

## Unit Modifications FAQs

### **I'm thinking about making changes to my unit, do I have to let anyone know?**

Most projects require approval through Administration and many also require a township permit. The only exceptions are painting, flooring, and same-for-same replacements (i.e.: cabinets, fixtures, appliances).

### **What do you mean by approval through Administration?**

Your section, the Architectural & Landscape Advisory Committee, and the CCA need to sign off on your project. You need to submit an application to the Clearbrook Administration office along with the project design, the contractor's contract, and their proof of insurance and licensure. In some cases, your neighbors need to sign off and you may need a notarized declaration of maintenance obligation and a check for filing fees. We would also need a copy of the permit, if applicable.

### **Since I own the interior can't I just make changes without approval?**

Not exactly. Anything that requires a township permit will also need to go through approval such as: replacing your water heater, air conditioner, upgrading your electric panel, relocating anything requiring plumbing or electricity, moving walls or sheetrock, among other things.

### **How do I know if I need a permit?**

You should always check with your contractor and/or the township to determine if a permit is required. The township construction office can be reached at (732) 656-4585.

### **How do I go about getting approval?**

The application can be obtained at the administration office, or by emailing Andrea Wolstromer at [awolstromer@taylormgt.com](mailto:awolstromer@taylormgt.com) or on the website at [www.clearbrook-nj.com](http://www.clearbrook-nj.com) under the Forms and Regulations tab in the Unit Modifications section. The rules and regulations are on the website as well. You should also contact your section to let them know of your plans.

### **How long does it take to get approved?**

Once the completed application and supporting documents are submitted to the Administration office then we will obtain the approval signatures. So, if the packet is complete then it typically takes up to a week or so to get approved, unless there is an issue with the application or design.

### **What kinds of issues would hold up approval?**

If the packet is not complete or correct then the approval signatures can't be obtained. The instructions are indicated on the application and need to be followed. Also, if the design is not

in compliance with the rules and regulations then it will get rejected. And most importantly, if the contractor is not licensed and insured then the project will not be approved.

**Why am I required to use someone licensed and insured? Can't I just do it myself?**

Besides being the safe and responsible thing to do, since you own the interior and not the outside you are putting common property at risk should something go wrong with installation. Most units are also attached to other units, putting them at risk as well. You would be responsible for any damages occurred as a result of negligence.

**What if I just do my project without getting approval?**

You may be putting yourself, your unit, and others at risk. If Administration learns of an unapproved project you will be contacted to submit the paperwork after the fact. If the project is not in compliance you may be asked to restore your unit to its original design. You may ultimately be fined should you not comply.

**So, once my project is approved and complete, do I have to notify anyone?**

Yes. When your project is approved you will receive a letter in the mail. That letter needs to be signed and returned to the Administration office after project completion. . If your project requires a permit you have to call the township to arrange for them to inspect your project. Please note that we no longer require bond checks but we do require the inspection stickers once your project passes inspection.

**Oops, I didn't know that the township has to inspect, since time has passed is it too late for me to call them?**

No! Please contact them as soon as possible. They have many open permits. It's for your own safety and the safety of your neighbors. It can also become an issue during the closing process should you sell your unit.