



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

**Application for Architectural Modification**

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

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

Resident Name: \_\_\_\_\_

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

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

Description of Requested Modification: \_\_\_\_\_

**HANDICAPPED RAMPS MUST COMPLY WITH ADA GUIDELINES**

**The following documents must accompany this request:**

- \_\_\_\_\_ Copy of Manufacturer Brand Name and Warranty Information
- \_\_\_\_\_ Contractor’s Insurance Certificate (if not already on file, must be Faxed to the Co-Op office from the contractor’s insurance company with Co-Op as the Certificate Holder)
- \_\_\_\_\_ 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 must first be obtained from Village Four.
- ALL necessary permits must be obtained from Manchester Zoning Board.
- It is the Residents Responsibility to obtain or ensure that all permits have been issued as required by Manchester Township.
- Permits must be given to Village IV **BEFORE WORK** can begin by contractor or resident owner.
- All additions and/or alterations are the responsibility of the unit owner.

**\* ONLY ALUMINUM RAMPS PERMITTED / NO WOODEN RAMPS \***

\_\_\_\_\_ **Initial** (I) (We), the undersigned unit owner/s, accept the responsibility for any damage resulting from or caused by this installation.

\_\_\_\_\_ **Initial** (I) (We), understand and agree that all damages will be repaired or replaced at the contractor’s cost.

\_\_\_\_\_ **Initial** (I) (We), understand and agree that any work performed by an outside contractor is the resident and the contractor’s responsibility.

Crestwood Village Co-Op Four, Inc. is not responsible for faulty workmanship, or warranties for the product and performance of such installation. **Please refer to your Rules and Regulations, pages 8-11, BUILDINGS. Also, Article VIII – ALTERATIONS, page 21 of the By-Laws.**

Please be advised that advertising by the contractor is not allowed to be placed on the grounds (i.e. signs), except on the contractor’s own vehicle. **ALL CONTRACTORS MUST REGISTER IN THE CLUBHOUSE OFFICE WHEN WORK STARTS;** failure to do so will revoke their right to work in Village Four.

\_\_\_\_\_  
**Residents Signature**

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

**\*\*RESIDENT, BY SIGNING THIS REQUEST, AGREES THAT THE RAMP MUST BE REMOVED IF THEY SELL THE UNIT. IF THE UNIT IS VACANT WHEN THE HOME LISTED, THE RAMP MUST BE REMOVED BEFORE LISTING. IF IT IS STILL BEING USED, IT CAN REMAIN UNTIL CLOSING. UNDER NO CONDITIONS CAN IT BE TRANSFERRED TO THE NEW OWNER.\*\***

Please Mail to: **Crestwood Village Co-Op Four, Inc.**  
**Independence Hall**  
**15 E Moccasin Drive**

*Whiting, NJ 08759*

If you have any questions please contact the Co-Op office on 350-0230. The Co-Op FAX number is 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