



HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION TO HOMES

Please read carefully!

During the springtime the ACC Committee will be processing modifications weekly. All applications must be presented to the Management office no later than Thursday at 3:00pm, any application submitted after this period will not be included until the next scheduled meeting.

No work shall be performed until the homeowner receives written approval of the request from the Community Manager, on behalf of the ACC, and all other permits and approvals required by all governmental entities having jurisdiction of the modification or improvement.

If a sprinkler head needs to be relocated or replaced, the Community Manager must be notified 48 hours before the work is scheduled. The work must be performed by the approved HOA contractor, at a price to be determined. Outside contractors are not permitted to relocate or replace sprinkler heads.

If this modification is consistent with the current existing guidelines of the Declaration of Covenants and Restrictions, the By-Laws and the Architectural Standards (the "Governing Documents") governing the River Pointe Homeowners Association, Inc., it will be either approved by the Property Manager and forwarded to the Architectural Control Committee ("ACC") within fourteen (14) business days or returned to the property owner stating what additional information is required prior to review and approval by the ACC. Once the ACC has approved the modification application, it will be sent to the Association Board of Trustees for their final approval / disapproval.

Your application may be returned to you for additional information, which would then start the approval process over. The period for approval/disapproval may be up to sixty (60) days or longer depending on when the application is received and the next board meeting is scheduled, so please plan accordingly.



**Prior to start of work the following must be submitted to the
Property Managers office:**

1. Name, address and telephone number of the contractor.
2. Insurance Certificate from the contractor showing the expiration date of the policy, naming the River Pointe Homeowners Association, Inc. as an additional insured in the amount of:
 - a. For work less than \$ 1,000.00 no insurance is required by the Association, but should be required by the Owner.
 - b. For work between \$1,001.00 and \$10,000.00 the policy must be a minimum of : \$100,000.00.
 - c. For work above \$10,010.0 must be a minimum of : \$500,000.00.
3. The policy should cover liability for any damages to the common property, neighboring properties and drainage.
4. A Security Deposit of Two Hundred and Fifty (\$250.00) Dollars made payable to: River Pointe HOA and must be attached to application. The deposit is refundable if no damages are caused to the property.
5. A copy of the Property Land Survey must be submitted with the application.
6. A copy of the Township's Building Permit (if required) is to be submitted to the River Pointe Property Managers office prior to the start of the modification.
7. If a Township Building Permit was required, upon completion of the work a copy of the Township's Certificate of Occupancy must be submitted to the management office.

The undersigned unit owner(s) submitting this application for modification(s) to their home hereby agree, consent, and certify to the following:

1. That they have read, understand and will follow the applicable architectural guidelines concerning this modification and the association policy and criteria which will be utilized in the consideration of this application.
2. Agree to restore in kind, at their own cost any property, including drainage configurations, which are damaged or disrupted as a result of this modification. If the unit owner(s) does not promptly repair the damage the unit owner(s) compliance deposit can be used to cover these repair costs. Any costs not covered by the deposit will be billed to the unit owner(s).
3. Understand and agree that any violation of Local Ordinances and other governmental regulations, or the Governing Documents of the Association can result in having the violations corrected or the modification removed at the owners cost.
4. Authorizes the Association Board of Trustees, or their duly authorized representative(s) to come upon the premises for the purpose of inspecting the proposed modification or completed modification for inspection purposes concerning this application, upon reasonable notice and reasonable hours.
5. Agree to call for a construction mark out of all utilities, drainage and sprinkler systems prior to the start of any modification on the exterior of the Dwelling.
6. Agree to be responsible for the conduct of any hired contractors and their subcontractors.
7. Hours of construction will be limited to 8 AM to 5 PM on weekdays and 10 AM to 5 PM on weekends.
8. Responsible for the prompt removal of any and all debris from the construction site and restoration of the site to its original condition.

Unit Owner: _____ Date: _____

Unit Owner: _____ Date: _____



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Date of Application: ____/____/____

Name of Unit Owner: _____

Address: _____

Daytime Phone No: ____-____-_____

Evening Phone No: ____-____-_____

Name of Model: _____

Description of desired modification (additional pages may be used):

Date Modification is expected to be made: ____/____/____

Is this modification in accordance with existing Association Rules and Regulations as modified?

Please reference the appropriate guideline.



_____ **Approved**

_____ **Denied**

PERMIT# _____

ADDRESS _____

WORK TO BE PERFORMED _____

Comments; _____

Recommendations; _____

Signature of Committee Member

Community Manager

Signature of Committee Member

Signature of Committee Member

PERMIT# _____

WORK TO BE PERFORMED _____

ADDRESS _____

MUST DISPLAY IN FRONT WINDOW

Homeowner must contact Management office when work has been completed to schedule an inspection of property; after inspection is completed, the security deposit will be refunded if in compliance with the guidelines and no damage.

**ARCHITECTURAL CONTROL COMMITTEE
RESIDENTIAL WORK PERMIT**

ARC APPROVAL DATE: ____/____/____

PROJECT START DATE: ____/____/____

PROJECT INSPECTION DATE: ____/____/____

SIGNATURES _____

HOMEOWNER

ACC REPRESENTATIVE

ACC REPRESENTATIVE

ACC REPRESENTATIVE



Planning an outside project that may require sprinkler heads relocated.

If a sprinkler head needs to be relocated or replaced, the Community Manager must be notified 48 hours before the work is scheduled.

The work must be performed by the approved HOA contractor, at a price to be determined.

Aqua-Mist Irrigation will bill the homeowner directly.

**Please contact the Management office
732-657-4300 to schedule.**