

**BUILDING AND GROUNDS MODIFICATION REQUEST FORM**  
**FLEMINGTON FIELDS CONDOMINIUM ASSOCIATION**  
**ACCESS PROPERTY MANAGEMENT, INC.**

4 Walter E. Foran Blvd., Suite 311, Flemington, NJ 08822  
 Phone – 908-806-2600 / FAX - 908-806-7383

Please type or print. Incomplete or illegible submittals will be returned. One household request per form.	
Member Name	Phone #
Address	Email
Description of work to be performed (in detail)	
Attach copies of drawings of your submittal. Please indicate all materials, dimensions, color and exact location of the proposed work to be completed. Drawings or brochures of similar projects may also be submitted.	
You must have written approval from the FFCOA Board of Trustees prior to making any improvements or exterior changes to any part of your lot. To avoid misunderstanding, you cannot proceed with an improvement or exterior change on the basis of a verbal approval or oral representation. Your cooperation is greatly appreciated. If you have any questions regarding architectural control or specific questions regarding your submittal, please contact Access Property Management.	
<b>BY SIGNATURE BELOW, I ACKNOWLEDGE AND AGREE TO THE FOLLOWING TERMS:</b>	
Maintain all improvements made on my property. Comply with all applicable City and State laws and obtain all required permits. This submittal is only good for 12 months and all work shall start and end during this period. Begin no work until I have received approval, in writing, from the FFCOA Board of Trustees. Understand that I am responsible for debris/damage done to common areas by my contractors.	
<b>SIGNATURE</b>	<b>DATE</b>
BUILDING AND GROUNDS COMMITTEE COMMENTS	
TRUSTEE COMMENTS	
( ) Approved ( ) Approved with stipulations ( ) Denied ( ) Returned for additional information.	
DATE RECEIVED BY COMMITTEE (Request to be processed within 60 days)	DATE APPROVED
BUILDING & GROUNDS AUTHORIZED SIGNATURE	DATE APPROVED
TRUSTEE AUTHORIZED SIGNATURE	DATE APPROVED