

OVERLOOK VILLAGE AT WHARTON

Overlook Village Condominium Association - Office (located at Allamuchy, NJ)
908-852-0064

MODIFICATION REQUEST FORM

Dear Board Members:

In accordance with the Master Deed and By-Laws of the Overlook Village Condominium Association, I/we hereby apply for permission to make the following alterations to the premises:

Nature of Modification:

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____ Model Type: _____

The materials used and the color will conform to the existing materials and color.

Date: _____

Signature of all owners is required.

Note: Attach appropriate sketches or drawings and description of work to be done. Indicate materials to be used, color and other pertinent information including name and telephone number of contractor.

All modifications and any damages caused by the modification becomes the homeowner's responsibility.

Approved _____ Disapproved _____

Date: _____

Written approval must be given before modifications can be done.

Approval can take up to one month.

**You must mail the completed form to Matrix Property Management, Inc., P.O. Box 57,
Allamuchy, NJ 07820**

MODIFICATION REQUEST FORM

Attached is a modification request form. This form is to be used for all modifications being requested to the exterior of your unit. Please complete and submit this form to the Property Manager's office. Please be specific in your request so that the Board can review your request in a timely manner.

Please be reminded that all modifications **MUST BE APPROVED, IN WRITING, PRIOR TO ANY WORK BEING DONE. Please be aware that approval can take up to two months depending when the form is submitted and the next board meeting is scheduled.** Residents should be aware that many exterior modifications will impact many things. An engineer's drawing of the exact location of the modification on your property should be submitted.

Please be aware that the use of certain heavy equipment, especially skid steers, used by contractors can be detrimental to the asphalt driveways. Please be sure that you make your contractors aware that if damage is done to the property in connection with their work or by their equipment, they will be held responsible for the damages as well as you.

We appreciate your patience in allowing the Board to review your request in order to ensure that your modification will not adversely affect your neighbors and the development.

When the request is either approved or denied, you will receive a written response in the form of the attached.

If you have any questions relative to your specific request, please feel free to contact Donna Wilner at (908) 852-0064.