

Berkshire Ridge Condo Association
MEM Property Management
65 Challenger Raod, Suite #320, Ridgefield Park, NJ 07660

Re: PROPERTY MODIFICATION APPLICATION

APPLICATION DATE: _____

MODIFICATION ADDRESS: _____

TELEPHONE NUMBER: _____

I/We represent that:

- I/We are the lawful owner(s) of the premises.
- I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants and Restrictions, the By-laws, and the Rules and Regulations of the Association as they apply to this application.

INSTRUCTIONS

- 1) Complete the Following Modification Description Page
- 2) If possible, please also attach the following:
 - a) Contact information and License # of contractor performing the work
 - b) Manufacturer's brochure or website link to product.
 - c) Photo of area being reviewed for approval
 - d) Specifications for materials.
- 3) Please send this application and supplemental documentation to MEM Property Management.
- 4) The Board of Directors will review and respond (in writing) within 30 days of receipt of this request. More information may be requested prior to final approval.

MODIFICATION DESCRIPTION

1. Narrative Description of Proposed Modification:

(Attach additional pages if needed)

2. Sketch of Proposed Modification (show all pertinent dimensions): (Use additional page if necessary)

Signature of Owner (s)

Date

PROPERTY MODIFICATION CONDITIONAL APPROVAL

(FOR BOARD TO COMPLETE)

APPROVAL: ___Approved ___Conditionally Approved ___Denied

The attached application for property modification has been approved pending submission and satisfactory review of the additional documentation checked off below. These items must be received at MEM Property Management and you must receive notification of final approval prior to the work commencing:

___Product brochure or website link

___Photo of area being reviewed for approval

___Neighbor approval

___Scale drawing

___Name of contractor

___Proposal of the work to be performed

___Copies of permits

___ Certificate of insurance from contractor naming Association as an additional insured

___ Material specification. All materials shall match existing materials in design, quality, and appearance.

___Other comments or requirements:_____

- Please be advised that the homeowner shall obtain all necessary building permits from the local building department and that the construction conforms to all applicable codes.
- The proposal must clearly state that all work being performed is in accordance with AIA standards.
- Please send this additional documentation (as listed above) to MEM Property Managemnt.

Board Member Signature

Date