



**VINYL SIDING**

**CRESTWOOD VILLAGE CO-OP FOUR, INC.**

**Application for Architectural Modification – Vinyl Siding**

**\*\*Please allow at least two weeks for processing\*\***

Date: \_\_\_\_\_ Member Phone Number: \_\_\_\_\_

Member(s): \_\_\_\_\_ Unit#/Street Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Description of requested modification: Replace existing aluminum siding with new vinyl siding

**The following documents must accompany or precede this Application:**

\_\_\_\_\_ Contractor’s Insurance Certificate (if not already on file, must be Faxed to the Co-Op office from the contractor’s insurance company naming Crestwood Village Co-op Four, Inc as the Certificate Holder.)

\_\_\_\_\_ Specifications/Diagrams for the proposed Alteration/Addition/Improvement

\_\_\_\_\_ Contractor’s current State of New Jersey License#

- **Contractor’s Name (performing request):** \_\_\_\_\_
- **Contractor’s Address:** \_\_\_\_\_
- **Contractor’s Phone Number:** \_\_\_\_\_

**IMPORTANT PLEASE READ BELOW**

- ✓ **Approval for building alterations and improvements must first be obtained from Village Four. Then all necessary permits must be obtained from the Manchester Building Zoning Board.**
- ✓ **It is the Member’s responsibility to obtain or ensure all required permits have been issued.**
- ✓ **Manchester Permits MUST be presented to Village Four BEFORE any work can begin!**
- ✓ **All Alterations/Additions/Improvements are responsibility of the present and future Members.**

\_\_\_\_\_ **Initial** (I) (We), the undersigned Member(s) understand and agree that any work performed by an outside Contractor is the Member’s and Contractor’s responsibility, AND accept responsibility for any damage resulting from or caused by the approved alteration, AND agree that all damages will be repaired or replaced at our cost.

**Crestwood Village Co-Op Four, Inc. is not responsible for faulty workmanship or warranties for the product and performance of approved alterations. Refer to Village IV Rules and Regulations, Pages 8 – 11, BUILDINGS.**

**Also, Article VIII – ALTERATIONS, page 21 of the By-Laws.**

**Signs or advertising by contractors are not allowed to be placed on the grounds.**

**In addition, the following guidelines must be adhered to:**

- All residents in multi-unit building must agree to choose siding and share the cost.
- The vinyl siding color is to be the same, or as close a match as possible, to the existing house color.
- Residents will be reimbursed for the amount of paint, if siding is completed in same year as unit was scheduled to be painted.

**\*\*\*RESIDENTS WHO ELECT TO VINYL SIDE HOMES AND EXCLUDE THE FACIA AND SOFFITS ARE RESPONSIBLE FOR PAINTING SAME\*\*\***

\_\_\_\_\_  
**Member’s Signature**

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

\_\_\_\_\_  
**Member’s Signature**

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

**VINYL SIDING**

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.

<b>Co-Op Management Use:</b>	
Date Received: _____	Date Forwarded On: _____
Reviewed by Maintenance: _____	Date: _____
Signature of Maintenance Supervisor	

<b>Board of Trustee Use:</b>	
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

<b>Board of Trustee Use:</b>	
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