

# Ramapo River Reserve Homeowners Association

9 Kingsley Evans Circle Oakland NJ

## PROPERTY MODIFICATION APPLICATION

**Managing Agent:**

Wentworth Property Management of NJ Inc.

Tel: 201.337.0087 Fax:201.337.5287

Application Date Stamped  
(Complete Application)

**Owner(s) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone :** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The undersigned hereby applies for approval to make property modifications to the home or exterior area located at the above address within RRR.

I/We authorize and represent the following:

- 1.) I/We are the lawful owner (s) of the premises.
- 2.) I/We do hereby authorize the Architectural Control Committee, the Board of Trustees or their designee to inspect the premises concerning this application, when necessary providing reasonable notice and during reasonable hours.
- 3.) I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants, Conditions, and Restriction, the By-Laws, and the Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application, the cost of which will be charged to us, ***provided that there is prior notification and agreement is received from us.***
- 4.) Homeowners are responsible for **notifying all neighbors with whom they share a property line** boundary of the proposed property modification **IN WRITING**. Attach a copy of this notification to this application to allow neighbors to voice their opinions in sufficient time to the ACC prior to approval. Please provide the signature of each neighbor notified. Note: Notification is not required for certain work. Please check with the Property Manager.
- 5.) Attach final property survey or copy with details of modification(s). Provide photos, drawings, brochures, color swatches, name of Contractor and material specifications. Homeowner is responsible for obtaining permits when necessary as well as any engineering studies if required.
- 6.) Approval is valid for (1) Calendar Year from Date of Approval. Re-application will be necessary if timeframe is not met. Property is subject to inspection AFTER work is complete.
- 7.) Incomplete applications will not be accepted for final review/approval. Once a complete application is accepted the ACC must answer within 45 business days.

**Signature of Homeowner(s):** \_\_\_\_\_

**Signatures of Neighbors** (additional signatures on back of form if necessary):

1. **Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**DESCRIPTION OF MODIFICATION/WORK:**

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**Final Approval:** \_\_\_\_\_

**Final Disapproval:** \_\_\_\_\_

**Date Finalized:** \_\_\_\_\_

(OVER)

**Homeowner please provide:  
Name, Address and Phone Number of Contractor(s):**

**Instructions for Property Manager / ACC**

**Record date of first application below. Note if application is complete. If not complete record what information is required.**

**1. Date:** \_\_\_\_\_

**Application Complete: Yes** \_\_\_ **No** \_\_\_\_\_

**Action Taken/Notes:**

**2. Date:** \_\_\_\_\_

**Application Complete: Yes** \_\_\_ **No** \_\_\_\_\_

**Action Taken/Notes:**

**ACC - All items Approved? List Items approved/not approved. Finalize signatures on front:**

**Final Property Inspection Date after work completed (Initial and Date)** \_\_\_\_\_