

WOODLAKE AT KINGS GRANT CONDOMINIUM ASSOCIATION, INC.



[www.woodlake-ca.org](http://www.woodlake-ca.org)

[www.mamcomgmt.com](http://www.mamcomgmt.com)

856.273.8483

APPLICATION FOR UNIT MODIFICATION

(Only one improvement per application)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Information Required for Submission of Request:

Type of Modification:

- Variance or  Non-Variance from Woodlake Rules and Regulations
- Townhome Style  Limited Common Element
- Apartment Style  Limited Common Element

Description: (Windows, Storm Door, Attic Fan, Vents, Satellite Dishes, Garage Door/Panel, Patio, Heating/AC, etc.)

To be attached: Site plan, with layout of modification  
Sketch of proposed alteration indicating colors, materials and all dimensions  
Proof of contractor's insurance certificate

Will work require a building permit? Yes No (Circle One) Will work be Electrical, Plumbing, HVAC? (Circle One)

Name/Address of Contractor: \_\_\_\_\_

If Electrical, Plumbing, HVAC type work – Contractor's NJ State License # \_\_\_\_\_

If Home Improvement type work – Contractor's NJ Dept. Consumer Affairs Registration # \_\_\_\_\_

Date work will commence: \_\_\_\_\_

Acknowledgment of adjoining property owners must be obtained if a variance is indicated above.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

UPON APPROVAL OF APPLICATION, WORK MUST COMMENCE WITHIN THIRTY DAYS OF APPROVAL DATE.

I, \_\_\_\_\_ (homeowner signature) understand and agree that any requested improvements will be completed only as approved by the Board of Directors (BOD) and without deviation, and that any special conditions set forth by the Board will be met..

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**Conditions of Approval of Modification:**

1. All Township, County and/or State approvals and/or permits required for requested improvement must be obtained and submitted to MAMCO prior to any work being done.
2. **Removal of all construction debris is the contractor/homeowners responsibility. Debris must not be disposed of in dumpsters or in dumpster enclosures.** You must advise MAMCO (856.273.8483) within 24 hours when modification is completed for final inspection.
3. The Board of Directors and/or MAMCO will not be responsible for the safety or quality of workmanship of what is being approved.
4. All replacement items such as doors, garage doors and/or panels, windows, sliders, etc. must match approved unit's existing unit colors and style.
5. Person/company completing the modification must have valid liability, bodily injury, property damage and workman's compensation insurance.
6. All improvements to homeowners' unit shall be their responsibility and approval of said improvements by the Woodlake Condominium Association Board of Directors and/or MAMCO shall not release the homeowners from/of all liabilities.
7. Improvements must be finished within 3 months of project start date or have an approved extension of completion date. A fine of \$10.00 per day will be levied if the project is not completed on time and there is no extension approval in place.
8. All of the above "Conditions of Approval" shall be complied with as they pertain to this modification request.
9. Disagreement of, or with, any decision may be appealed in writing to the Woodlake at Kings Grant Condominium Association Board of Directors, c/o MAMCO Property Management, P.O.Box 668, Mt. Laurel, NJ – 08054
10. All modifications made without the approval of the Woodlake Board and/or outside of the Woodlake Rules and Regulations are at the sole expense and liability of the unit owner and are violations subject to fines and/or removal by the management company. The Woodlake Board of Directors, their Management Company and any vendors working at the direction of same are not to be held liable for any damage caused to these unapproved modifications.

For BOD Use Only	
The above request is:	<b>Disapproved</b> _____ (See Comments/Special Conditions below)
	<b>Approved</b> _____ (See Comments/Special Conditions below)
COMMENTS/SPECIAL CONDITIONS:	
_____	
_____	
_____	

Date: _____	Date: _____
Signature of Reviewer	Signature, Woodlake Board of Directors
Date: _____	Date: _____
Signature of Reviewer	Signature, MAMCO Property Management

Definition:

"Limited common elements" means those common elements which are for the use of one or more specified units to the exclusion of other units. e.g. Decks, Patios, Porch, Inside fenced areas (Townhomes)