

**SHORE VILLAS CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD APPLICATION AND AGREEMENT
FOR UNIT MODIFICATIONS, IMPROVEMENTS AND REPAIRS**

This Shore Villas Condominium Association, Inc. Architectural Review Board Application And Agreement For Unit Modifications, Improvements And Repairs (hereinafter referred to as this "Agreement") has legal ramifications. **IT IS STRONGLY RECOMMENDED THAT THE UNIT OWNER(S), BEFORE SIGNING BELOW, FIRST CONSULT WITH INDEPENDENT LEGAL COUNSEL TO FULLY UNDERSTAND ALL OF THE IMPACTS OF THIS AGREEMENT.** Failure to strictly comply with the following requirements and procedures of this Agreement may result in time delays, additional administrative fees, attorneys' fees, costs, charges and fines being imposed upon the Unit Owner(s) and other persons.

COMPLIANCE WITH SHORE VILLAS GOVERNING DOCUMENTS

Every application for and all changes, modifications, alterations or engaging in any construction on a Unit is governed by the Association Master Deed, By-Laws and Rules And Regulations.

UNIT OWNERSHIP REQUIRED PRIOR TO STARTING WORK

All Unit Owners must have recorded legal title to their Unit before making any changes, modifications, alterations or engage in any construction on their Unit.

All changes, modifications, alterations or engaging in any construction on a Unit are strictly prohibited unless and until the Unit Owner is in good standing with the Association and all monies due from the Unit Owner to the Association for whatever reason are paid in full.

The Association shall have the right to deny or otherwise immediately shut down all work on a Unit if the Unit Owner owes any money to the Association pursuant to the Association Master Deed, By-Laws or Rules and Regulations, or, if there is a violation of any of the terms and conditions of this Agreement, or, to otherwise stop or prevent the violation of any statute, regulation, ordinances or common law tort.

OWNER REQUIREMENTS PRIOR TO STARTING WORK

If proposed work is of minor nature, Unit Owner must first complete the Minor Alteration Application Form (see pages 4 - 5 to this Agreement) and then obtain the express written approval of the Association before commencing work on the Unit.

If proposed work is of major nature, including any building or foundation demolition, or driving of pilings, or bungalow raising of or reconstruction, Unit Owner must first complete the Major Alteration Application Form (see pages 6 - 9 to this Agreement) and then obtain the express written approval of the Association before commencing work on

the Unit.

PROCESSING FEE

To assure that a Major Alteration Application Form is reviewed on behalf of the Association by an appropriate and licensed professional, all Major Alteration Application Forms shall be accompanied by a check in the amount of \$5,000 made payable to “Shore Villas Condominium Association, Inc.” (hereinafter referred to as the “Initial Processing Fee”) However, to the extent this Initial Processing Fee is exhausted by professionals reviewing a Unit Owner’s Major Alteration Application Form, and, further professional fees are needed for the Association to complete its professional review (hereinafter referred to as “Supplemental Processing Fees”), the Association shall request additional monies from the Unit Owner which must be remitted to the Association within thirty (30) days of the Association’s notice to the Unit Owner. THE FAILURE OF THE UNIT OWNER TO TIMELY AND FULLY REMIT THE INITIAL PROCESSING FEE OR SUPPLEMENTAL PROCESSING FEES SHALL RENDER THE MAJOR ALTERATION APPLICATION FORM NULL AND VOID AND THE UNIT OWNER’S APPLICATION SHALL BE DEEMED DENIED. To the extent some portion of this Initial Processing Fee or the Supplemental Processing Fees are not exhausted and the Unit Owner owes no money to the Association, the unused portion of this Initial Processing Fee or Supplemental Processing Fees shall be returned to the Unit Owner.

STOP WORK

The Association shall have the right to immediately shut down all work on any Unit in the event work being done on a Unit is being done without the submission to and written approval of the Association, of either a Minor Alteration Application Form or Major Alteration Application Form, or, work being done on a Unit is inconsistent with the work approved by the Association as provided for in the Minor Alteration Application Form or Major Alteration Application Form to the extent approved in writing by the Association.

ALTERATION/IMPROVEMENT/MODIFICATION TO UNIT

It is the responsibility of the Unit Owner to comply with all municipal, county, and federal requirements, statutes, ordinances and regulations regarding the work being performed on their Unit. Copies of all permits, contractor's licenses and contractor's insurance policies must be provided to the Association at least ten (10) business days **prior** to any work commencing on a Unit.

APPROVAL PROCEDURE

Prior to commencing any Unit change, alteration, construction or modification, the Unit Owner shall submit the appropriate and completed Minor Alteration Application Form or Major Alteration Application Form to the Association. Every change, alteration, construction or modification to a Unit requires, prior to any work being done on the Unit, the submission and written approval by the Association of either a Minor Alteration Application Form or Major Alteration Application Form. There are no exceptions.

