

Estimated Start Date: _____ Estimated Completion Date: _____

Action by the Board of Trustees: Approved _____ Disapproved _____ Date _____

WINDOW APPROVAL - Windows must be the same size as existing, same color as existing. Frame size of window must be same width of existing. Windows must operate in the same manner (no double hung or casement windows). Name and phone information must be provided to Towne & Country prior to the commencement of the work. No Awning. Permit from Town may be required.

**CASTLE RIDGE CONDOMINIUM ASSOCIATION
MODIFICATION REQUEST FORM**

Owner's Name: _____

Address: _____ Phone: _____

The undersigned hereby applies for approval to make property modifications to the above-mentioned unit.

I/We authorize and represent the following:

1. I/we are the lawful owners of the unit.
2. I/we do hereby authorize the Buildings and Grounds Committee, the Board of Trustees or their design to inspect the premises concerning this application upon reasonable notice and at reasonable hours.
3. I/we agree to abide by all of the terms and conditions of the Standard for Building and Grounds control and modifications set by the Association upon approval of this application. I/we also authorize the Board to employ, engage or hire any professional consulting entity that they deem reasonably necessary to properly review this application at a cost borne by the applicant, but only upon prior notification to the applicant.

If new landscaping is going to be installed, please provide a landscaping plan along with the species and sizes of plantings. No rocks or stone walls are allowed.

Narrative Description of Modification:

Where appropriate, attach: Manufacturers brochure, photo of property, scale drawing, rendering of modification, name of contractor, building permit, filing fee, specifications for materials and a certificate of insurance from the contractor naming Castle Ridge Condominium Association, c/o TOWNE & COUNTRY MANAGEMENT, INC as a Certificate Holder and Castle Ridge Condominium Association as an Additional Insured.

Signature: _____ Date: _____

Return form to: TOWNE & COUNTRY MANAGEMENT, INC.
711 Sycamore Avenue, Red Bank, NJ 07701
Voice (732) 212-8200 FAX (732) 212-8201

CASTLE RIDGE CONDOMINIUM ASSOCIATION

ARCHITECTURAL MODIFICATION INDEMNIFICATION FORM

The undersigned unit owner of Castle Ridge Condominium Association shall be responsible for the maintenance, repair and replacement of the request to

as put forth in the Castle Ridge architectural modification application dated

(attached hereto). It is hereby agreed, if the unit owner fails to maintain, make repairs, and/or make

replacements as necessary, the Association has the right to maintain, make repairs, and/or make

replacements as it deems necessary at the unit owner's expense. In this event, the unit owner will be

additionally liable for any other related costs and expenses, including attorneys fees and court costs, if

any, caused by or arising out of such circumstances, and such maintenance, repairs and/or replacements

to the Limited Common Elements and Common Elements.

The unit owner is also responsible for informing any new purchaser of this Agreement. This

Agreement will carry over with the transfer of title to the unit.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE:

(Signature(s) of Unit Owner(s) of Record

Date_____

STORM DOORS

Homeowners may install, at their own cost and expense, a storm door that has been approved by the Board of Trustees. Following are the styles that may be installed:

Manufacturer: Forever
Style: View
Colors: White, Almond, Brown
Available through: Home Depot

Manufacturer: Anderson
Style: HD 3500 Fullview
Colors: White, Almond
Available through: Home Depot

Manufacturer: Pella
Style: Ashford Model #4601
Colors: White, Almond, Brown
Available through: Loew's

EXTERIOR LIGHT FIXTURES

The light fixtures on the outside of the unit is the responsibility of the homeowner to repair and/or replace. The original front and rear light fixtures are no longer available. Therefore, the Board of Trustees has approved the following replacement fixtures to be used in the both the front and back of the unit.

Manufacturer: Primelite Manufacturing Corp.
407 South Main Street
Freeport, NY 11520
website: Primelite-mfg.com

Style: 3161 (cube size to match existing fixture)

Colors: White, Black, Brown (to match existing fixture)

Globe Color: White

Approximate Cost: \$125.00 per fixture

Available through: Capitol Lighting OR Domb Lighting
365 Route 10 168 Ridgedale Avenue
East Hanover, NJ Morristown, NJ
973-887-8600 973-538-1031

Fixtures have to be ordered. Neither store carries the fixture in stock.

WINDOW/SLIDER REPLACEMENT SPECIFICATIONS

1. Request to replace window/slider must be in writing to the Board along with the licensed contractor's proposal start date. (Please see attached Modification Request Form and Architectural Modification Indemnification Form that must be completed).

