

Greenbriar at Whittingham Community Association

Architectural Modification Application Checklist

Check all that apply	Application Type Examples provided, including but not limited to...	Deposit Check Required \$250	Signature of neighbor (if attached only)	Contractor Liability Insurance Required	Survey and drawing of property and project
	Maintenance • painting • replacing existing plants or shrubs • replacement of street trees	No	No	No	No
	HVAC/Utility • HVAC • generator • gas line • satellite dish • exterior lighting • exterior outlets • attic fan • EV charging	Yes	Yes	Yes	Yes
	Landscape • extending or modifying plant beds • additional trees	No	No	No	Yes
	Hardscape • patio • retaining wall • sitting wall • rock gardens • deck, railing • pavers	Yes	Yes	Yes	Yes
	Renovation / Construction • roofing – DEPOSIT NOT REQUIRED • siding • windows or doors • solar panels • awning • concrete • dumpster • pod • chimney or exterior vents	Yes (except for roof unless a dumpster is required)	Yes	Yes	No
	Other please specify:				

Description of modification: _____

Owner Name: _____ Property Address: _____

Owner Signature(s) _____ Date _____
(Affirming that all documents are included, and application is complete)

Owner Signature(s) _____ Date _____
(Affirming that all documents are included, and application is complete)

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

(Applications must be submitted no later than Noon the last Thursday of every month to be reviewed by the Site Review Committee the first Tuesday the following month.)

All applications with supporting documents and security deposits must be submitted together as a completed application from the homeowner.

Mail: GWCA 100 Whittingham Dr, Monroe NJ 08831

Greenbriar at Whittingham Community Association

Architectural Modification Application

All general modifications for exterior of your house and land: (Ex: repainting, trim, door covering, trim with vinyl, lightning rod, landscaping, awnings, storm doors, decking, roofing, Etc.)

Greenbriar Model:
Attached Home Yes or No
Exterior House Color:
Roof Color (If a roofing project) Need actual roof shingle color name and include a sample or photo
Is there is a \$250 deposit check included with this application <i>(See Checklist page 1 for requirements)</i> Yes or No

Contractor's Name:	License Number:
Contractor's Address:	
Contractor's Phone Number:	

A photograph or diagram or survey of your proposed project (brochure or picture must accompany certain applications, please see the checklist on page 1. **Owners are responsible to obtain property surveys, Association Management DOES NOT have your survey.**

Homeowner: Sign this endorsement only when you are identified on the Architectural Modification Application as the contractor, and are not licensed or insured for this type work.

Homeowner(s) agrees to hold the Association, its officers, committee members and management representatives harmless and not to assert any claims against them for work personally undertaken by Owner on his property which is the subject of this application. Owner(s) agrees to indemnify the Association, its officers, committee members and management representatives for any liability incurred by them in any way related to the work personally undertaken by Owner on his property which is the subject of this application.

Signed: _____ Date: _____

Certificate of Liability Insurance Requirements: *(See Checklist page 1 for requirements)*

A copy of your vendor's Certificate of Insurance (COI) naming the "Greenbriar at Whittingham Community Association, Inc." as an **additional insured** must accompany this application as well as the unit address. **This document must be attached to your application.**

Deposit and Notification of Completion *(See Checklist page 1 for **Deposit** requirements):*

1. Refundable security deposit of \$250.00 made payable to (GWCA or Greenbriar at Whittingham Community Association).

2. The homeowner must notify the Property Manager when the work has been completed. The security deposit will be refunded without interest within sixty (60) days following a final inspection by the Site Review Committee to ensure that the work has been performed in compliance with the approved modification application. Deviation from the approved application may result in forfeiture of the deposit and additional fines until the project is brought into compliance with the approved application.

When a building permit from Monroe Township construction office was required for this work, the homeowner must deliver to the Property Manager upon completion of the work: 1) a Final Inspection Certification of Approval (CA), which is obtained by request from the Construction Office, or 2) as an alternative, in the case of decks and patios, a photocopy of the white inspection sticker signed by the building inspector confirming the work followed township building codes.

Complete this page for all attached home modifications

NOTICE TO ATTACHED PROPERTY OWNERS

If you own a Villa (attached unit) please review the checklist to determine if this page is required.

The below named homeowner has made an application for an architectural modification and wishes to notify affected parties. Please contact the management office if you have any questions.

Homeowner Name: _____

Homeowner Address: _____

**Attached Property Owner(s): I / We have been notified of the proposed modification
(I / We agree to match color selection of roof in this application at time of roof replacement.)**

Address: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

The Site Review Committee appreciates and will review your comments. The Site Review Committee grants final decision regarding approval of the modification request.

