

GLENMONT COMMONS HOMEOWNERS ASSOCIATION

- i. Changes or modifications to the:
 - a. Exterior of units (windows, balconies, patios, satellite dishes, heating cooling units);
 - b. Grounds surrounding the units;
 - c. Interior partitions or nonbearing walls (removal or replacement) within the confines of the unit.
- ii. a. In accordance with the By-Laws/Master Deed and Restrictions of the Association written approval of the Board of Trustees.
- iii. a. Please submit this form to:
Cedarcrest Property Management, 91 Clinton Road, Suite 2D, Fairfield, NJ 07004
jasmine@cedarcrestpm.com or Fax: 973-228-5422

ALL MODIFICATION REQUESTS WILL BE REVIEWED DURING BOARD MEETINGS. WORK CANNOT PROCEED UNTIL APPROVAL HAS BEEN PROVIDED.

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

Nature of modification:

Owner's Name: _____

Owner's Address: _____

Owner's Contact: _____

Date: _____ Signature of Owner: _____

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.

Contractor's Name: _____

Contractor's Contact: _____

Contractor must provide Cedarcrest Property Management with Worker's Compensation and Certificate of Insurance, naming Glenmont Commons Association as an additional insured party for the duration of the project.

Approved: _____ Disapproved: _____

Date: _____ Comments: _____

- 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.

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- 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 homeowner's responsibility.