



## MONMOUTH WAY MAINTENANCE ASSOCIATION, INC.

### EXTERNAL CHANGE REQUEST AND ARCHITECTURAL REVIEW FORM

For door replacement/installation and deck awning requests, complete Part A.

For installation of security devices, and other items attached to the outside of the building, complete Part B.

For both Parts A and B:

- All required fields marked with \*
- Supporting documentation must be submitted with the application
- No work shall commence before response from Board received

Submit complete information, with supporting documentation, to Edgewater Management Group.

Email submission address: Kelly2@Edgewatermg.com  
Fax: 888-567-6784  
U.S. Postal Service address: Edgewater Management Group  
P.O. Box 150  
Fort Edward, NY 12828

### APPLICANT INFORMATION

\*Owner Name:

\*Unit Number:

Mailing address:

(if not Monmouth Way)

\*Email address:

\*Phone Number:

### *PART A – REQUEST FOR DOOR REPLACEMENT/INSTALLATION OR DECK AWNING INSTALLATION*

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Patio door replacement   | <input type="checkbox"/> Entry door replacement | <input type="checkbox"/> Storm door |
| <input type="checkbox"/> Storage door replacement | <input type="checkbox"/> Deck awning            |                                     |

Manufacturer's description/literature required. All replacement doors must comply with standards set forth by the Board. Approved door models are available through the management company. All doors must be either painted or ordered in a color as close to Knox Woods Navajo White as possible.

Provide description of request, including location, materials, color, impact on surrounding and current structure.

Contractor information:

Yes No

☐☐

I will perform work

☐☐

Contractor will perform work (fill in information below)

Contractor name:

Address

Phone number

Anticipated length of project:

### ***PART B – REQUEST FOR INSTALLATION OF SECURITY DOORBELLS/DEVICES AND MISCELLANEOUS ITEMS***

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Smart doorbell\*\*

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Security device\*\*

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Flagpole\*\*\*

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Plant hanger\*\*\*

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Other, please describe

Description of request, including location, materials, color, impact on surrounding area and current structure.

\*\*A photo of the viewing area of this device needs to be attached to this application.

\*\*\* Please provide location for flagpole and/or plant hanger by sending a photo or a drawing of the proposed location.

#### **ACKNOWLEDGEMENT**

- I have read the Declaration and By-Laws of the Condominium and I (and members of my household) promise to comply with the rules as they pertain to seeking approval, providing plans, permits, documentation and insurance, and construction according to all plans submitted and approved.
- I understand that security devices are only allowed on entrance or storm doors, 12-14 inches above the doorknob. No devices are allowed in any other location, including trim and/or building surfaces.
- I understand that any existing devices must be approved and then moved to the proper location. All damage to the building and/or door trim must be repaired.
- I understand that it is my responsibility to repair any damage left on the building if the device is removed or moved to the proper location. Wood repair/patching must be made with matching paint color (Knox Woods Navajo White). This is a custom color on file at the Sherwin Williams store off NWAY Exit 9W in Clifton Park.
- I understand that no work shall commence before receiving Board approval.
- I understand that it is my contractor's responsibility to discard all construction materials.

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I acknowledge that I understand, and will abide by, Board expectations with regard all installations.

Owner Signature: \_\_\_\_\_