

*HARBOUR MANSION CONDOMINIUM ASSOCIATION*

675 Ocean Avenue  
West End, NJ 07740  
732 229-7900

**ARCHITECTURAL MODIFICATION FORM IN REGARDS TO WINDOWS:**

All units considering replacing or repairing their windows must review the attached guidelines and submit the following request form along with complete detailed plans. Once the completed application is reviewed by the Board of Trustees you will receive notification as to the approval or denial.

**Applicant Information**

Unit Owners Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Unit Owner's Address if different than above: \_\_\_\_\_

**Nature of Modification**

Window Repair: \_\_\_\_\_  
Location and number of windows \_\_\_\_\_

Window Replacement \_\_\_\_\_  
Location and number of windows \_\_\_\_\_

The contractor is: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Insurance Certificate included with application: yes \_\_\_\_\_ no \_\_\_\_\_  
Copy of Contractor license included with application yes \_\_\_\_\_ no \_\_\_\_\_

I \_\_\_\_\_ have read, understand and agree that all window replacements must conform to guidelines for window replacements provided to me by Harbour Mansion Condominium Association. I further agree to comply with all terms and provisions of the Contractor Policy Regarding Windows (Policy), a copy of which has been provided to me. I agree to be responsible for any deviation from the Plans and Policy by my contractor and any fines, costs, expenses or damages, including legal fees, resulting there from. I/We enclose herewith our Contractor's proposal including detailed plans and specifications and also showing materials and installation method for the window replacements. I/we understand that the Board shall respond to this modification request within twenty (20) business days. "

Homeowner Signature: \_\_\_\_\_  
Homeowner Signature: \_\_\_\_\_

Send I Completed Application To: Harbour Mansion Condominium Association  
675 Ocean Avenue  
Long Branch NJ 0740