



1 Society Way, Lawrenceville, NJ 08648

Phone 609 896-9346 • FAX 609 896-4942

Attic Fan Installation Package

This Package contains Forms and Information for your use:

- Attic Fan Regulations Agreement, which provides the requirements and the approval process. Submit with \$100 Good Faith Deposit.
- Architectural Control Committee Rules and Regulations.
- Modification Request Form.
- License Agreement for Installation and Maintenance of Limited Common Elements – Restrictive Covenant, to be accompanied by a \$43 check to record it, payable to Mercer County Clerk.
- Construction and Maintenance Waiver.
- Architectural Control Committee Notification of Completion (submit when done).

ATTIC FAN REGULATIONS AGREEMENT

The following regulations pertain to the purchase and installation of attic fans:

1. Requires permit from the Township of Lawrence.
2. Attic fans must be installed in accordance to proper electrical and construction standards, and must meet all building codes.
3. Requires proof that the fan was installed by a licensed electrician, or when installed by owner, requires written approval by a licensed electrician. Written documentation identifying the contractor who will either install or approve the installation, including his or her licensing information, is required before approval is given.
4. The fan must be similar in size and style as those originally installed by the builder. The minimum capacity must be 1400 cubic feet.
5. The fan must be round, gray and between 14 and 16 inches in diameter.
6. The fan must be located in the rear portion of the roof, so that it is not visible from the front of the building.
7. Must conform to all other Rules and Regulations, set forth by the Architectural Control Committee (ACC) and/or the Board of Trustees in the attached ACC Rules and Regulations.
8. Must complete a *Restrictive Covenant* and return to the Association office after it has been notarized by a Notary Republic with a check for \$43.00. Said amount is the filing fee required by the Mercer County Clerk's office. Make check payable to Mercer County Clerk.
9. Must complete *Construction and Maintenance Waiver* form and return it to the Association office prior to installation.
10. Upon approval and completion of installation, return the Notification of Completion form to the Association office. The good faith damage deposit will be returned upon inspection of the work.

Complete, sign, and return the requested documents and fees along with a good faith damage deposit of \$100.00. This deposit will be returned when the Architectural Committee determines that the installation of the attic fan is in accordance with the above regulations and after ascertaining that no damage has been done to the common elements.

I agree to abide by the Regulations stated in this agreement as well as the attached Rules and Regulations set forth by the Architectural Control Committee. Failure to do so may result in the loss of my good faith deposit. I am also responsible for any damage caused to the common elements. In addition, I understand that the Society Hill at Lawrenceville Condominium Association has the obligation to pursue further legal action if so warranted.

Written proof must be furnished to the Architectural Control Committee within thirty (30) days of completion.

Unit Owner Signature _____

Address _____

Date _____

(The regulations below apply to all modifications, and are included here for reference.)

