



GENERAL

CRESTWOOD VILLAGE CO-OP FOUR, INC.

Application for Architectural Modification

****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: _____

Note: Do not use this form for alterations to Windows, Garage Doors, Satellite Dishes, Handicap Ramps or for Vinyl Siding. A special AAM Form is available for these alterations. Heating/Air-conditioning, Energy Efficiency, Insulation upgrades require an HVAC Scopes of Work Exhibit. Copies of these forms are available in the Clubhouse.

The following documents must accompany this Application even if we have those documents "on file":

- _____ Contractor's Insurance Certificate from contractor's insurance company naming Crestwood Village Co-op Four, Inc as the Certificate Holder.
- _____ Specifications/Diagrams for the proposed Alteration/Addition/Improvement – Patios: Include location diagram.
- _____ 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.
- ✓ Please include drawings and/or Contractor's quotes of proposed modifications.

_____ 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.

Member's Signature

Date

Member's Signature

Date

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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