Sincerely,
The Site Review Committee

ARCHITECTURAL MODIFICATION REQUEST (Please read and sign the bottom)

(I) (We), the undersigned unit owner(s), accept the responsibility for any damage resulting from the work done.

(I) (We), the undersigned owner(s), of the property, which is the subject of this application hereby agree, consent, and certify to the following:

1. (I) (We) have read and understand the applicable architectural rules and regulations that will be utilized in the considerations of this application.
2. (I) (We) hereby agree to restore at my/our own cost and effort, any property, including drainage configurations that are damaged or disrupted as a result of the work to be done.
3. (I) (We) agree that any violation of laws, ordinances, rules and regulations of any authority having jurisdiction can result in the removal of the change or addition at my/our expense.
4. (I) (We) agree to maintain the improvements to the property.
5. (I) (We) am/are the lawful owner(s) of this property.
6. (I) (We) do hereby authorize the Site Review Committee or their duly authorized representatives to come upon the premises for inspection purposes concerning this application, upon reasonable notice and at reasonable hours.
7. (I) (We) agree to be bound by all of the terms and considerations of these procedures, the Master Deed, Conditions and Restrictions, the by-laws, and the Rules and Regulations of the Greenbriar at Whittingham Community Association, as they apply to the Board of Directors or Site Review Committee to employ, engage, or hire and to be that they deem reasonably necessary to properly review this application, provided that (I) (We) receive notification prior to this arrangement.
8. (I) (We) certify that (I) (We) am/are current regarding any and all fees due to the Association.
9. (I) (We) agree to indemnify, defend, and hold the Association, its officers, directors, and employees harmless for any damage to person or property resulting or arising from the installation, removal and/or replacement.
10. (I) (We) agree to use only insured and bonded contractors for installation of this modification.
11. (I) (We) agree to be responsible for the conduct of my/our contractors.
12. (I) (We) will be responsible for the prompt removal of any and all debris from the construction site.
13. **(I) (We) understand that the Monroe Township Building Department requires permits for certain improvements. (I) (We) agree to contact Monroe Township Building Department at 732-656-4585 regarding my/our application.**

In consideration of the Association's grant of permission to construct or install in the proximity of a storm drainage facility or utility easement, the undersigned unit owners agree to the following:

1. (I) (We) will remove and replace all or part of the installation at our sole expense, should any repairs or maintenance of the storm drainage facility or utilities necessitate the removal and replacement.
2. (I) (We) agree to indemnify, defend, and hold the Association, its officers, directors, and employees harmless for any damage to person or property resulting or arising from the installation, removal and/or replacement.
3. (I) (We) agree that if the installation is not promptly replaced after work on the drainage facility or utility is completed, the Association has the right to restore the area to its original condition at my/our expense.
4. All of the obligations contained in these terms are binding upon us as well as those who become owners of the unit at any time in the future. This agreement is subject of those rights of the Association contained in the Governing Documents of the Association, and any existing and future amendments.

(Owner 1 Signature) _____ **(Owner 2 Signature)** _____ **Date:** _____

Read all rules and regulations on our website, prior to completing your application.

Some common items:

a. Awning:

You *must*, submit a sample of the proposed awning fabric and indicate the exact location of the awning relative to the house.

b. Storm Door:

You must, submit a description of the storm door with a sketch or picture. Indicate the style and color of proposed storm door.

The following three (3) types of storm doors have been selected:

- | | |
|---|--|
| ☐ Full Lite Door - | Special tempered glass, no kick plate |
| ☐ One Lite Door - | Insulated, kick plate |
| ☐ ½ Glass Door - | No strap, no emblem, insulated, kick plate |

The colors selected for the storm doors are white, black or almond and they are available with either a black or brass colored handle. Any other colors must be approved by the SRC.

c. Outdoor Carpeting:

You *must*, submit a sample of the proposed outdoor carpet fabric. You must also indicate the exact location of the outdoor carpet relative to the house. Carpeting is allowed to be installed outdoors at the main entrance, deck and/or patio only. Coloring is to be in harmony with existing house coloring (indicate color of house on page 1) and requires written consent from the Site Review Committee.

d. Trees:

(See approved street tree list) - You must get a permit from the township to remove a tree on your property. The tree removal township permit application is on our website www.gwmonroe.com under architectural modifications.

e. Dumpsters, PODS, Bagsters, Trailers:

Only permitted in the **driveway** of the property address. No trash or construction materials may be placed in Association trash receptacles (*fines applicable*).

f. Painting:

Front Door, Shutters, Garage Doors, and Stucco currently painted in non-approved colors must be repainted in approved colors the next time they are repainted. (See color chart www.gwmonroe.com or visit the Management office)

g. Generators:

See Generator Checklist

No gasoline fueled portable generators are permitted.