Approval/denial to perform the work will be forwarded to the applying homeowner by the Board of Trustees or Towne & Country Management, Inc.

2. All replacement windows and sliders must look the same in color, appearance and size from the exterior of the home. All window exterior trim cannot exceed three (3") inches.

Frosted glass and colored glass is not permitted.

The window/slider unit and frame must match the existing window/slider frame.

All windows must be sliding windows including the bathroom windows.

3. A Certificate of Insurance must be forwarded to the Association from the contractor performing the work. The Certificate of Insurance must name the Association as specified below:

CASTLE RIDGE CONDOMINIUM ASSOCIATION
c/o Towne & Country Management, Inc.
711 Sycamore Avenue
Red Bank, New Jersey 07701

No Mechanic's Liens. In no event shall the Contractor performing the work file or permit to be filed on its own behalf or by any subcontractor, any mechanic's notice of intention or any other lien for the work to be performed by or on behalf of the Contractor. The homeowner will be responsible for providing in any agreements with their respective Contractor a prohibition against the filing of any such mechanic's notice of intention or other liens.

4. The Association does not recommend contractors. However, many residents have used the contractors listed below and have been satisfied with their work:

The Window Clinic, Parsippany, NJ - 973-244-1544 Royal Aluminum, Newark, NJ - 973-589-8880

PATIO EXTENSIONS

Homeowners may install a concrete patio extension adjacent to the existing patio in the rear of the unit at their sole cost and expense. (Please see attached Patio Extension Rules & Regulations dated 3/95).

BULKY ITEM PICK UP

Items that cannot be broken down or fit into your trash containers, cannot be placed on the lawn, driveway or at the curb. Disposal of these items is the

responsibility of the homeowner. If you have large items such as furniture, etc., you are to call the East Hanover Department of Public Works at 973-428-3063 to arrange for a pick-up.

RECYCLING

East Hanover collects the recyclable materials curbside every other Thursday of each month.

Recyclables must be placed curbside, visible to the crew, on the scheduled pick-up day in reusable containers bearing recyclable decals. Recycling containers may be purchased at Home Depot or other hardware stores. Decals can be obtained at Town Hall or the Environmental Center, (see below for the Environmental Center information).

The following materials are recyclable:

*

Aluminum cans, tin cans, glass bottles and plastic #1 and #1 may be mixed in a container no larger than 30 gallons.

*

Newspapers must be tied in two (2) directions with sturdy string only in bundles no higher than 12 inches (no plastic or paper bags).

*

Magazine and junk mail must be tied or placed in a separate container.

*

Cardboard and brown paper bags must be broken down and placed in a separate container.

PLEASE DO NOT OVERFILL YOUR CONTAINERS

Environmental Center - 8 Melanie Lane.

Hours of Operation:

Wednesdays: 8:30 A.M. To 11:30 A.M.

12:30 P.M. To 3:30 P.M.

Saturdays: 8:00 A.M. To 4:00 P.M.

EXTERIOR/ARCHITECTURAL MODIFICATIONS

General Procedures

The General Procedures for the approval of exterior changes are as follows:

1. **No Adverse Effect:** An applicant must demonstrate that a proposed change or addition will not adversely effect the aesthetic and economic value of the applicant's property or surrounding properties, or the architectural plan as a whole; that such change will not impede or add to the exterior maintenance responsibility of the Association; and that it will not interfere with existing drainage patterns, utility lines, TV cables, security system, irrigation, easements or right-of-way. An applicant must further affirmatively demonstrate that the use, modification or addition complies in all respects with standards of design and use, as defined by the Building and Grounds Committee and the Board of Trustees.
2. **Application:** The applicant will file a Property Modification Application with Management containing all required information as outlined in the Property Modification Application.
3. **Acknowledgment of Receipt:** Management will acknowledge receipt of the application within ten (10) days of its receipt.
4. **Approval:** The Buildings and Grounds Committee and Board of Trustees will maintain the best efforts to get a response to the applicant after the next scheduled Board meeting. Generally, the Building and Grounds Committee meets monthly, one week prior to the monthly Board meeting.
5. **Denial:** In the event of a denial of the application by the committee, the applicant has the right to submit an appeal to the Board of Trustees.
6. **Appeal:** The appeal must be received by the Board of Trustees by the first day of the month to be ruled on in that month. Should the appeal not be received by the first day of the month, the appeal will be held until the next Board meeting.
7. **Architectural Standards:** Applicants who have received approval of their Property Modification Application must comply with the following standards:
 - A. **Permits:** The applicant shall be responsible for obtaining all necessary governmental permits and must, as a condition precedent to the installation of the subject matter of the application, provide the Committee with true copies of such permits, if they are required. The applicant shall be responsible for the costs associated for the permits.

