



# CRESTWOOD VILLAGE CO-OP FOUR, INC.

## Application for Architectural Modification

**Requests may take 2 – 3 weeks for approval**

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

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 or Handicap Ramps. A special AAM Form is available for these alterations. Heating/Air-conditioning, Energy Efficiency, Insulation upgrades require Rules signed by Contractor and an HVAC Scopes of Work Exhibit available in Clubhouse.**

**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.**

**\*\*\*RESIDENTS WHO ELECT TO VINYL SIDE HOMES AND EXCLUDE THE FACIA AND SOFFITS ARE RESPONSIBLE FOR PAINTING SAME. GARAGE DOORS ARE THE OWNERS RESPONSIBILITY\*\*\***

\_\_\_\_\_ 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. CONTRACTORS MUST REGISTER IN THE CLUBHOUSE OFFICE AT THE START OF EACH DAY'S WORK. Failure to register may result in revocation of their right to work in Crestwood Village Co-op Four.**

Member's Signature

Date

Member's Signature

Date

Please mail or hand-deliver 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: \_\_\_\_\_

**Board of Trustee Use:**

Disposition:

By a vote of the Board of Trustees on \_\_\_\_\_ we hereby APPROVE this modification request subject to all the terms contained herein and in the governing documents.

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

**Board of Trustee Use:**

Disposition:

By a vote of the Board of Trustees at a meeting duly held on \_\_\_\_\_ we hereby DISAPPROVE this modification request subject to all the terms contained herein and in the governing documents.

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