



REGENCY *at Monroe*

Application for Architectural Modification

Date of Application: _____

Unit Owner (s): _____

Street Address: _____

Phone Number: _____

In accordance with the Declaration of Covenants, Easements and Restrictions, and Rules and Regulations governing the Regency at Monroe Homeowners Association, I/we hereby apply for approval to make the following alterations:

The following must accompany this request: (When applicable)

*One copy of a sketch on a copy of a plot plan showing the dimensions and an elevation sketch, if applicable.

***Current picture of front of home**

***Contractor's insurance certificate with expiration date naming "Regency at Monroe Homeowners Association, Toll Brothers Inc., it's subsidiaries and affiliates," as additionally insured.**

*Specifications for proposed installation.

Name of Contractor: _____

Address of Contractor: _____

Contractor Phone Number: _____

A copy of the Township Building Permit and Certificate of Occupancy (when applicable to modification) are to be presented to the Association office upon completion. Any permission granted is subject to the Township Building & Zoning Department regulations.

ARCHITECTURAL MODIFICATION REQUEST WAIVER

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

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

1. I/We have read and understand the applicable architectural guidelines and the association policy and criteria that will be utilized in the consideration of my/our application.
2. I/We hereby agree to restore at my/our own cost and effort any property, including drainage configurations, which are damaged or disrupted as a result of the work to be done.
3. I/We agree to provide the Association with a copy of the Township Building Permit and the Certificate of Occupancy upon completion.
4. I/We understand and agree that any violation of Local Ordinance, other governmental regulations, or the rules and regulations of the Association can result in removal of the change or addition at my/our expense.
5. I/We are/am the lawful owner(s) of the premises.
6. I/We do hereby authorize the Association Board of Trustees, or their duly authorized representative to come upon the premises for inspection purposes concerning this application upon reasonable notice and at reasonable hours.
7. I/We agree to call for a construction mark-out of my/our utility lines, at my/our expense.
8. I/We certify that I/We am/are current with regard to any and all fees due to the Association.
9. **I/We agree to indemnify, defend, and hold Toll Brothers Inc, it's subsidiaries and affiliates, FirstService Residential and the Regency at Monroe Homeowners Associations, 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 maintain the improvement to the property.
11. I/We agree to use only insured and bonded contractors for installation of this modification.

- 12. I/We agree to be responsible for the conduct of my/our contractors.
- 13. I/We will be responsible for the prompt removal of any and all debris from the construction site.
- 14. I/We understand that no work may begin without an irrigation impact review (when applicable) by the Association's irrigation contractor and that the cost to move any heads to maintain the integrity of the turf is mine/our financial responsibility.
- 15. **I/We understand that neither the Regency at Monroe HOA or association contractor is responsible for damage caused during snow removal or lawn cutting services.**
- 16. I/We understand that it is my/our responsibility to hand water any and all installed plant material. I/We understand that the HOA irrigation system is designed to irrigate the turf and not my/our modified plant bed(s).

Unit Owner's Signature

Unit Owner's Signature

Date

MONROE TOWNSHIP PERMIT ACKNOWLEDGEMENT

I/We acknowledge that township permits are required for the following modifications and that I/we will not allow work to be done without obtaining the proper permits from the township.

Including but not limited to:

- | | |
|--|---|
| -Pavers: Patio and walkway | Zoning Board Permit Required |
| -Gas grill line; awnings; outdoor lighting | Construction Permit Required
UCC Approval Required |

I/we acknowledge that a copy of all permits and approvals are required for return of compliance deposit.

***NOTE: If your patio will be 36 inches off the ground, a construction permit and railings may be required.**

Unit Owner's Signature

Unit Owner's Signature

Date

PATIO, DECKS, LANDSCAPING, BURIED GAS GRILL LINE MODIFICATION
IRRIGATION SUPPLEMENT

The irrigation system at Regency at Monroe is a common element and therefore must be regulated by the Homeowners Association. The irrigation maintenance contractor for the Association is the only contractor permitted to modify the irrigation system in any way. When applying for patio, deck, landscaping or gas grill line modification, the following will be part of the approval process:

1. Upon completion of application, homeowner must contact their contractor to have a layout of the modification area spray-painted for an irrigation impact review. If the area is NOT marked out on the day of appointment, homeowner is subject to an additional \$50.00 charge.
2. Management will forward a work order to the irrigation contractor for an impact review of the area and to determine whether any sprinkler system modifications are necessary due to the modification.
3. The irrigation contractor will call the homeowner directly, typically within 48 hours of receiving the work order, to schedule the impact review. Appointments for irrigation impacts will be made for Tuesdays and Thursdays. At the time of the review, the irrigation contractor will notify the homeowner of any irrigation system modification costs.
4. An initial impact review and final inspection fee of \$50.00, plus the costs to make modifications (if necessary) will be paid directly to the Association contractor. Only the Association contractor may adjust or relocate heads.
5. Any expense incurred to repair damage to the irrigation system by the unit owners patio/deck/landscaping contractor at the time of a modification installation will be charged against the homeowners remaining compliance deposit. In the event that repair costs exceed the collected compliance deposit, the Association will charge the unit owners assessment account.

I/we acknowledge sole responsibility of all expenses to modify the Association irrigation as a result of my/our modification. I/we acknowledge that these expenses will be paid directly to the irrigation contractor upon receipt of invoice.

Unit Owner's Signature

Unit Owner's Signature

Date

Notice To All Adjoining Property Owners

A notification of a request for an architectural modification is required to any/all adjoining, interested or affected parties:

Name: _____

Address: _____

Has made an application to the Regency at Monroe Homeowners Association Board of Trustees for the following modification to his/her property:

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE FROM ADJOINING NEIGHBORS

Name	Signature	Address	Approve or Object

If you are objecting, please provide a written response:

The Board of Trustees appreciates and will review your comment. Final decisions regarding approval of modification requests are granted by the Board of Trustees.

Please return to: Regency at Monroe Homeowners Association
61 Country Club Drive
Monroe Twp., NJ 08831