



Riviera at Freehold

Property Modification Application Checklist

In order to make the process of submitting the required information by the homeowner as simplified as possible we have briefly summarized the process:

- ✓ Be sure to read and understand the current Rules and Regulations of the community especially Title III, pages 40-67. NOTE: If something is *not specifically allowed*, then it is **NOT** allowed (p. 6, Rules and Regulations 01/01/2023).
- ✓ Each component of the following four (4) page application form must be completed in full.
- ✓ Be sure to include the appropriate Security Deposit(s) made payable to:
Riviera at Freehold HOA
- ✓ Be sure you have the appropriate plans submitted to scale with dimensions, specific named greenery, etc. clearly identified and written, e.g., patio (over 650 sq. feet must be “raised seal” drawing), landscape beds, etc. Do not start any modification(s) until approval letter is received from the Management company on behalf of the HOA.
- ✓ No one can verbally authorize any work to start. Homeowner must first have HOA approval letter.
- ✓ Each area of “Property Modification” has a review list that the Architectural Committee uses in screening your request. There are six (6) general categories and they have been made available on the website for your use to help insure that you have considered the important points that will be evaluated before final approval by the Board. Please choose and use the specific sheet(s) based on the nature of your request(s); review and check off in the far right shaded column marked “PRE ✓” the areas as they pertain to your request. These review list sheets are also available at the clubhouse.
- ✓ Written notice of the proposed modification(s) must be provided to your adjacent property owners. They **MUST be signed by them** and submitted with your request. For your convenience, a form letter is provided in your modification application.
- ✓ It is the Homeowner’s responsibility to secure any and all necessary permits required by the Township including any zoning regulations. You may contact the Township at 732-294-2062. If you require additional assistance or information please contact the Management Office at 732-294-9290. For projects requiring a permit, you will receive a letter to present to the Township for permit purposes only. Once permits are received and copies are supplied to Management, a final approval letter will be provided. You may then start your projects.
- ✓ The Homeowner is responsible for what their Contractor does. Do not allow the Contractor to deviate from what has been approved by the Riviera HOA without written approval for the modification from the Riviera HOA/Management Company.
- ✓ Deviations from what is approved will require Homeowner to correct violation(s) that may result in the enforcement of penalties and/or fines as outlined in Tile I of the Riviera Rules and Regulations, dated January 01, 2023, plus addendums inserted thereafter.
- ✓ Property Modification(s) must be completed within ninety (90) days after homeowners’ receipt of approval letter from Riviera HOA.



Riviera at Freehold

Property Modification Application

- ✓ Property Modification Application Form must be completed **in full**.
- ✓ Restrictive Covenant Form must be completed **in full**.
- ✓ Security Deposits*:

_____	Building Additions: Enclosures, Generators	\$500.00
_____	Patio or Walkway Installations	\$200.00
_____	All other changes or additions of	
	Structural Permanence (i.e., Landscaping)	\$100.00

Checks are to be made payable to: Riviera at Freehold HOA

*No Security Deposit is required for the addition of a storm door, shutters, or satellite dish.

All security deposits will be returned, without interest, upon verification by the Board of Trustees, or its designee, that the work has been completed in accordance with the approval granted for the application. It is strongly suggested that Homeowner's review the Application Procedures (Chapter 2, Page 41, Policies for Residents, Rules and Regulations, Revised January 25, 2008).

- ✓ Written notice of the subject shall be given to adjacent property owners (III 2-2, ¶c). These letters **MUST** be signed by them and submitted along with the completed forms and appropriate security deposit.
- ✓ Written diagram of work being requested for approval. Specific dimensions, where applicable, must be included, e.g. patio, landscape beds, etc.
- ✓ Copy of Land Survey.
- ✓ Copy of Contractors Insurance Certificate listing the Homeowners' name and address as the certificate holder and Riviera at Freehold HOA and Premier Management Associates as an additional insurer.

It is the Homeowner's responsibility to secure any and all necessary permits required by the Township including any zoning regulations. You may contact the Township at 732-294-2062. If you require additional assistance or information please contact the Management Office at 732-294-9290.

**IT IS IMPERATIVE THAT THE HOMEOWNER READ AND REVIEW RIVIERA RULES
AND REGULATIONS*-ESPECIALLY TITLE III, P. 40-67**

It is the Homeowner's responsibility to insure that all dimensions, specifications, and installations are completed as approved by the Board. If not, final approvals will not be granted and the enforcement of fines and penalties as outlined in Title I of the Rules and Regulations will be imposed.

**Revised January 1, 2023 and its addendums thereafter – available at the Riviera Homeowner website or Clubhouse.*



RIVIERA

at Freehold
(732)294-9290

Susan Light – Property Manager

Bob Carlino –President
Jerry Curcio – Vice-President
Mike Barra – Treasurer
Monica Lista – Secretary
John Maloney- Trustee

PROPERTY MODIFICATION APPLICATION

APPLICATION DATE: _____

OWNER(S) NAME: _____

UNIT ADDRESS: _____ **LOT NUMBER:** _____

MAILING ADDRESS (IF DIFFERENT): _____

TELEPHONE NUMBER: () _____

The undersigned hereby applies for the approval to make the property modifications to the unit# _____ or appurtenant limited common areas _____ or exterior area located at _____ within the Association.

