



**A/C Attachment**

**Crestwood Village Co-op Four, Inc.**

**15-E Moccasin Drive Whiting, NJ 08759 732-350-0230**

**Heating, Air-conditioning and Energy Efficiency Improvements to Co-op owned Homes**

***The Contractor and Certificate Holder (Member) hereby acknowledge Receipt of and agree to abide by the following Rules of the Village regarding alterations and modifications related to heating and air-conditioning systems and energy efficiency improvements to Co-op owned homes.***

Member **shall not** install air-conditioning or heating equipment or apply insulation in attic, crawlspace, or walls without first submitting written Co-op approved Application and documentation on proposed scopes of work to be implemented and receiving **written consent** of the Co-op's Board to proceed.

Contractors must also provide current Insurance Certificate and NJ Licenses and file for and present to the Board all necessary Building, Electrical & Plumbing Permits from Manchester Township's Building Zoning Board **before work starts**. Permits must be displayed in full view. In the event Contractor fails to comply with these rules, the Co-op's Board of Trustees can require the Contractor to remove any or all of the non-approved improvements, modifications, or installations at the Contractor's expense.

The Contractor accepts liability for any damage to Co-op owned buildings resulting from or caused in the performance of work including but not limited to damage to building siding, brick work, roofing, and agrees that any such damage will be repaired at the Contractor's expense. Member agrees to be responsible for any damage to the building interior. Furthermore, if the Board of Trustees demands in writing that repairs be made and the repairs are not made within 10 calendar days of the demand, the Co-op shall have the right to make repairs deemed necessary and assess the Member for its costs.

The Contractor and Member shall likewise be responsible for damages caused by Sub-contractors. All building, electrical, plumbing, and other sub-contractors requiring NJ License performing work in the Village must submit Certificate of Insurance and current State of New Jersey License prior to work.

*Conduits and covers for housing refrigerant and electrical line sets are not to be run horizontally along the exterior aluminum, vinyl, or brick siding of buildings. External condenser units shall not be attached to the siding or brickwork. Heat Pump Condenser Units must be elevated on an approved platform with sound and vibration dampening. Attic insulation upgrade must be baffled to allow for proper ventilation.*

The Member, successor or estate shall be responsible for maintenance and repairs on all implemented improvements. Member must acknowledge in writing satisfactory completion of work performed by Contractor with a Certificate of Completion that includes a 24-hour Service Contact Name and Phone# covering all HVAC Equipment implemented as improvements and provide a copy of same to the Co-op.

Crestwood Village Co-op Four is not responsible for faulty workmanship or warranties for authorized improvements. Contractor acknowledges that scopes of work authorized are subject to inspection by Manchester Township and by Village Maintenance, and in the case of Programs of work under Home Performance with ENERGY STAR®, by NJ Clean Energy Inspectors. Contractor and Member agree to remedy any and all deficiencies found by Inspectors in a timely manner and at their own expense.

Contractors are not permitted to place signs or advertisements on Village property. Violation of these Rules by any Contractor may result in revocation of Contractor's right to work in the Village.

\_\_\_\_\_  
**Acknowledgment by Supervising Contractor**

\_\_\_\_\_  
**Print Name and Date**

\_\_\_\_\_  
**Acknowledgment by Member**

\_\_\_\_\_  
**Print Name and Date**

**Exhibit: Attachment to Application for Architectural Modification (AAM)  
Crestwood Village Co-op Four, Inc.**

**Heating, Air-conditioning, Energy Efficiency, Health & Safety Related Improvements**

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Certificate Holder/Member: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

**Scopes of Work to be performed (Check all that apply)**

- Attic air-sealing (required)
- Attic insulation – fiberglass bat to R38 - baffled from eaves in
- Attic insulation – blown spray cellulose to R\_\_\_\_\_ baffled from eaves in
- Attic – insulation cover/dome over attic drop-down stairwell (required)
- Attic Other \_\_\_\_\_
- Bathroom Fan Insulation and Sealing (required if not already)
- Semi-rigid dryer vent extension to exterior (health and safety required if not already)
- Crawlspace – spray foam perimeter/rim joists (protects attic/air infiltration/radiant heat loss)
- Crawlspace air-sealing (helps prevent air infiltration to living area)
- Crawlspace – spray \_\_\_\_\_" closed-cell high density foam between joists – and spray wrap joists.  
\* Note this procedure seals crawlspace air from the living area and protects the joists and crawlspace ceiling from mold formation and moisture contamination, thus protecting the structure.
- Crawlspace Other \_\_\_\_\_
- Air Sourced Heat Pump Living Areas \_\_\_\_\_
- Air Sourced Heat Pump Master BR \_\_\_\_\_
- Air Sourced Heat Pump Other \_\_\_\_\_
- Other \_\_\_\_\_

**Member agrees to abide by the Rules & Regulations of the Village pertaining to Building Alterations and Improvements, Heating & Air-conditioning, and Energy Efficiency improvements, and to secure, submit and display all required Manchester Township Building Permits before work is started.**

\_\_\_\_\_  
**Signature of Certificate Holder/Member Named Above**

\_\_\_\_\_  
**Date**

## **Additional Optional Eligible Measures / Scopes of Work**

### Crawl Space

- Remove and bag Existing Fiberglass Insulation
- Dispose of Existing Fiberglass Insulation
- Vapor Barrier \_\_\_\_\_ mil – Wall-to-wall – Fastened
- Wall spray foam insulation
- Sealing of Vents
- De-humidifier installation

### Attic

- Removal of Air Handler and Duct Work
- Spray Foam Roof Joists \_\_\_\_\_" Polyurethane Foam \_\_\_\_\_
- Ducted Central Heat Pump Air-Handler(s) \_\_\_\_\_

### Miscellaneous

- Hybrid Hot Water Heater (Requires Proper Laundry area size)
- Remove Wall A/C - Fill openings – Insulate and Seal
- Remove Central-Air Condenser Unit
- Replacement of Central-Air Condenser Unit
  
- Other: \_\_\_\_\_
  
- Other: \_\_\_\_\_

Please attach Certificate of Liability Insurance naming Crestwood Village Co-Op Four, Inc. as additional insured, your NJ License and attach appropriate diagrams and/or pictures of the proposed improvements that will clarify the nature and placement of improvements to be implemented including diagrams of the location of exterior heat pump condenser units, as well as routing of line sets. Please see Village Rules & Regulations re: Heating/Air Conditioning & Energy Efficiency Improvements.

**A/C ATTACHMENT**

Please return this completed application to:

**Crestwood Village Co-Op Four, Inc.  
Independence Hall  
15 E Moccasin Drive  
Whiting, NJ 08759**

If you have questions, please contact the Co-Op office at 732-350-0230.

The Co-Op FAX number is: 732-350-6930.

**Co-Op Management Use:**

Date Received: \_\_\_\_\_ Date Forwarded On: \_\_\_\_\_

Reviewed by Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Maintenance Supervisor

**Board of Trustee Use:**

Approved:

This modification request is hereby APPROVED, subject to all the terms contained herein and in the governing documents.

ATTEST: \_\_\_\_\_  
Signature and Board Title Date

ATTEST: \_\_\_\_\_  
Signature and Board Title Date

**Board of Trustee Use:**

Denied:

This modification request is hereby DISAPPROVED, subject to all the terms contained herein and in the governing documents.

ATTEST: \_\_\_\_\_  
Signature and Board Title Date

ATTEST: \_\_\_\_\_  
Signature and Board Title Date