



Crestwood Village Co-op Four, Inc.

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

Items Requiring Application for Architectural Modification (AAM)

All items below become the Member's Maintenance Responsibility*

An **Application for Architectural Modification (AAM)** describing in reasonable detail the work to be performed with diagrams as appropriate must be filed with the Board of Trustees and a Permit must be issued by the Board **PRIOR** to the start of any alterations, additions or improvements related to items below. Building, Plumbing and Electrical Permits required by Manchester Township must also be obtained and be placed on file with the Co-op. *Removal of previously approved alterations, additions or improvements by a Member also requires an AAM.*

If you have any questions about whether a specific type of work on your unit requires an AAM or Township Permits it is strongly recommended you first contact the Board.

In the event work is performed without prior issuance and presentation of Village and Township Permits the Board of Trustees may require Member to remove any alterations, additions or improvements at the Member's expense. If Member refuses to comply, the Board has the right to remove them and assess the Member's Account the cost.

Items Requiring Filing of an AAM include the following:

- Air-conditioning units: Thru-the wall/Central (Obtain Special AAM form from Clubhouse)
- Alterations to Walls
- Attic Fans and Ventilators
- Building Additions
- Canopies - Temporary or Permanent
- Door Canopies
- Doors - Entrance and Storm Doors (See Rules 2.4 and Form from Clubhouse)
- Dryer Vent Extensions
- Electrical Conduits
- Electrical Panels
- Electrical Wiring
- Garage Door Screens/Louvers
- Garage Doors (Obtain Special AAM form from Clubhouse)
- Handicap Access Ramps (Obtain Special AAM form from Clubhouse)
- Heating Systems (Obtain Special AAM form from Clubhouse)
- Insulation in Attic or Crawlspace
- Interior Structural Alterations

Lawn Sprinkler Systems	
Ornamental Posts	
Patios/Patio Enclosures & Roofs	(Obtain Rules Form from Clubhouse)
Plantings exceeding Rules and Regulations	(See Rules & Regs. 7.0 Planting Guide)
Plumbing and Connected Facilities	
Railings - Front and Side Door Entrance	
Railings on Patios	
Roof Exhaust Fans	
Roofing	
Satellite Dishes	(Obtain <u>Special AAM</u> form from Clubhouse)
Shutters	
Skylights	
Sprinkler Systems	
Sunrooms	
Trees - Member Planting of new Trees	(See Rules & Regs. 8.0 TREES)
Vinyl Siding*	
Walkways and Concrete Slabs	
Water Pipes	
Wells	
Window Awnings	
Window Shutters	
Windows - Replacement	(Obtain <u>Special AAM</u> form from Clubhouse)
Windows - Storm Windows	(Obtain <u>Special AAM</u> form from Clubhouse)
Wired Appliances (<u>New</u> Installations)	

****Members, their successor or estate are responsible for maintenance and repairs to all approved alterations, additions and improvements to the Member's unit or grounds made by themselves and/or prior Members, with the exception of Vinyl Siding installed with an allowance from the Board of Trustees. Pursuant to ARTICLE VII of the PROPRIETARY LEASE and the Co-op Rules and Regulations 2.6 and 2.7, if the Member or estate fails or refuses to make such repairs within ten (10) calendar days after demand by the Board of Trustees, the Co-op shall have the right to make whatever repairs it deems necessary and assess the Member for the costs of such repairs.***

All work permitted via an AAM by the Board of Trustees is subject to inspection by the Co-op's Maintenance Department and where appropriate by Manchester Township Inspectors. Member agrees to remedy any deficiencies found upon inspection in a timely manner. If the Member fails to comply and correct any deficiencies the Board has the right as per the above to enter the premises as necessary to remedy any deficiencies and assess the Member for its costs.

Pursuant to ARTICLES VII and VIII of the PROPRIETARY LEASE with respect to REPAIRS and ALTERATIONS failure of the Member to remove unauthorized alterations, additions or improvements and/or to reimburse the Co-op for its costs may constitute a DEFAULT.