I/We authorize and represent the following:

1. I/We are the lawful owner(s) of the premises.
2. I/We do hereby authorize the Architectural Review Committee, Covenants Committee, the Board of Directors or their designee to inspect the premises concerning this application, upon reasonable notice and during reasonable hours.
3. I/We agree to abide by all the terms and conditions of the approval procedures, the Declaration of Covenants, Conditions, and Restrictions, the By-Laws, and the Rules and Regulations of the Association as they apply to this Application. We also authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application, the cost of which will be charged to us, provided that there is prior notification and agreement is received from us.

Narrative description of Modification:

NINETY DAY LIMITATION: I understand that "HOA Approval" means that the Property Modification(s) must be completed within 90 Days after approval letter from Riviera HOA. **NO WORK CAN START WITHOUT APPROVAL LETTER FROM RIVIERA HOA.**

Homeowner's Initial: _____

Where appropriate, attach: Manufacturer's brochure, photo of property, accurate scale drawings, rendering of modification, name of contractor, copy of building permit, copy of filing fee, Certificate of Insurance from contractor, and specifications for materials.

Signature of Owner(s)

Date

PREPARED BY: _____
Robert J. Hueston, Esq.

RECORD AND RETURN TO:
HUESTON McNULTY, P.C.
256 COLUMBIA TURNPIKE, SUITE 207
FLORHAM PARK, NEW JERSEY 07932

RESTRICTIVE COVENANT

THIS AGREEMENT is made this _____ day of _____, 20____, between Riviera at Freehold Homeowners Association, Inc. ("Association"), a non-profit corporation, established in the Township of Freehold, County of Monmouth, State of New Jersey, by a Declaration of Covenants and Restrictions recorded April 4, 2002 in the Monmouth County Clerk's Office in Book-OR 8097 at Page 856, et seq., and having offices c/o Premier Management Associates, 1 Riviera Drive, Freehold, New Jersey 07728, and _____ and _____ ("Homeowner"), residing at _____, Freehold, New Jersey 07728 ("Property"), having title by Deed dated _____ and recorded _____, in Book _____, Page _____ in the Monmouth County Clerk's Office, also known as Block _____, Lot _____ on the Tax Maps of the Township of Freehold.

The Association hereby agrees that the Homeowner shall be permitted to

however, the Homeowner shall agree to the following covenants and restrictions: _____

The Property is hereby restricted in that the Homeowners herein and their heirs and assigns shall indemnify and hold harmless the Association from any and all maintenance, repair and/or replacement responsibility or consequential requirements, directly or indirectly, caused by this modification, and further agrees to hold the Association harmless from any and all liability claims arising out of this modification. The Homeowner agrees to maintain, repair, and/or replace this modification as needed, at the Homeowner's cost. In the event the Homeowner fails to maintain, repair, and/or replace this modification, the Homeowner understands and agrees that the Association shall be entitled to maintain, repair, and/or replace or remove this modification and assess the cost to the Homeowner. The Homeowners, at their cost, further agrees to repair or replace any common property that is disturbed by reason of the installation, maintenance or removal of this modification and to restore the common property to its original condition prior to the installation of this modification by the Homeowner. In the event the Homeowner neglects to properly restore the common property, the Homeowner understands and agrees that the Association

shall be entitled to restore the common property and assess the cost to the Homeowner.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals
the day and year first written above.

WITNESS:

HOMEOWNER (S) :

STATE OF NEW JERSEY }
COUNTY OF MONMOUTH } ss:

BE IT REMEMBERED, that on this day of , 20__ , before me, the subscriber, a Notary Public of New Jersey, _____ and _____ personally appeared who, I am satisfied, are the persons named in and who executed the within instrument, and thereupon they acknowledged that they signed, sealed and delivered to me as their own voluntary act and deed for the uses and purposes therein expressed.

Notary Public
My Commission Expires:

AGREED:

RIVIERA AT FREEHOLD
HOMEOWNERS ASSOCIATION, INC.

_____, Secretary

_____, President

STATE OF NEW JERSEY }
COUNTY OF MONMOUTH } ss:

BE IT REMEMBERED, that on this day of , 20__ , before me, the subscriber, a Notary Public of New Jersey, and personally appeared who, I am satisfied, are the persons named in and who executed the within instrument, were authorized to and did execute this instrument as the President and Secretary of Riviera at Freehold Homeowners Association, Inc., the entity named in the instrument and as the act of the entity named in this instrument.

Notary Public
My Commission Expires:



Riviera at Freehold

Property Modification – Notification Letter

DATE: _____

To:

HOMEOWNER NAME: _____

HOMEOWNER ADDRESS: _____

Dear Neighbor,

I/We, _____ am/are performing modification(s) at

(Homeowner(s) Name)

_____ around or on our home. This letter is to

(Homeowner(s) Address)

inform you that I/we will be doing the following modification(s).

Please print and sign your name at the bottom of this notification with your address and date.

If you have any questions, please contact the Management Office at 732-294-9290.

Thank you

Neighbor Print Name(s)

Neighbor Signature

Date

Neighbor Print Name(s)

Neighbor Signature

Date

Neighbor Address



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