

SPRUCE HILLS CONDOMINIUM ASSOCIATION, INC.
Work Order Request
 COMPLETED FORMS SHOULD BE DELIVERED TO THE MANAGEMENT OFFICE

Name: _____ Telephone/E-Mail: _____

Unit Address: _____ Spruce Hills Drive, Glen Gardner NJ 08826

DESCRIPTION OF PROPOSED WORK

- Replacement/repair to Water Heater
- Replacement/repair to Furnace
- Replacement/repair to A/C Components
- Electrical / Plumbing work or work to the Unit's HVAC System
- Modification to the existing floor plan or otherwise to the interior layout or space of the Unit.
Please describe in detail on a separate page and submit with this form.
- Work that may affect ingress/egress or circulation into/from or within the Unit or otherwise impact fire safety in any way.
Please describe in detail on a separate page and submit with this form.
- Other: _____

***** WORK SHOULD BE COMPLETED WITHIN NINETY (90) DAYS OF APPROVAL *****

WORK TO BE PERFORMED BY

(Check One, if contractor is to be used, provide name, phone number and proof of insurance)

Homeowner: Contractor: Contractor's Name: _____
 License Number: _____
 Telephone & E-Mail: _____

In accordance with Article IV, Section 8 of the By-Laws of Spruce Hills Condominium Association, Inc., which states that: "A member shall not make structural modifications or alterations in his unit or installations located therein without consent of the Board of Trustees having been first obtained", and being a member in good standing, I hereby apply for permission to undertake proposed work to my Unit.

All Unit Owners proposing work are required, after informing and receiving approval of the Board of Trustees for Spruce Hills Condominium Association, Inc., to make application for and receive from the New Jersey Department of Community Affairs (DCA), any required permits to undertake work. All work shall be performed in conformity with the New Jersey Uniform Construction Code or any other applicable regulatory codes or requirements. The Unit Owner shall make arrangements for all completed work to be inspected and approved by the DCA or any other applicable reviewing authority and documentation of passing inspections received by the Unit Owner shall be copied and provided to the Management Office.

Date: _____ Applicant's Signature: _____

DISCLAIMER: Approval of any proposed work by Spruce Hills Condominium Association, Inc. is in no way certification that the proposed work complies with construction code standards or rules/regulations of the New Jersey Department of Community Affairs. Unit Owners are required, by law, to obtain all necessary New Jersey Department of Community Affairs and/or other permits for all proposed construction or other work. Copies of all permits and the results of any inspections that are received are to be provided to the Board of Trustees. Plans and specifications are not reviewed for structural design or quality of materials, and by approving such plans and specifications neither the Association, nor the members thereof, assumes liability or responsibility, therefore.

FOR SPRUCE HILLS USE ONLY – This form only valid if signed by a Spruce Hills Board Member

Received in Office By: _____ Date: _____

SHCA Board Decision	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>	Conditional Approval
Date: _____		Board Representative: _____				
Comments: _____ _____						