

# **Cheesequake Village Association**

**33 Galewood Drive, Matawan, NJ 07747**

**Phone: 732-566-6323 Fax: 732-566-6557**

**Email: [cheesequake@verizon.net](mailto:cheesequake@verizon.net)**

## **ALTERATION FORM**

### **PLEASE NOTE**

Your contractor's CERTIFICATE OF INSURANCE and LICENSE must be attached to the alteration application before your application can be considered. We do not accept faxes of insurance certificates. Please have your contractor sign the application when he brings you the CERTIFICATE OF INSURANCE and LICENSE. Please fill out the entire application. The application is for the homeowner (a copy must be given to the office to keep on file).

If you are contemplating an addition, a drawing with dimensions must also be submitted to Old Bridge first for their approval.

All building permits must be obtained by the contractor or homeowner.

Please remember, your request will only be addressed if the necessary documents are attached to the application when you submit it for consideration. If the form is not completed, it will be returned to you.

The above requests are for your protection. Proof of Work completed needs to be given to office for your file for future reference.

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

**Owner's Name:** \_\_\_\_\_

## **Owner Responsibility Form**

**Pursuant to our CVA Rules & Regulations, Page 10, "All Alterations and additions to the interior or exterior of any home, or any maintenance to the alterations shall be the complete and sole responsibility of the homeowner."**

**Any change to the equipment in your unit (i.e., Furnaces, Air-conditioners, Windows), created by yourself or your hired contractor, is your sole responsibility, and must be maintained by you, and added to your insurance policy.**

**Also, be advised that you must complete and submit a CVA Alteration Application for any minor alteration in your unit, and you must obtain a permit from Old Bridge Township, before making any electrical or plumbing changes to your unit. Alteration applications and permits must be approved prior to the commencement of any work in your unit.**

**Your signature below confirms and acknowledges that you accept all responsibility for any damage caused by any alteration made to your unit, by yourself or by your contractor, as well as any damages made to the existing structure owned by Cheesequake Village Association, in perpetuity, up to and including the re-sale of your unit.**

**Owner's Signature:**

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

**Print Name:**

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

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## Owner's Request For Alterations

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_

Type of Alteration \_\_\_\_\_

**OWNER GUARANTEES TO REPAIR OR RECTIFY ANY DAMAGE DUE TO THE ALTERATION IN PERPUITY AT RESALE OF HOME. BUYER MUST BE NOTIFIED THAT HE IS RESPONSIBLE FOR THE ABOVE ALTERATIONS.**

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Insurer \_\_\_\_\_

Contractor's insurance certificate must be attached and include coverage for liability, workmen's compensation, completed operation; contractual liability withhold harmless clause.

Drawing plan or blueprint of installation must be attached. Contractor guarantees to repair or rectify any damages to the home due to installation.

Contractor's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

CVA Approval \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor must notify the CVA upon start and completion of installation. Township & CVA permits are required before alterations may begin (except in case of emergency). When replacing A.C. unit, old unit must be removed and area sealed inside the utility room.

## PROCEDURE FOR ALTERATIONS

A) Alteration form must be obtained from the office of the Association. This is for any change, installation of common elements i.e. patios, walks, enclosures, canopies, etc. including tree shrubs and gardens, A/C, furnaces or hot water.

Approval for any installation form must have the signature of the trustees.

**CHEESEQUAKE MANOR/TOWNHOUSE** - No extensions on ground or second level, OK to enclose upstairs patio or ground level. END UNITS may extend entrance with permission from Board of Trustees.

**GETTYSBURG (upper level)** OK to enclose existing patio. with appropriate columns.

**GETTYSBURG (lower Level)** enclosure permitted. May be extended no more than 7' from sliding door and 11' alongside of building from utility room.

Williamsburg (ranch) enclosure permitted. may be extended not more than 8' from sliding doors and 11' alongside of building.

### ANY DEVIATION MUST BE DISCUSSED WITH THE BOARD OF TRUSTEES

B) Material used in exterior construction of enclosures must be of non-maintenance type such as glass or aluminum and must match the building.

C) Enclosures to be attached to existing structures, no freestanding summer houses permitted.

