

**GLENMONT COMMONS HOMEOWNER ASSOCIATION, INC.**

**Modification Request Form**

- i. Changes or modifications to the:
  - a. Exterior of units (roofs, windows, balconies, patios, satellite dishes, heating/cooling units, etc.)
  - b. Grounds surrounding the units
- ii. a. In accordance with the By-Laws/Master Deed and Restrictions of the Association written approval of the Managing Agent or Board of Trustees.
- iii. a. **Please submit the following to Cedarcrest Property Management, 91 Clinton Road, Suite 2D, Fairfield, NJ 07004, [connor@cedarcrestpm.com](mailto:connor@cedarcrestpm.com) or Fax: 973-228-5422:**
  - 1. Modifications Request Form (see below)
  - 2. Specifications from Contractor
  - 3. Certificate Of Insurance (COI) General Liability (GL) including worker’s comp. (WC), minimum of \$1 million coverage.

**The COI must list inside the COI description box:**

- *Addresses/location & nature of work project*
- *Language stating property owner, Glenmont Commons HOA & Cedarcrest Property Management are included as additional insureds for the project.*

**ALL MODIFICATION REQUESTS WILL BE REVIEWED IN A TIMELY FASHION. WORK CANNOT PROCEED UNTIL APPROVAL HAS BEEN PROVIDED.**

I hereby apply for permission to make the following alteration to the premises:

Nature of modification:

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\*To facilitate the review process, it is highly suggested to please 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 phone number of contractors .

Owner’s Name: \_\_\_\_\_

Owner’s Address: \_\_\_\_\_

Owner’s Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Contractor’s Name: \_\_\_\_\_

Contractor’s Contact Info: \_\_\_\_\_

**Management Office Use Only:**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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- iv. Should the Association approve a modification request:
  - a. It shall be the responsibility of the homeowner to solicit and receive township approval (permits) where necessary before proceeding.
  - b. Unless otherwise approved all materials used must conform to the existing materials form and function (color, operation, size). Should non-approved deviations occur replacement at the owner's expense will be required.
  - c. All modifications and any damages caused by modification becomes the Owner's responsibility.