allowed, but, with approval of the board, venting through a window is permissible. One approved approach is to reduce the size of the window and vent according to the following specifications (see photo below for an example):

Opening is 34" wide X 52" high

Window is standard 6 over 6 - 34" wide X 36" high

Top vent panel is 34" wide X 11" high (Standard size removable panel)

Bottom panel is by 34" wide X 5" high

One or Two Standard vents can be placed in top panel.



H. SCREENED PORCHES

Rear porches may be screened to the floor inside railing with no enclosure. IF

1. LOWER SECTION IS DESIRED CLOSED IN, THE SAME PROCEDURE OF PORCH ENCLOSURE UNDER E MUST BE FOLLOWED.

2. Panels shall be approximately forty inches (40") wide to suit available width. Wooden cross bar should be fifty-two (52") from top of railing to cross bar.

NOTICE TO ALL OUTSIDE CONTRACTORS & LEASEHOLDERS WITH APPROVED RENOVATION REQUESTS

Please read the rules and regulations below concerning renovation work at BRGC very carefully. If contractors and/or leaseholders disobey any rules, the leaseholder will be responsible and a fine will be levied against them

6.2. REMODELING/REPAIR

No work can be started without prior Board approval. Once approved, the request must be posted in the building while the work is underway.

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If remodeling is performed by the leaseholder or an unlicensed contractor, the Corporation, upon discovery, will require an inspection of the work by Board and management. Any injury, damages or faulty workmanship will be the sole responsibility of the leaseholder. If the work is not done properly, the leaseholder will be responsible for seeing to it that the work is corrected at the leaseholder's expense.

When a wall is opened for any reason, a Complex representative must inspect for any existing electrical, plumbing or structural problems that may be the responsibility of the Corporation. Also, before closing the wall, the completed work must be inspected by a Complex representative.

Back and front interior unit entrance doors cannot be replaced by leaseholder. If damaged, the leaseholder is responsible for repair. These doors must be fire doors.

All work must conform to the Building Codes of the State of Connecticut.

- If required by the City of Bridgeport and/or the Board of Directors, a structural engineer must be hired by the leaseholder to study potential renovations and provide a blueprint of work to be done.
- Rear entryways, stairs and landings are to be used by tradesmen and for bringing in or removing materials and supplies.
- Materials and supplies brought in or removed from the apartment are not to be stored on any landings, stairs or in the general area of the basement.
- Any storage of materials or supplies must be kept in the leaseholders' unit or in their basement locker. Disposal of materials and supplies are the responsibility of the leaseholder and/or contractor.
- All disposal of materials and supplies must be done off the premises, not in our dumpsters.
- The leaseholder is responsible for keeping the rear landings and stairs clean after each day during the period of remodeling/repairing. All stairs must be vacuumed and wet mopped and no dust or dirt or building material can appear on sidewalks or streets.
- If construction requires use of a dumpster, the Corporation must be informed of and approve the location of dumpster.
- For security reasons, outside doors must be closed and locked at all times during the construction. Contractors cannot leave these doors open at any time.
- Any renovation that involves sanding, staining and refinishing floors: All leaseholders in the building must have three days' notice of the start of this particular work to enable them to make arrangements (if necessary) so that they are not exposed to fumes and/or smells.

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- Any remodeling or repair that requires the use of noise equipment is limited to the hours of 8:00 a.m. to 8:00 p.m. Monday through Saturday. No work is permitted on Sunday.
- Once the work is complete, the Board must reinspect and must receive a **copy of any Certificate of Occupancy** issued by the City.
- **You must install a door-closing device on the front and back door of your unit, per Bridgeport Fire Marshal.**

SIGNED AND AGREED TO THIS _____ DAY OF _____, 201_.

Leaseholder

Contractor

Updated 3/21/22