

OVERLOOK VILLAGE AT WHARTON
Overlook Village Condominium Association
Managing Agent - Matrix Property Management Company
Managing Agent Office located in Allamuchy, NJ
908-852-0064

MODIFICATION REQUEST FORM

Dear Board Members:

In accordance with the Master Deed and By-Laws of the Overlook Village Condominium Association, I/we hereby apply for permission to make the following alterations to the premises:

Nature of Modification:

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____ Model Type: Middle Unit__ End Unit__

Date: _____

Signature of all owners is required on the following lines.

Note: Please describe the changes or additions you wish to make to your lot. Give full detail and attach a detailed (to scale) drawing or blueprint of your plan(s), type of material to be used, furnish color or product sample. Attach appropriate sketches or drawings and description of work to be done. Indicate materials to be used, color and other pertinent information including name and telephone number of contractor. The materials used and the color will conform to the existing materials and color. **All modifications and any damages caused by the modification becomes the homeowner's responsibility.**

Approved _____ Disapproved _____

Date: _____

Written approval must be given before modifications can be done.
Approval can take up to two months.
You must mail the completed form to P.O. Box 57, Allamuchy, NJ 07820

MODIFICATION REQUEST FORM

Attached is a modification request form. This form is to be used for all modifications being requested to the exterior or interior of your unit. Please complete and submit this form to the property manager's office. Be specific in your request so that the Board can review your request in a timely manner.

All modifications **MUST BE APPROVED, IN WRITING, PRIOR TO ANY WORK BEING DONE.** Please be aware that approval can take up to two months depending when the form is submitted and the next board meeting is scheduled. Residents should be aware that many exterior modifications will impact many things. An engineer's drawing of the exact location of the modification on your property should be submitted.

Certain heavy equipment, especially skid steers used by contractors can be detrimental to the asphalt driveways. Please be sure that you make your contractors aware that if damage is done to the property in connection with their work or by their equipment, they will be held responsible for the damages as well as you.

We appreciate your patience in allowing the Board to review your request in order to ensure that our modification will not adversely affect your neighbors and the development.

When the request is either approved or denied you will receive a response indicated on page three. If you have any questions relative to your specific request, please feel free to contact Donna Wilner at (908) 852-0064.

Please describe the changes or additions you wish to make. Give full detail and attached a detailed (to scale) drawing or blueprint of your plan(s) type of material to be used, and color.

If approved, this modification request will remain valid for one year from the date of the Board of Trustee's final approval.

Is this an amendment to a previous request? _____

If yes, approximate date of previous request _____

I understand that under the Declaration and the Rules and Regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following general provisions, which are not inclusive to the whole of the project:

1. No work or commitment of work will be made by me until I have received written approval from the Association. Written approval from the Association should also be obtained prior to applying for any necessary governmental permits. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes and regulations in connection with this work. I understand that the Overlook Village Homeowners Association and its agents have no responsibility with respect to such compliance and the Board of Trustees approval of this request shall not represent any warranty that the plans specification or work comply with any law, code, regulation or governmental requirement.

2. All work shall be done at my or subsequent owners' expense and all future upkeep will remain at my or subsequent owner's expense.

3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by a contractor or myself.

4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.

5. I assume all liability and will be responsible for all damage and/or injury with may result from performance of this work.

6. I will defend, indemnify and hold the Association harmless from any and all liability that may occur resulting from the work performed hereunder.

7. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work.

8. I will provide the Association with a copy of the contractor's license number and current certificate of insurance showing liability coverage.

9. I will obtain any applicable permits required by the township and submit a copy to the Association.

10. The Contractor is _____

11. If approved the work will start on or about _____ and would be completed by_____.

I understand I will be responsible to submit written documentation to the management office when the work has been completed for a final inspection to be made.

Date

Unit Owner Signature

Date
Signature

Unit Owner