

**159 MADISON OWNERS CORP.**  
**c/o Century Management Services, Inc.**  
**7 Penn Plaza, Suite 1400**  
**New York, New York 10001**

Dear Shareholder,

The Board of Directors has reviewed the current "Alteration Agreement."

In an effort to assist shareholders in expediting the renovation process, while still ensuring the safety and security of the building, we have set up two categories for renovations as follows:

All renovation and/or alteration plans shall be assigned to one of two categories.

Category 1 - Apartment Decorating Renovations  
Category 2 - Apartment Alteration Renovations

Category 1 - Decorating Renovations:

- ❖ Painting, wall papering or plastering
  - ❖ Carpeting (wall-to-wall)
  - ❖ Floor tiling
  - ❖ Floor refinishing
  - ❖ Mirror installation
  - ❖ Closet system installation
  - ❖ Installing window treatment
  - ❖ Re-facing cabinets
  - ❖ Replacement of interior doors
  - ❖ Installing appliances of same type, in same location, using existing electrical / plumbing lines.
- Note - Decorating renovations include work that does not influence or disturb the building's structure or any of its systems, including mechanical, electrical, plumbing (both water & sewer) and heating elements.
  - With both the decorating and alterations agreements paperwork is required in terms of workers comp, contractor insurance and or homeowners insurance.

If the renovation you intend to do falls under the above mentioned, you may utilize the attached "Apartment Decorating Agreement". If you are doing something in your apartment that does not fall into Category 1, you must follow the procedures set forth in

Category 2. The Board, in its sole discretion, may require more or may impose additional requirements.

Category 2 - Alteration Renovations:

- ❖ This category includes any and all work which effects the building's mechanical, electrical, plumbing and/or heating systems as well as the building's structural integrity. The "Alteration Agreement" is attached.

If you have any questions regarding which "Agreement" to fill out or need a copy of an agreement, please contact Pat Dunne, Superintendent. He will preview the paperwork, and or make suggestions. All paperwork should be submitted to Pat first, he will then forward it Century Management Services, Inc., 7 Penn Plaza, Suite 1400, New York, NY 10001 (212-560-6400) on your behalf.

- Please be advised that each Renovation is different, naturally with Decoration Renovations or Category 1; the review process is a shorter period of time for approval.
- Alteration Renovations or Category 2; the process is slightly longer due to the possibility that it may need to be forwarded to the Building's Architect for advisement prior to approval.

The Board of Directors and Management will make every reasonable effort to expedite the review of your Agreement so as not to unreasonably delay approved renovation work.

Thank you for your anticipated cooperation with these policies and procedures.

The Board of Directors  
159 Madison Owners Corp.