



ARC Document Submission Checklist

Townhome
Garage Door Windows

Signed Modification Form _____

Proof of Homeowners Insurance _____

Paint/Finish Color from the Manufacturer _____

Manufacturer Literature
(Invoice or Breakdown from Contractor) _____

*Certificate of Insurance from Your Contractor

Listing the Following as the Certificate Holder:

Del Webb of Florham Park HOA

FirstService Residential

1 Applegate Dr.

Florham Park, NJ 07932 _____

For more information, please see section 10-Q of the ARC Guidelines

*Example included in this packet

DEL WEBB FLORHAM PARK HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION FORM

Dear Board Members:

In accordance with the Declaration document of Del Webb Florham Park Homeowners Association, Inc., I/we hereby apply for permission to make the following alterations to the premises.

Nature of Modification: _____

Owner's Name: _____

Owners' Address: _____

Owners' Phone: _____

Owners' Email: _____

NOTE: Modifications are subject to existing and future Resolutions adopted by the Board.

Date: _____

Signatures of all owners required: _____

NOTE: Attach appropriate sketches or drawings, and description of work to be done. Indicate materials to be used, color and other pertinent information, including name and telephone number of contractor. Please include a copy of the contractor's Certificate of Insurance naming the homeowner and Homeowner Association as additionally insured. You will also be required to submit a Certificate of Insurance for the homeowner as well. All modifications and any damages caused by the modification becomes the homeowner's responsibility.

ARC Approved: _____ Disapproved: _____ Date: _____

BOD Approved: _____ Disapproved: _____ Date: _____

Control Number: _____



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent	CONTACT NAME: JGS Insurance	FAX (A/C. No.):
	PHONE (A/C. No. Ext): (877) 547-4671	
INSURED Contractor/Vendor Name/Address	E-MAIL ADDRESS	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 17-18 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDT SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		Policy #	9/1/2017	9/1/2018	EACH OCCURRENCE
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)
						MED EXP (Any one person)
						PERSONAL & ADV INJURY
						GENERAL AGGREGATE
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	☒ POLICY ☐ PRO-JECT ☐ LOC					PRODUCTS - COMP/OP AGG
	OTHER					
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)
	☐ ANY AUTO					BODILY INJURY (Per person)
	☐ ALL OWNED AUTOS					BODILY INJURY (Per accident)
	☒ HIRED AUTOS	☒ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)
		☐ NON-OWNED AUTOS				
B	UMBRELLA LIAB					EACH OCCURRENCE
	☐ EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE
	PEP	RETENTION \$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Policy #	9/1/2017	9/1/2018	☒ PER STATUTE ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE
						E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, maybe attached if more space is required)

Certificate Holder (Association Name) is included as Additional Insured with respects to the services being rendered by "INSERT CONTRACTOR/VENDOR NAME"

CERTIFICATE HOLDER

Del Webb at Florham Park HOA
FirstService Residential
1 Applegate Dr
Florham Park, NJ 07932

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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