D) No outside structures permitted such as tool sheds, tool boxes or kennels.

E) Any installation without permission signed by the Board of Trustees is totally unauthorized. Any changes made to the property without authorization or no information in the specific file of a unit owner will be considered illegal and subject to removal. Appropriate legal action will be taken to order removal of any such change in the unit.

F) Under no circumstance will the Cheesequake Village Assoc. be responsible for the maintenance, upkeep, repair or insurance of any addition or enclosure either inside or outside of such addition or enclosure. This shall remain the responsibility of the homeowner making such changes and their successor.

G) Requests for construction of enclosures, additions, walks or canopies shall have attached to the alteration form drawings or sketches of "front view", "elevation", "width", "depth" and "length". Dimensions shall be shown in all details before approval and materials to be used must be stated. No approval without this information.

H) Contractor is required to produce to the Association a letterhead of the company, Certificate of Insurance and license prior to beginning installation.

I) If in the future, any change to the original structure that may cause a problem or detract from the look of the property as determined by the Association shall be removed.

OWNER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

# **PLUMBING/HEATING AND COOLING REGULATIONS GUIDELINES**

## **FOR THE UNIT OWNER**

### **WARNING**

THE NEW JERSEY ASSOCIATION OF PLUMBING, HEATING AND COOLING CONTRACTORS AND THE NEW JERSEY STATE LEAGUE OF MASTER PLUMBERS WANT YOU TO KNOW:

IF YOU ARE OFFERING YOUR SERVICES FOR PLUMBING, AS DEFINED IN CHAPTER 1 OF THE NATIONAL STANDARD PLUMBING CODE AND PL14-0-2, IN THE STATE NEW JERSEY WITHOUT A PLUMBING LICENSE, YOU ARE IN VIOLATION OF PUBLIC LAW N.J.S.A.45:14-12-3, WHICH IS A CRIMINAL DISORDERLY PERSONS OFFENSE PUNISHABLE BY UP TO \$1,000.00 FINE AND SIX MONTHS IMPRISONMENT FOR THE FIRST OFFENSE.

**ALL ELECTRICIANS AND PLUMBERS MUST HAVE A LICENSE AND INSURANCE.**

### **AN ALTERATION FORM MUST BE FILLED OUT BEFORE WORK IS STARTED**

#### **Ordinary Repairs not requiring permits:**

- Installation, Repair Of Finish Material i.e. Painting, Rugs, Flooring
- Replace Windows As Long As The Opening Is Not Reduced Or Enlarged
- Repair Or Replace Any One Plumbing Fixture Except Shower Valves
- Repair Or Replace Electrical Receptacle, Switch Or Light Fixture Except GFI
- Replacement Of Smoke Detector

### **INSPECTIONS REQUIRED**

#### **All construction usually required all/some of the following:**

Footing Prior To Pouring Concrete  
Foundation Walls Prior To Backfill  
Rough Plumbing, Electric Prior To Framing Inspection  
Insulation Inspection Prior To Sheetrock  
Final Building, Electric, Plumbing & Fire

If you should have any questions as to whether a permit is required for a particular project call Old Bridge at 732-721-5600 ext. 2420

## **EMERGENCY REPAIRS**

When a condition occurs that effects the environmental conditions of an occupied space, the conditions may be considered an Emergency Repair. The replacement of a furnace or hot water heater is an example. When this occurs, you are required to obtain a permit within 72 hours after work is completed. Some of the forms needed (technical sheets only) can be viewed and printed from the webpage at: <http://www.oldbridge.com>

## **REQUIRING PERMITS**

**Additions**  
**Replacement Of Shower Valves**  
**Decks**  
**Finished Basements**  
**Hot Water Heater**  
**Furnace/Boiler**  
**Gas Piping**  
**Air Conditioners**  
**Add Water Connection**  
**Fire/Burglary System**  
**Replace Electrical Service**  
**Replace Roof On Additions**  
**Vinyl/Aluminum Siding On Additions**

Plan review may take up to twenty (20) days. If the documents do not comply, the applicant will be notified of violations and corrected documents will have to be submitted.