**SOCIETY HILL AT LAWRENCEVILLE CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE
RULES AND REGULATIONS**

1. Unit owners shall NOT at any time make any structural additions, alterations or improvements in or to the units or make any changes, additions, alterations or improvements to the common elements without the prior written consent of the Architectural Control Committee and/or the Board of Trustees. The common elements constitute everything outside of the sheetrock in your unit as well as all bearing walls within your unit.
2. Unit owners must submit a written request to the Architectural Control Committee and/or the Board of Trustees specifying the exact nature of the change and the anticipated impact or effect of the change of the common elements. Requests should be mailed to Society Hill at Lawrenceville Condominium Association, 1 Society Way, Lawrenceville, NJ 08648 or completed at the Association website.
3. Unit owners must include with their written request all available pertinent information including but not limited to the name and addresses of proposed contractors or a statement that the owner will be doing the work himself, proof of availability of appropriate permits when permits are required, and any sketches, drawings, designs or blueprints.
4. Unit owners must also submit a signed copy of an agreement to hold the Association harmless for any damage to his/her unit caused by any change, addition, alterations or improvement in the unit or the common elements. The agreement, copy attached hereto, also renders the unit owner responsible for all claims, demands, actions or causes of action of every nature and character whatsoever in law of equity for loss, damage or injury to any and all persons or property arising out of the making of such alterations, additions and/or improvements, to their unit or the common elements. When the work is being performed by a contractor, an insurance certificate showing liability coverage for personal and property damages is also required.
5. The Architectural Control Committee and/or the Board of Trustees shall review all requests and provide a written decision either approving or disapproving the request and stating any limitations or conditions on approval. Every effort will be made to render a decision on written requests within two (2) weeks of receipt by the Architectural Control Committee and/or the Board of Trustees. If additional information or extensive investigation is required to reach a decision, the committee reserves the right to extend the response time, and will so notify you.
6. Unit owners must retain the written approval as proof of authority to make the change, alteration, addition or improvement as requested.
7. The Architectural Control Committee and/or the Board of Trustees shall have the right to request a good faith deposit with each request submitted. The amount of this deposit is dependent on the nature of the request, and will be determined by the Architectural Control Committee and/or the Board of Trustees. This deposit will be held, and will be returned interest free when the Committee and/or Board determines that all regulations have been adhered to and no damage has been done to the common elements.

8. Unless otherwise stated in the specific "Regulations Agreement," all projects must be completed within thirty (30) days of the agreed upon project start date. Unit owners must return the "Notification of Completion" to notify the Committee and/or the Board that the project is complete and ready for inspection. Requests are subject for reapproval by the Committee and/or the Board after the agreed upon timeframe.
9. Dependent upon the nature of the alteration, unit owners may also be required to submit a signed, notarized "Restrictive Covenant." This document will inform future buyers of the particular unit that the alteration to the common elements was performed by the unit owner, that the Association will not be responsible to maintain it, and that if the unit owner fails to maintain it, the Association has an easement to do so and will assess the cost against the unit. The document will be filed in the county records.
10. No lights may be installed on or above the common elements. This applies to all types of lighting and covers both permanently installed and temporary (removable) lighting. Requests that include patio lights will be denied.

This page may be printed out blank, or completed on the screen and printed for submission. It can't be saved. 1/20/11
If no other forms or materials are required for the request, an online version of this form may be submitted at our web site.



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GENERAL MODIFICATION REQUEST FORM

Society Hill at Lawrenceville Condominium Association, Inc.
One Society Way
Lawrenceville, NJ 08648

Dear Trustees:

In accordance with the Declaration of Covenants, Conditions and Restrictions of Society Hill of Lawrenceville Condominium Association, Inc. and related regulations, I hereby apply for permission to make the following alterations to the premises:

Owner's Name:

Phone:

Unit Address:

Architectural and/or Landscaping Modification Approval Requested:

Date:

Signature:

Attach appropriate sketches or drawings and description of work to be done. Indicate materials to be used, color and any other pertinent information, including name and telephone number of contractor. Color and materials used must conform to existing color and materials. Plantings or shrubbery must be compatible with the environment.

This form must be submitted for certain external modifications and inside structural changes, in addition to any other required submissions. This general form **MAY NOT BE USED** to request approval for any work or activity for which a more specific form is prescribed by the Association. Please consult the office first!

LICENSE AGREEMENT FOR INSTALLATION AND MAINTENANCE
OF LIMITED COMMON ELEMENTS

RESTRICTIVE COVENANT

THIS LICENSE AGREEMENT is made this _____ day of _____, 20____, by and between SOCIETY HILL AT LAWRENCEVILLE CONDOMINIUM ASSOCIATION, INC. located at 1 Society Way, Lawrenceville, NJ 08648 (hereinafter referred to as the "Grantor") and _____ (hereinafter referred to as the "Grantee(s)", residing at _____ in the Township of Lawrence, County of Mercer, New Jersey.