The Association shall make its best efforts to review a Minor Alteration Application Form within fifteen (15) days of receipt. The Association shall make its best efforts to review a Major Alteration Application Form within thirty (30) days of the Association receiving the report from all of its reviewing professionals. The failure of the Association to review an application within any time frame shall NOT be deemed an approval of the application. All approvals of applications shall be in writing from the Association to be deemed valid.

The Minor Alteration Application Form and Major Alteration Application Form can be obtained from the Association management company, or on the Association website.

FOLLOWING STANDARDS

Job-site cleanliness and organization is directly related to the health, safety and welfare of all Unit Owners and their guests. Therefore, Unit Owners and the Unit Owners' agents and representatives, including but not limited to contractors and subcontractors, shall ensure that all rubbish and debris generated pursuant to the change modification, construction or alteration of a Unit is properly removed from the Unit or area near the Unit by the end of each workday and, the failure to do so, shall subject the applicable Unit Owners and such Unit Owners' agents and representatives, including but not limited to their contractors and subcontractors, to be jointly and severally liable for all property damage and bodily injury arising from their acts or omissions and otherwise they shall be obligated to defend, indemnify and hold the Association harmless from such acts or omissions.

The Unit Owners and the Unit Owners' agents and representatives, including but not limited to contractors and subcontractors, further acknowledge and agree that the Association's approval of the Unit Owner's Minor Alteration Application or Major Alteration Application shall not be deemed in any manner to be an acceptance by the Association of any responsibility with respect to the compliance of the plans and specifications to applicable ordinances, statutes, regulations, codes or laws, or to be an acceptance of the Association's responsibility in any other manner with respect to said work, plans and specifications.

**Shore Villas Condominium Association
REQUEST FOR ARCHITECTURAL APPROVAL**

MINOR ALTERATION APPLICATION FORM

Please complete all areas below. This fully executed Minor Application Form, along with the fully executed Agreement, can be either mailed or emailed to the Association management company (M&M Property Solutions LLC, PO Box 681, Marlton, NJ 08053 or manager@mmpropsol.com) for consideration by the Association.

Unit Owner Name(s): _____

Unit Owner Home Address: _____

Unit Owner Shore Villas Address: _____

Unit Owner Telephone Number: _____

Unit Owner Email: _____

Estimated Construction Start Date: _____ **Completion Date:** _____

1. Narrative description of the proposed Building and/or landscape improvement changes or additions. Cite materials to be used. State similarities to existing structures as appropriate. Use addition sheets of paper if necessary.

2. Reason for the proposed Building and/or landscape improvement changes or additions.

3. If there is any proposed soil disturbance, removal of soil, addition of soil,

placement of any materials on or under soil, alteration of drainage, alteration of any permeable surface or impermeable surface area, please attach drawings to this form showing all proposed changes or additions including their relationship to existing structures, landscaping, setbacks, and lot lines showing proposed improvements, including but not limited to:

- A. Plot Plan - "A top-down view" - the improvements should be drawn by a New Jersey licensed surveyor on a copy of your lot survey in RED to show where the change will be placed.
 - B. Elevation(s) - "side, front, and rear views" - one or more as necessary.
4. Attach a complete hardscape and landscape plans showing property lines and setbacks.

Below for Shore Villas CA use only:

Status:

_____ **Approved** _____ **Conditional Approval** _____ **Disapproved**

Comments/Conditions:

Reviewed by: _____

Date: _____

**Shore Villas Condominium Association
REQUEST FOR ARCHITECTURAL APPROVAL**

MAJOR ALTERATION APPLICATION FORM

Please complete all areas below. This fully executed Major Application Form, along with the fully executed Agreement, can be either mailed or emailed to the Association management company (M&M Property Solutions LLC, PO Box 681, Marlton, NJ 08053 or manager@mmpropsol.com) for consideration by the Association.

Unit Owner Name(s): _____

Unit Owner Home Address: _____

Unit Owner Shore Villas Address: _____

Unit Owner Telephone Number: _____

Unit Owner Email: _____

1. Narrative description of the proposed Building and/or landscape improvement changes or additions. Cite materials to be used. State similarities to existing structures as appropriate. Use addition sheets of paper if necessary.

2. Reason for the proposed Building and/or landscape improvement changes or additions.

3. If the proposed modification is for a proposed Building that is to replace a Building that was or is to be demolished and/or removed, include a plot plan, prepared by a New Jersey licensed surveyor and/or engineer and/or architect which depicts: (a.) the bulk requirements for the proposed Building relative to the bulk requirements for the Owner's demolished or

pre-construction Building on the Unit; (b.) all other Units within the tax lot in which the Owner's Unit is situate and the bulk requirements of such tax lot and the bulk requirements as applied to each Unit within the tax lot; and (c.) all other Units not within the tax lot in which the Owner's Unit is situate, but which are within 100 feet of the Owner's Unit and the bulk requirements of such tax lot and the bulk requirements as applied to each Unit within such Unit's tax lot.