B. Licensed Contractor/Insurance: All approved work must conform to applicable building codes, be performed by a licensed contractor and must have approval from the Township of East Hanover as documented by a permit from the town. Prior to the commencement of the work, the contractor must provide Management with a Certificate of Insurance indicating general liability coverage in amounts and types satisfactory to the Committee and naming Castle Ridge Condominium as the insurance and Towne & Country Management, Inc. as an additional insured. The contractor is to provide a hold harmless clause and a waiver of mechanic's lien.

C: Responsibility For Damage: The applicant and/or contractor(s) shall be responsible for any damage or injury to any building, person(s) or property arising out of the installation of the subject matter of the application.

D. Time of Completion: All approved work must be completed within sixty (60) days of the start of the work. If work is to exceed sixty (60) days, Management must be notified in writing.

E. Certification of Completion: Within ten (10) days of the completion of any work or installation, the applicant shall be required to file with the Committee, a statement certifying such fact. No filing such a statement will result in a fine levied against the homeowner in the amount of \$.

F. Costs/Deposits: In the event the work or installation requires the replacement, relocation or repair of any building, shrubs, turf, trees, plants, irrigation systems or portions thereof or any other structure, the Board of Trustees shall have the right to require that the applicant deposit funds with the Committee in an amount sufficient to cover the cost of such replacement, repair or relocation. Said deposit will be returned after the work has been deemed satisfactorily completed by the Buildings and Grounds Committee.

G. Time of Work: All work activity shall be limited to weekdays between the hours of 8:00 a.m. and 6:00 p.m.

H. Inspection: During the course of any work and for a period following thirty (30) days from the filing of the Certification of Completion, the applicant shall permit the committee, Trustees or their duly designated representatives to access the property of the applicant, during reasonable hours, for the purpose of inspecting the work of the installation.

I. Cost of Added Maintenance: In the event the work or installation requires addition maintenance responsibilities on the part of the Association, the cost of such additional maintenance shall be the sole obligation of the applicant.

8. Standards and Guidelines for Architectural Modifications, Additions and Uses: All Architectural changes, modifications, additions and uses which receive approval by the Architectural Standards Committee and the Board of Trustees, shall strictly comply with the Standards and Guidelines relating to such modifications, additions or uses as set forth in Appendix "A".

APPENDIX "A"

STANDARDS AND GUIDELINES FOR ARCHITECTURAL MODIFICATIONS, ADDITIONS AND USES

A. Attic Ventilation Fan - APPROVAL REQUIRED

1. The electrical connections must be installed by a licensed electrician.
2. State does not require roofer to be "licensed".
3. The attic fan must be UL approved.
4. It must be placed on the roof in the rear of the attic, not facing the street.
5. It must not extend above the roof line more than eight (8) inches.
6. It should be as small in size as functionally possible.
7. It will not be a wind driven unit.
8. As the roof is a Common Element, all damages or subsequent maintenance resulting from the installation shall be the responsibility of the Unit Owner.
9. Must be brown in color.

B. Carpeting

1. Installation of exterior carpeting materials will not be permitted.

C. Decorative Articles - NO APPROVAL REQUIRED

1. Any resident may place a planter(s) of decorative nature of individual choice at the main entry way of a unit provided such article is completely on the entry way and does not pose a safety hazard. Such articles shall be subject to any size, design or color specifications that might apply in these Guidelines.
2. Lawn ornamentation of any kind is prohibited.
3. With the exception of door wreaths, 16 inches in diameter or less, no exterior ornamentation is allowed.
4. Holiday decorations will be permitted three (3) weeks prior and two (2) weeks after the holiday. Decorations shall be limited to the door and front stoop only. UL approved lights will be permitted on bushes and trees only. No lights are permitted to be installed on any portion of the building. No flammable decorations, including but not limited to, items such as candles. Do not plug UL approved holiday lights into the front or back light fixtures. Use the garage outlet or exterior outlet only.

