

Property Modification Application



OVERVIEW:

Before signing any agreements with contractors, check to ensure the modification you are proposing complies with the Design Standards and HOA Guidelines and the contractor is licensed and insured.

Any work performed without approval will be subject to violation and fine of \$25 dollars per day.

COMPLETE AND RETURN THIS FORM AND ADDITIONAL REQUIRED DOCUMENTS TO PMR@RCRNJ.COM

General Information

Owner(s) Name: _____

Property Address: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Primary Contact

Home Phone: _____ Mobile Phone: _____ Email: _____

Proposed Modification

Provide a description of the work or modification proposed including specifics like sizes and colors.

Contractor Information

Provide the below details for any contractors or sub-contractors performing the work proposed. All contractors and sub-contractors are required to be Licensed and Insured to perform any work on any property.

Contractor Name	Contractor Phone	NJ License Number	Insurance Expiration

Affirmation and Signature

I confirm the above information is correct, I have received necessary approvals from township construction and zoning officials, and I have attached the required supporting documentation and affirm this work complies with the Design Standards, Protective Covenants and Rules and Regulations of the Ridings at Cream Ridge Home Owners Association.

Contractor Certificate(s) of Insurance Executed Hold Harmless Agreement Township Permits

Survey or Diagram depicting location of proposed work Detailed drawings of the proposed work

Homeowner Signature: _____ Date of Application: _____

Indemnification and Hold Harmless



CONFIRMATION AND ASSUMPTION OF RISK AND LIABILITY

I, _____ (RESIDENT) am the owner of the following property located at _____ CREAM RIDGE, NJ and hereby make this HOLD HARNESS AND INDEMNIFICATION AGREEMENT (AGREEMENT) in favor of THE RIDINGS AT CREAM RIDGE HOME OWNERS ASSOCIATION, INC (ASSOCIATION) on this _____ day of _____ 20 _____

INDEMNIFICATION AND HOLD HARMLESS

In consideration of my request to the Ridings at Cream ridge of permission to alter, extend or modify my unit, I hereby agree and confirm as follows:

1. I hereby hold the ASSOCIATION, its Officers and Agents harmless from liability in connection with any consequence relating to the approval and effecting of the approval granted pursuant to my request from any claims brought by any party and do agree to provide a defense in the event of such a claim at my sole cost and with their respective choice of counsel.
2. I hereby release the ASSOCIATION, its Officers and its Agents from any claims, which I may have in connection with the approval or the effecting of the approval.
3. I hereby confirm that I have secured and provided to the Association proof of current coverage of liability, workers compensation and general risk insurance from the contractor(s) I have employed or will employ in connection with the effecting of the approval. In the event that I perform the work myself, I will provide proof of coverage for the ASSOCIATION through a policy I have secured. The Association is named as an "additional insured" on the policy or certificate of insurance coverage.
4. I hereby confirm that the effecting of the approval will not result in any violation of any building, zoning or other ordinance of the municipality, including the obtaining of a building permit, within which the property affected is located or any other binding legal requirements. I understand and do hereby confirm that the approval of the proposed work by the Association does in no way affect my obligation to determine and to comply with applicable legal requirements.
5. I hereby confirm receipt of the Rules and Regulations of the ASSOCIATION related to the proposed work on my Unit and agree to be bound by the terms therein.
6. I hereby confirm receipt of the Design Standards of the ASSOCIATION and confirm that my proposed work does not violate any standards therein.

ENFORCEMENT

I understand this is a binding contract and the ASSOCIATION may enforce its terms directly through penalty of fine or through any court in the State of New Jersey and hereby I waive my right to a trial by jury.

Signature:

BY: The Ridings at Cream Ridge
Home Owners Association, Inc



Property Management Application Procedure

The HOA Management will ensure that the application is complete and then send it to the Design Committee for review. An application that is sent to Management without the required information will be returned to the applicant. No review may begin, or decision be made until the application is complete.

Instructions:

1. Submit a scale plan and written description of the proposed improvement, change, addition or alteration in sufficient detail so the Design Committee can make a decision. Attach sketches, plans, photos, and brochures, if applicable, to provide adequate details.
2. Provide a site plan or copy of survey (included in your closing documents) indicating existing structures, swales, and grading. Show where the improvement is to be located. If applicable, show the proposed grading after construction. The site plan must show all property boundaries, easements, and setback limits as shown on the Final Survey of your property. Note: this is only necessary if you plan to modify the exterior land surrounding your home.
3. Include types of materials to be used; height, width, length, color, etc. Provide as much detail as you can to assist the review of the application
4. A Certificate of Insurance from the contractor with The Ridings at Cream Ridge Home Owners Association named as the certificate holder is to be included with all supporting documents. For larger projects or projects requiring structural changes, the Trustees may request additional information regarding insurance to protect you and the HOA.
5. E-mail, all applications and complete details to the management office at the address listed above.
6. Homeowners will be notified in writing of the approval, rejection or need for additional information/modifications once the application has been reviewed by the Design Committee

Note:

1. All projects must meet required Township codes and it is the homeowner's requirement to ensure that all permits are secured before work begins and submit a copy to Association. Approval by the Board of Trustees does not mean that the project meets all code requirements. Please note that the Township may require approval from the Homeowners Association prior to issuing permits for exterior modifications.
2. All improvements must be in compliance with the current Declaration of Covenants and Restrictions, Design Standards and the By-Laws of the Association.
3. No construction shall begin until Board approval is obtained in writing. Please note that the Board has up to thirty (30) days to review and either approve or deny your application.
4. **If** digging is required, you will be asked upon approval to have the underground utilities marked out (1-800-272-1000). This is often handled by your contractor, but it is your responsibility.
5. A post construction inspection by the Property Manager will take place to ensure that the construction meets the approval plans and that no damage was done to any structure or common area. You must contact your Property Manager to inform them that you are ready for your post construction inspection.
6. The attached Hold Harmless agreement must be filled out and submitted in conjunction with this modification application.