



January 22, 2015

Charles Henry Properties LLC  
534 W 42nd St Floor 8  
New York, NY 10036-6221

RE: Request #: 140808.203656 (L.Slate-60)  
Policy #: 105015717  
Location: 336 E 56th St, New York, NY

Dear Insured:

This letter confirms the risk control survey on **December 30, 2014** by **Sullivan Insurance Services on behalf of** Harleysville Insurance. The purpose of the meeting was to assist you in identifying areas of potential loss with respect to coverage provided by Harleysville Insurance Company. The resulting recommendation(s) are attached. Completion of the recommendation(s) is an integral part of a successful loss prevention program and our willingness to continue your insurance at renewal.

Although the recommendation(s) should be self explanatory because of our recent meeting, I urge you to contact us with any questions or concerns. Kindly provide us with a summary of your action(s) within 30 days after receipt of this letter. In advance, we appreciate your prompt attention to this matter and look forward to your response.

Sincerely,  
Risk Services Representative  
RSC: C.Horos

Enclosure: *New York Labor Law (Z-1551)*  
cc: JLNY Group LLC-743646  
Underwriting Department

RISK SERVICES DEPARTMENT D-2 355 MAPLE AVENUE  
HARLEYSVILLE PA 19438

Our risk survey and recommendations are completed for underwriting purposes only. These actions do not constitute a safety inspection, may not address all hazardous conditions, and do not replace your duty to provide a safe workplace. These actions do not warrant that your business is in compliance with federal, state or local laws. Harleysville is not responsible for implementation of recommendations.


**RECOMMENDATION RESPONSE FORM: FAX OR EMAIL [riskservices@harleysvillegroup.com](mailto:riskservices@harleysvillegroup.com)**

|               |                            |                   |                              |
|---------------|----------------------------|-------------------|------------------------------|
| <b>To:</b>    | Risk Services Central: CMH | <b>From:</b>      | Charles Henry Properties LLC |
| <b>Fax:</b>   | 866.265.2035               | <b>Pages:</b>     |                              |
| <b>Phone:</b> | 800.523.6344 ext. 8100     | <b>Request #:</b> | 140808.203656                |
|               |                            | <b>Policy #:</b>  | 105015717                    |

**M1-01-2015: Smoke Detectors (Common and/or Occupancy Area – Living Space)**

House powered (hardwired) smoke detectors, or Tamper proof lithium battery powered smoke detectors should be installed in all common areas of a building and inside each occupancy unit, immediately outside the sleeping areas. Common areas include hallways, landings, basements, laundry rooms, utility and storage areas, and heater and boiler rooms. These types of smoke detectors have no removable batteries and have a long service life.

To support this installation, you should implement a written maintenance program which covers physical inspections, testing and general maintenance of all smoke detectors on a semi-annual basis. Smoke detectors found to be inoperative should be immediately replaced.

|                                                                                                      |                                                                                                      |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Status:</b> <input type="checkbox"/> Outstanding<br><input checked="" type="checkbox"/> Completed | <b>If Outstanding, please provide an action plan.</b>                                                |
|                                                                                                      | <b>If Completed, please provide receipts, color photo or other information indicating completion</b> |
| <b>Date:</b> 5-12-2015                                                                               | <b>Signature:</b> <i>Claude Surron</i>                                                               |

RISK SERVICES DEPARTMENT D-2 355 MAPLE AVENUE  
 HARLEYSVILLE PA 19438

Our risk survey and recommendations are completed for underwriting purposes only. These actions do not constitute a safety inspection, may not address all hazardous conditions, and do not replace your duty to provide a safe workplace. These actions do not warrant that your business is in compliance with federal, state or local laws. Harleysville is not responsible for implementation of recommendations.



**M2-01-2015:** Provide a tamperproof 10-year lithium-powered smoke and carbon monoxide detector specifically in Apartment A1.

|                                                     |                                                                                                      |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Status:</b> <input type="checkbox"/> Outstanding | <b>If Outstanding, please provide an action plan.</b>                                                |
| <input checked="" type="checkbox"/> Completed       | <b>If Completed, please provide receipts, color photo or other information indicating completion</b> |
| <b>Date:</b> 5-12-2015                              | <b>Signature:</b> <i>Claude Simon</i>                                                                |

**M3-01-2015: Property Owners-Certificates of Insurance-New York Labor Law**

To better protect your organization from the hazards associated with uninsured or inadequately insured subcontractors:

- Obtain certificates of insurance from *ALL* subcontractors.
- Have current copies signed and on file before a subcontractor is allowed on a jobsite.
- Implement procedures to assure that these certificates are obtained and are updated as they expire.
- Specify policy limits in General Liability (GL) and Workers Compensation (WC) on all certificates of insurance. Policy limits must be "equal to or higher than" the limits of your policies. In no case, should the subcontractor be permitted to carry less than \$1,000,000 in General Liability coverage.
- Require yourself to be named as "*Additional Insured by endorsement to the subcontractor's liability policy*".

Please attach a representative sample of the certificates provided by your most frequently used sub-contractors.

If you are not currently using subcontractors:

- By checking "Completed" and signing/dating the box below indicates you will perform the above steps in the future.

|                                                     |                                                                                                      |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Status:</b> <input type="checkbox"/> Outstanding | <b>If Outstanding, please provide an action plan.</b>                                                |
| <input checked="" type="checkbox"/> Completed       | <b>If Completed, please provide receipts, color photo or other information indicating completion</b> |
| <b>Date:</b> 5-12-2015                              | <b>Signature:</b> <i>Claude Simon</i>                                                                |

RISK SERVICES DEPARTMENT D-2 355 MAPLE AVENUE  
HARLEYSVILLE PA 19438

Our risk survey and recommendations are completed for underwriting purposes only. These actions do not constitute a safety inspection, may not address all hazardous conditions, and do not replace your duty to provide a safe workplace. These actions do not warrant that your business is in compliance with federal, state or local laws. Harleysville is not responsible for implementation of recommendations.

**M4-01-2015: Property Owners-Hold Harmless Agreements and NY Labor Law**

Contractors and repair persons need to sign a "Hold Harmless Agreement" in your favor. This document is an agreement that the contractor/repair persons will be responsible and pay for any bodily injury, property damage or other economic loss resulting from contractor's negligence. In New York state, you can be sued by injured employees of contractors/repair persons you hire and be held liable under New York State Labor Law. Requiring a hold harmless agreement from all contractors/ repair persons is the only way you can avoid this potentially catastrophic exposure. Review all contracts with a competent attorney.

Please contact your insurance agent for important tools and information on New York Labor Law that can help protect you.

If you are not currently using subcontractors:

- By checking "Completed" and signing/dating the box below indicates you will perform the above steps in the future.

|                                                     |                                                                                                       |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Status:</b> <input type="checkbox"/> Outstanding | <b>If Outstanding, please provide an action plan.</b>                                                 |
| <input checked="" type="checkbox"/> Completed       | <b>If Completed, please provide receipts, color photo or other information indicating completion.</b> |
| <b>Date:</b> 5-12-2015                              | <b>Signature:</b> <i>Claude Surron</i>                                                                |

RISK SERVICES DEPARTMENT D-2 355 MAPLE AVENUE  
HARLEYSVILLE PA 19438

Our risk survey and recommendations are completed for underwriting purposes only. These actions do not constitute a safety inspection, may not address all hazardous conditions, and do not replace your duty to provide a safe workplace. These actions do not warrant that your business is in compliance with federal, state or local laws. Harleysville is not responsible for implementation of recommendations.