

Whittingham Condominium Association

100 Whittingham Drive
Monroe Township, NJ 08831
Phone: 609-409-9292

Fax: 609-395-1122 Email: suzie.weingartner@fsresidential.com

WHITTINGHAM CONDOMINIUM ASSOCIATION **APPLICATION FOR ARCHITECTURAL MODIFICATION**

Date of Application: Owner Name:
Property Address: Phone Number:

MODEL TYPE: (CIRCLE ONE)

UPPER FLOOR MANOR	TOWNHOUSE STAFFORD	STAND ALONE DUXBURY
GROUND FLOOR MANOR	TOWNHOUSE HAVERHILL	STAND ALONE BRATTLEBORO
	TOWNHOUSE WELLESLEY	
	TOWNHOUSE GRANBY	

Description of Requested Change:

POD/Dumpster ☐	Enclosed Porch (Manor Buildings) ☐	Gas Fireplace ☐	Fireplace/Chimney repair or replace ☐
Deck/Patio ☐	Garage Door ☐	Landscaping ☐	Windows/ Doors/ Storm doors ☐ Requires alarm technician see pg. 2
Awning ☐	Exterior Stair Lift ☐	Exterior Lighting ☐	Generator ☐ <i>requires additional page and check</i>

Front Door Painting ☐

(only approved colors green, red, black) satin finish: Sherwin Williams Greenhouse, Sherwin Williams Rustic Red, Sherwin Williams Tricorn.

Additional Description:

The following must accompany this request:

1. One copy of a sketch on a copy of a plot plan showing the dimensions and an elevation sketch, ***if applicable.***
2. Contractor's insurance certificate with expiration date naming "Whittingham Homeowners' Association" as the additional insured in addition to the unit owner.
3. Specifications for proposed installation. (brochure/proposal)
4. General Modification - Refundable security deposit of \$100.00 made payable to Whittingham Homeowner's Association.
5. Patios and Walkways – Refundable security deposit of \$200.00 made payable to Whittingham Homeowner's Association (WHOA).

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Contractor Name:

Contractor Address:

Contractor Phone Number:

Contractor License Number:

I, the undersigned unit owner(s), accept the responsibility of any structural or water damage resulting from work done at my/our unit.

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

I have read and understand the applicable architectural guidelines and the policy and criteria that will be utilized in the consideration of my/our application.

I 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.

I agree to provide the Whittingham Homeowners Association with a copy of the Building Permit and the Certificate of Occupancy from Monroe Township upon completion.

I understand and agree that any violation of Local Ordinance, other governmental regulations, or the Rules and Regulations of the Whittingham Homeowners Association can result in removal of the change or addition at my/our expense.

I am/are the lawful owner(s) of the premises.

I do hereby authorize the WHOA Board of Trustees, or their duly authorized representatives to come upon the premises for inspection purposes concerning this application upon reasonable notice and at reasonable hours.

I agree to be bound by all of the terms and conditions of these procedures, the Master Deeds, Conditions and Restrictions, the By-Laws, and Rules and Regulations of the Whittingham Homeowners Association as they apply to the Board of Trustees to employ, engage, or hire, and to be responsible for the reasonable cost thereof of any professional consulting entity that the Board deems reasonably necessary to properly review this application provided that I/we are notified prior to this arrangement.

If you are getting window/door replacements, please be advised that this may impact your burglar alarm system. The homeowner is responsible for any expenses to re-install the window and door alarm contacts.

Homeowner initials

Unit Owner's Signature:

Date:

Unit Owner's Signature:

Date:

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Please ensure that you have reviewed the guidelines specific to the project you are requesting approval for.

A copy of the Monroe Township Building Permit and Certificate of Occupancy are to be presented to WHOA Management upon completion. Any permission granted is subject to the Zoning & Building Department Regulations of Monroe Township.

Mail: WHOA 100 Whittingham Drive, Monroe Twp., NJ 08831

Attention: Suzie Weingartner, Property Manager

Email: suzie.weingartner@fsresidential.com

Fax: 609-395-1122

You may also drop it off at the Towne Centre in the white mailbox outside.

INCOMPLETE APPLICATIONS **WILL NOT BE REVIEWED.**

(Applications must be submitted no later than the Wednesday before the meeting date of each month to be reviewed by the Site Review Committee the third Friday of each month.)

****After the project is completed, please remember to contact the Property Manager at Suzie.Weingartner@FSResidential.com to advise that it is ready for final inspection. After a successful inspection, your deposit will be returned.**