

RUSTIC WOODS HOA (Condo 2) PROPERTY MODIFICATION REQUEST FORM

Owners Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Owner's Address if different than above: _____

In accordance with the Governing Documents and Rules and Regulations of the Rustic Woods HOA and Rustic Woods Condo II I hereby apply for approval to make the following alterations to the premises as described below. All information must be submitted completely to process. Submit separate requests for each improvement.

Description of Modification (LOCATION TO BE MARKED ON SURVEY)

Deck*, Patio*, Fence* _____	Location of Installation: *type permitted to be determined
Satellite Dish* _____	Location of Installation: *location to be determined (no roof)
Other (Windows, Doors) _____	Location of Installation: *See marked survey

Provide a detailed description of the modification or change applied for:

Contractor Information (submit separate form for each project)

Contractor Name/Contact: _____ Email: _____

Address: _____ Phone: _____

Please attach and submit the following with your application – Request MUST be submitted complete:

a. COI: Contractor's Current Certification of Insurance, reflecting evidence of Liability & Workers' Compensation coverage. Liability coverage MUST add Rustic Woods HOA and Rustic Woods Condo II c/o Klein Property Mgt, 225 Gordons Corner Rd, #1A, Manalapan, NJ 07726 **as an additional insured. (see sample attached).**

b. Detailed drawing or blueprint of your plans and a "marked" COPY of your property survey showing the location of the requested improvement/modification and installation plans. A photo of the property (area) should be included.

c. A sales flyer, photo(s), specifications of the improvement, indicating color, design, style.

I understand that under the Governing Documents and the rules and regulations, the Board will act on this request and provide me with a written response of their decision within 30 days of receipt of a **completed** application.

I further understand and agree to the following provisions:

- 1. I will not start work (including demolition) or enter an agreement with a contractor until I have received advanced, written approval from the Association. I further acknowledge and understand that there will be no deviation or changes from this proposal once approved. I acknowledge and understand that I must re-submit a new, revised modification request if changes are made following the initial approval and the process re-starts.**
- I acknowledge, understand and agree that if I start the modification before I receive, in writing, HOA or Condo approval, I may/will be subject to a forced work-stoppage, removal of the improvement, violation or fine, and legal action, and any associated fees/costs, if necessary.**
- All work will be done expeditiously once commenced and will be done in a good workman-like manner by a contractor or myself and work will be performed at a time and in a manner to minimize interference and inconvenience to other neighbors.