4. If the modification IS NOT for the total reconstruction of a new Building but only to be attached to the existing Building, indicate the modification below:
- Patio Awning attached to wall _____ Front Storm Door _____
Rear Patio Storm Door _____ Rear Deck Storm Door _____
Other Modification _____
5. Are trees to be removed? _____ if so, number? _____ Diameter? _____
6. To the extent the proposed work requires any permit under municipal, local, or New Jersey ordinance, regulation or statute, please provide the following:
- A. A copy of the Zoning Permit and copies of all documents submitted to the municipality to obtain the Zoning Permit;
 - B. A copy of the Construction Permit and copies of all documents submitted to the municipality to obtain the Construction Permit;
 - C. A copy of the Building Permit and copies of all documents submitted to the municipality to obtain the Building Permit;
 - D. A copy of the Electrical Permit and copies of all documents submitted to the municipality to obtain the Electrical Permit;
 - E. A copy of the Elevator Devices Permit and copies of all documents submitted to the municipality to obtain the Elevator Devices Permit;
 - F. A copy of the Plumbing Permit and copies of all documents submitted to the municipality to obtain the Plumbing Permit;
 - G. A copy of the Fire Protection Permit and copies of all documents submitted to the municipality to obtain the Fire Protection Permit;
 - H. A copy of the Asbestos Abatement Permit and copies of all documents submitted to the municipality to obtain the Asbestos Abatement Permit;
 - I. A copy of the Lead Hazard Abatement Permit and copies of all documents submitted to the municipality to obtain the Lead Hazard Abatement Permit;
 - J. A copy of the Demolition Permit and copies of all documents submitted to the municipality to obtain the Demolition Permit;
 - K. A copy of all other permits and copies of all documents submitted to the municipality to obtain all other permits.

7. Name And Address Of Contractor Performing Demolition:

Date(s) Of Demolition: _____

8. Name And Address Of Contractor Performing Construction:

Contractor's Email Address: _____

Date(s) Of Construction: _____

9. Acknowledgment that each Unit Owner within fifty feet of the Unit Owner submitting this Major Alteration Application Form has been provided with a copy of this completed Major Alteration Application Form via either hand delivery, personal carrier delivery, certified mail or regular mail.

Name Unit # _____

Date Of Delivery: _____

Name Unit # _____

Date Of Delivery: _____

Name Unit # _____

Date Of Delivery: _____

Name Unit # _____

Date Of Delivery: _____

Name Unit # _____

Date Of Delivery: _____

10. Unit Owner's General Liability Insurance Carrier Name: _____

Unit Owner's General Liability Insurance Carrier Policy Number: _____

Contractor's General Liability Insurance Carrier Name: _____

Contractor's General Liability Insurance Carrier Policy Number: _____

Copies of the general liability insurance policies of the Unit Owner and all of the Unit Owner's contractors and subcontractors general liability insurance policies with per occurrence limits of not less than \$500,000 must be provided to the Association at least ten (10) business days **prior** to any work commencing on a Unit.

Copies of all of the Unit Owner's contractors and subcontractors insurers' certificates of insurance indicating that the Association has been named as a non-contributing additional insured of their respective general liability insurance policies must be provided to the Association at least ten (10) business days **prior** to any work commencing on a Unit.

Copies of all the Unit Owner's contractors and subcontractors workers compensation policies and motor vehicle insurance policies as required by New Jersey law must be provided to the Association at least ten (10) business days **prior** to any work commencing on a Unit.

Upon any of the above insurance lapsing, before or during construction on a Unit, all work on the Unit must cease until such insurance is replaced, renewed or reinstated.

11. The Unit Owner must submit an "As Built" survey by a New Jersey licensed surveyor and engineer depicting that the proposed Building and/or landscape improvement changes or additions were done in accordance with the executed Major Application Form approved by the Association. In the event the Unit Owner fails to submit such an "As Built" survey or submits an "As Built" survey which reveals that the Unit Owner failed to comply with the executed Major Application Form, the Application approved by the Association will be deemed null and void ab initio.

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THIS SECTION FOR OFFICE USE ONLY

Received on _____ **Approved or Denied** _____ **Date:** _____

UNIT OWNER ACKNOWLEDGMENT AND APPROVAL TO BE LEGALLY BOUND TO THE ASSOCIATION PURSUANT TO THIS SHORE VILLAS CONDOMINIUM ASSOCIATION, INC. ARCHITECTURAL REVIEW BOARD APPLICATION AND AGREEMENT FOR UNIT MODIFICATIONS, IMPROVEMENTS AND REPAIRS

By signing below it is acknowledged, agreed and approved that I hereby knowingly consent to be legally bound by the terms and conditions of the Association Master Deed, By-Laws and Rules And Regulations, and, this Agreement, including those terms and conditions in either the Major Alteration Application Form or Minor Alteration Application Form I have submitted.

Unit Owner Name: _____

Unit Owner Signature: _____

Dated: _____

Unit Owner Name: _____

Unit Owner Signature: _____

Dated: _____

Unit Owner Name: _____

Unit Owner Signature: _____

Dated: _____

Unit Owner Name: _____

Unit Owner Signature: _____

Dated: _____