WHEREAS, the Grantor is a Condominium Association duly organized under the laws of the State of New Jersey; and

WHEREAS, the Grantor is responsible for the administration of the common elements of the Association and is empowered to grant licenses for the use of same; and

WHEREAS, the Grantee is the owner of the unit within Society Hill at Lawrenceville known as _____ and which Unit was conveyed to the Grantee by Deed recorded in the Office of the Mercer County Clerk in Deed Book _____, Page _____; and

WHEREAS, the Grantee has agreed to indemnify the Grantor with respect to any damage or injury to the common elements, other property and persons resulting from said installation.

NOW, THEREFORE, in consideration of the sum of FORTY THREE DOLLARS (\$43.00) and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantor, for itself, its successors and assigns, does hereby grant a license to Grantee to install a _____ more particularly described in "Schedule A" attached to this document and made a part hereof subject to the following terms and conditions:

1. The _____ will constitute a limited common element as defined in the governing documents of the Society Hill at Lawrenceville Condominium Association, said limited common element being appurtenant to the unit described above.
2. The Grantee, for itself, its successors and assigns, will have the perpetual obligation and responsibility for maintenance, repair and replacement of the newly installed limited common element.
3. The Grantee, its successors and assigns covenant and agree not to alter or change the newly installed limited common element without the written approval of the Board or their designee, it being understood that the architectural covenants contained in the governing documents of the Association with at all times be controlling.
4. The Grantee, for itself, its successors and assigns hereby agrees to indemnify, defend and hold the Grantor harmless for any damage to person or property resulting or arising from the installation of the limited common element pursuant to this Agreement.

TO HAVE AND TO HOLD unto the Grantee, its successors and assigns, subject, however, to those rights of the Grantor contained in the New Jersey Condominium Act, N.J.S.A. 46:8B-1 et seq. and the governing documents of the Association, any existing and future amendments.

IN WITNESS WHEREOF, the Grantor and the Grantee have executed this Agreement on the date shown above.

ATTEST:

SOCIETY HILL AT LAWRENCEVILLE
CONDOMINIUM ASSOCIATION, INC.

Secretary

President

WITNESS:

Grantee

Grantee

STATE OF NEW JERSEY:

SS

COUNTY OF MERCER:

I certify that on _____, 200____, _____

Print Name & Address
_____, personally came before me and acknowledged under
oath, to my satisfaction, that this person(s), the Grantee(s),

- (a) is named and personally signed the attached document; and
- (b) signed, sealed and delivered this document as his/her act and deed.

My Commission Expires_____

A Notary Public of New Jersey

CONSTRUCTION AND MAINTENANCE WAIVER

In consideration of approvals granted by Society Hill at Lawrenceville Condominium Association, Inc. for _____

(Brief description of work to be done)

Made to the unit indicated below, the undersigned agrees that should actual construction adversely affect drainage or other normal usage of the common facilities or that of another unit, that at the undersigned's sole cost and expense, appropriate modifications will be made to the construction to eliminate these adverse affects.

The below named property is hereby restricted in that I herein and my heirs and assigns shall indemnify and hold harmless Society Hill at Lawrenceville Condominium Association, Inc. for any and all maintenance responsibility of the below mentioned unit where such maintenance results from, directly or indirectly, the above installation.

It is further understood that approval by the Board of Trustees and the Architectural Control Committee shall not be deemed a waiver of the unit owner's obligation to remove or modify additions or alterations which, as constructed, adversely impact on Association property of another unit owner.

Signature of Unit Owner

Name of Unit Owner (Please Print)

Address of Unit

Date

ARCHITECTURAL CONTROL COMMITTEE
NOTIFICATION OF COMPLETION

DATE: _____

I have completed work on the following alteration of the common elements:

and am ready to have the work inspected. I have completed the job in accordance with the Architectural Control Committee's Rules and Regulations.

Sincerely,

UNIT OWNER: _____

UNIT ADDRESS: _____