D. Driveway Extensions or Additions - NOT PERMITTED

E. Security Lighting - APPROVAL REQUIRED

ALLOWED ONLY ON THE OUTSIDE PERIMETER UNIT

1. The security light approved model is the Intelliguard Quartz halogen spotlight, model number 2230MQ (available at Home Depot).
2. The model is available in brown or white to match the exterior of each unit. Up to two (2) lights are permitted.
3. The installation will require a licensed electrician hired by the homeowner.

4. A Certificate of Insurance, a copy of the electrician's license and a permit from the Township of East Hanover will be provided to Management by the unit owner prior to installation.

5. The light will be placed at the rear of the unit, ten (10') feet above the ground.

6. The location horizontally, (within the limits of their particular unit) can be determined by the homeowner, but generally should be centered on their particular unit.

7. Any damage to the building or grounds will be the responsibility of the homeowner. Maintenance of the security lights (repairs, bulbs, wiring), will also be the responsibility of the homeowner.

8. Jersey Central Power and Light security lighting rebates may be available through the electric company. Rebates may be given up to 10 cents per installed watt, up to a maximum of 1000 watts per customer (\$100). Call 1-800-228-0186 for a rebate application.

F. Electric Garage Door Openers - NO APPROVAL REQUIRED

1. Electric garage door openers must be UL approved and installed by a licensed electrician.
2. External keys/push button openers are allowed if installed by a licensed electrician.

G. Flag and Flag Holders - NO APPROVAL REQUIRED

1. A flag staff and holder may be affixed to the exterior of a unit.
2. The bracket cannot exceed four (4") inches in size with a maximum staff size of six (6") inches in length and one (1") inch in diameter.
3. Flags will be limited to the flag of United States of America.

H. Hand Railings/Ramps - APPROVAL REQUIRED

1. Railings and ramps for front steps shall be permitted for occupants of units who have been certified as handicapped by any appropriate authority of the State of New Jersey. Certificates must be provided to the Board of Trustees.
2. Railings around patios are not permitted.

I. Air Conditioning Systems - Condenser Location - NO APPROVAL REQUIRED

1. The condenser of the air conditioning system or any replacements, must be the same type and model as all other existing units and must be installed at the same location as the current location.

J. Hose Storage Holder - NO APPROVAL REQUIRED

1. Hose storage holder may be installed on the rear of the unit near the exterior hose bib.

2. Hose storage holders must be of a type specifically designed and manufactured for this purpose, i.e., a type affixed to the side of the unit and the same color as the unit.

3. Hose storage holders should be of a size to store a maximum of fifty (50') feet of garden hose.

K. Jenn-Air Range - APPROVAL REQUIRED

1. Installation of a Jenn-Air grill range in the kitchen of a unit requires unique and specific installation procedures, therefore, consultation with the Building and Grounds Committee is required.

L. Landscaping/Plantings - NO APPROVAL REQUIRED

1. The areas for individual plantings are limited to the mulched beds immediately adjacent to the unit.

2. Annual flowers only (no vegetables) may be planted in existing beds. Flowers may not exceed one (1') foot in height.

3. Clinging vines are not permitted..

4. Resident is responsible for the maintenance of all plantings in beds which have been installed by the unit owner, ie., pruning, weeding, fertilizing, etc.

5. Any damage to existing shrubs, plantings or the underground irrigation lines as a result of planting will be the sole responsibility of the unit owner.

6. No more than two (2) hanging plants are permitted in the back of the unit. The planter(s) must be less than twelve (12") inches in diameter and can be hung on the privacy fence and/or the siding. Hanging plants are permitted during the Spring and Summer months and must be removed during the Fall and Winter months. At no time are planters permitted to be displayed with dead plant material.

Homeowners are responsible for any upkeep and any damaged wood. Homeowners are also responsible for removing any planter(s) when the building is painted.

M. Name Plates, Door Knockers and Kick Plates - NO APPROVAL REQUIRED

1. Exterior name plates are not permitted on the units.

2. Kick plates are not permitted.

3. Door knockers no larger than 4" by 4" WILL be permitted.

N. Natural Gas Barbecue Installation/Gas Fireplace - APPROVAL REQUIRED

Any installation of an exterior gas line must be approved.

1. Any grill fed by a gas line from a unit, must be installed by a licensed plumber.
2. Grill installation must be approved by the Board of Trustees.
3. All gas grills must be installed in the ground immediately adjacent to the patio, but no past the furthest point of the patio extending to the Common Area. If the patio has been extended, the gas grill must sit on the patio with a flexible gas line attachment from the crawl space.
0. Screen/Storm Doors - APPROVAL REQUIRED
 1. Installation and purchase of the storm door will be the responsibility of the homeowner.
 2. The Royal Full View Storm Door is the approved model to be installed.
 3. Any damage to the Common Elements by or as a result of this work will be the responsibility of the homeowner.
 4. Color must be brown or white to match the existing door..