Additional rules and regulations may be found at www.gwmonroe.com

You are responsible for the repair to any damage to the landscaping curbs, roads, etc. Please describe what method you will use to move all the construction materials to the site. (Dumpster overnight, dumpstertake away, dump truck, etc.)

1. No contractor signs are allowed or permitted on any property.
2. Your hours of construction should comply and coincide with those of the Monroe Township Building Department. **Your contractor must be notified that no work that creates noise may begin before 8am.**
3. You must start and complete your project within six (6) months of your approval date.
4. Upon completion, please notify Management so that modifications can be inspected.

GENERATOR CHECKLIST

Homeowner - Initial on the line for each item

1. General Information:

- a. Homeowner or homeowner's contractor shall obtain building permit from Monroe Township construction office. _____
- b. The Association's rules and regulations require gas and electrical lines to be installed either underground, or securely attached to the side of the house.
- c. If attached to siding, conduit or pipe shall be painted to match color of siding.
- d. A gravel or mulch bed extending at least one foot from foundation wall is required where gas and electrical lines are attached to side of house.
- e. If generator is installed at a distance greater than 18" from house, gas and electric lines shall be buried underground between house and generator.
- f. The gas line shall have shut-off valve where it exits from the meter.
- g. The reinforced concrete or vendor supplied composite slab that the generator stands on shall be on a bed of gravel, paver, or mulch, extended at least one foot on each side of the generator pad.

2. Maximum decibels no greater than (per manufacturer's spec.):

- 66-operating mode
- 60-exercise mode

3. Operating schedule of testing shall be between hours of 10:00am and 5:00pm Monday thru Friday _____

4. Identify on site plan of property location of generator
(**circle either a or b**): _____

- a. Side of house near utility meters
- b. Rear of house
- c. Restrictions to generator placement:
 - No closer to side property line than AC condenser
 - Minimum 5' from rear property line
 - Minimum 18" from house or permanently sealed window
 - Minimum 60" from operable window or door opening
 - 36" from any utility meters or AC condenser

5. For generator at rear of house gas and electrical lines will be either:
(**circle a, b or c**): _____

- a. Attached to side of house
- b. Buried in a trench run parallel to house
- c. Run through garage and/or basement

HOMEOWNER ACKNOWLEDGEMENT

Homeowner has made an application to the Site Review Committee for the installation of a generator on his/her property and agrees to comply with all requirements listed in the Generator Checklist.

Name: _____

Address: _____

DECKS AND PATIOS

A. Size of Patio/Deck (Total Surface permitted):

Size of Lot	Maximum Size
Less than 4500 sq. ft.	160 sq. ft.
4501 sq. ft. – 5499 sq. ft.	200 sq. ft.
5500 sq. ft. – 6499 sq. ft.	250 sq. ft.
6500 sq. ft. – 7499 sq. ft.	300 sq. ft.
7500 sq. ft. – and greater	350 sq. ft.

B. Maximum Patio/Deck Projection from rear wall of dwelling:

Rear Yard Depth	Maximum Depth
Less than 30 feet	12 feet
Greater than 30 feet	14 feet

C. Requirements

1. No patio/deck, steps or pads shall be closer than 4 feet from rear common property lines, except that the distance may be reduced to 3 feet at the rear non-common property line such as at street or at the Golf Course or at open space lots.
2. No patio/deck, step or pad area shall be closer than 4 feet to a common wall property line, such as at the Villas.
3. Signed certificate indicating you will be responsible for your own repairs/damages to your patio/deck should repairs to storm drains be necessary.
4. Maximum width of patio/deck = width of dwelling, except as noted on Item #2 of Page 9.
5. No extensions into front or side yards.
6. No patio/deck, step or pad area may extend more than 8 feet into the 40 feet perimeter setback area.
7. No patio/deck, step or pad area may extend into an easement any further than 4 feet from the center of the easement. The applicant must provide us written certification that they would bear any additional expense associated with removal and replacement of the deck or patio caused by repairs to the storm facilities.
8. The construction of the patio/deck and step area shall not alter existing grading in a manner that would adversely affect drainage pattern.
9. No construction on (deck, patio, steps, concrete pads, etc.) may extend beyond the side building lines.

*** Addendum for Patios and Decks**

The Monroe Township Zoning Board now requires that the following information be included in your modification application to Greenbriar Site Review Committee for applying for a Monroe Township Construction Permit:

1. **Size of lot in square feet;**
2. **Size of Patio/Deck and diagram showing location of patio/deck from rear and side property line; and**
3. **If patio blocks are being used in place of concrete, dimension and shape of block must be submitted.**

(I) (We) have read the above Greenbriar at Whittingham Patio/Deck standards and will build in accordance with them.

Date: _____

(Owner Signature) _____

Date: _____

(Owner Signature) _____