NOTES FOR EXPLANATORY COMMENT

1. Attic Ventilation Fan

While it is recognized that attic fans can be beneficial for interior environment of a home, many types of fan apparatus would create objectionable visual aesthetics if not limited in size and projection form and placement on a roof. Safety considerations require licensed installation and UL approval.

2. Exterior Carpeting

Exterior carpeting on steps and walkways would interfere with the maintenance provided by the Association, particularly during snow season and could create a safety hazard.

3. Decorative Articles

Decorative articles result largely from personal choice and taste. While individuality is perceived as a virtue, the common interests of the community must take precedence in restricting the design, location and size of exterior home decorations.

4. Driveway Extensions or Additions

Extensions or widening of driveways are not in accordance with the Castle Ridge site plan and, therefore, would result in a negative impact on the overall design concept.

5. Electric Garage Door Openers

Electric garage door openers are a convenience to any owner, but on safety considerations, should be installed by licensed personnel and UL approved and obviously not duplicate any other resident's code.

6. Flags and Flagstaffs

It may be appropriate to display our national flag. The limitations on flags and flagstaffs are necessary to provide some uniformity to promote visual harmony.

7. Hand Railings

Additional hand railings on steps are generally viewed as an objectionable change from both maintenance and appearance standpoints. It is recognized however, that such a facility may be required by a handicapped or disabled individual.

8. Air Conditioning Condenser

This relocation restriction is designed to minimize annoyances to neighbors and to minimize any negative visual impact.

9. Landscaping

Landscaping design was part of the overall site plan. Restrictions are necessary to promote the overall design plan and to prevent interference with other common area improvements.

10. Planters and Hanging Plants

The attractiveness and desirability of well kept live plants at a unit is recognized. Unrestricted proliferation of such additions can create a poor visual appearance.

11. Storm and Screen Doors

This type of installation must be compatible with the color and design scheme of the unit. Unrestricted colors risk an unsightly patchwork appearance.

**Castle Ridge Condominium Association
Patio Extension Rules and Regulations – 3/95**

1. Requests to extend a patio must be in writing to the Board, along with the licensed contractor's proposal to do the work, as well as the proposed start date.

Permission/denial to perform the work will be in writing to the applying homeowner (s) from the Board of Trustees.

2. Patio extensions must be 4" concrete 3500 psi over 4" of $\frac{3}{4}$ " clean stone. Sub soil shall be consolidated with a vibrating plate tamper or jumping jack tamper.

Expansion joints must be installed around confined edges of new slab (i.e., between existing foundation and new slab).

Extensions shall not extend beyond the existing patio, nor shall they extend beyond the individual unit itself.

Concrete extensions shall have broom finish and edging to match existing patio.

3. A total of \$300.00 security deposit must be submitted to the Association prior to the work being done. The security deposit shall serve to hold the unit owner responsible for any infringements upon the common elements as outlined in the Master Deed and By-Laws.

2 separate checks must be submitted as follows:

\$200.00 of this security deposit will be refunded after a representative of the Board and/or Management reviews and approves the extension. If a sprinkler line or drainage pipe must be relocated, it will be done by the Association's contractor and the cost will be deducted from the security deposit. (As of 12/21/07, the total cost, including tax, for relocating a sprinkler or drainage pipe is \$75.00).

\$100.00 shall be retained by the Association and deposited into the Capital Reserve Fund to cover the replacement and maintenance cost of extensions.

4. A certificate of Liability Insurance must be forwarded to the Association from the contractor performing the work. The Certificate of Insurance must name the Association as additional insured, as specified below:

CASTLE RIDGE CONDOMINIUM ASSOCIATION
TOWNE & COUNTRY MANAGEMENT
711 SYCAMORE AVENUE
RED BANK, NJ 07701
732-212-8200 FAX 732-212-8201

5. No Mechanic's Liens. In no event shall the Contractor performing the work file, or permit to be filed, on its own behalf or by any subcontractor, any mechanic's notice of intention or any other lien for the work to be performed by or on behalf of the Contractor. The homeowner will be responsible for providing in any agreement with their respective Contractor a prohibition against the filing of any such mechanic's notice of intention or other liens.