

Rossmoor Maintenance Department

245 Prospect Plains Road, Monroe Twp, New Jersey, 08831
PHONE (609) 655-2121 FAX (609) 655-8631

YELLOW STAKE AND RIBBON PROCEDURE FOR 3 FOOT BED AREA

A. If you wish to take total responsibility for the 3 Foot Bed Area around your Manor you **MUST** use the yellow stake procedure

1. Install yellow stakes in your bed area at each corner.
Stakes must be highly visible from all approaches.
2. We recommend you install additional mid-way stakes if you have a span longer than 12 feet between beds.

NOTE: Yellow stakes mean NO weeding, NO pruning, NO Mulching, NO service to the 3 Foot Bed area.

All beds with stone will not be edged.

Contact your Mutual Director regarding Mulch

B. If you wish to take **limited responsibility** for selected shrubs, flowering plants and/or trees in the 3 Foot Bed Area, you **must** use the **yellow ribbon procedure**.

1. Tie a yellow ribbon on shrubs, flowering plants and Trees you wish to take responsibility for yourself.
Ribbons should be tied at eye level whenever possible and visible from each direction.

NOTE: Yellow ribbons means no pruning will be done

**FREE
YELLOW RIBBONS AND STAKES ARE AVAILABLE AT THE
MAINTENANCE DEPARTMENT OR E&R**

MUTUAL NO. _____ OF NEW JERSEY
("Mutual")
HOMEOWNER TREE REQUEST/PERMIT (CONDOMINIUM)

Date: _____

Homeowner's Name: _____

Tel. No: _____

Address: _____

Type/Size/Location of Tree(s): _____

Contractor Name: _____

Tel. No: _____

STATEMENT OF LIABILITY

The Homeowner hereby agrees to hold harmless and to protect the Rossmoor Community Association, Inc. ("Association" and "RCAI" and the above-designated Mutual, and their respective directors, employees and agents, against any and all claims or liens arising out of the work to be performed. This includes claims or liens for labor or materials and also claims arising out of damage to adjoining units caused, in whole or in part, by the work described in this request. The Homeowner further agrees to indemnify the Association and the Mutual for any expenses incurred in defending against the described claims or liens and promptly to make payment to the Mutual for any damage to improvements resulting from the above requested work.

If the work is performed by a contractor, it will maintain any and all insurance required to hold the insurance described on Schedule "A". It is the Homeowner's responsibility to obtain proof of adequate insurance from the contractor he or she selected before the commencement of work. A Certificate of Insurance will also be filed by the Contractor in the Rossmoor Maintenance Department Office before the issuance of a building permit. RCAI disclaims any responsibility to the Homeowner if the insurance is inadequate or improperly issued. The Homeowner shall remain obligated to the Association and the Mutual even if the insurance is inadequate or improperly issued.

Trees must be from the approved Rossmoor Tree List. The location of the new tree(s) must be indicated on the diagram attached to this Permit and at least 4 feet from the three-foot planting bed, sidewalks, driveways, etc. Contour of the ground, drainage of the area and location of sewer, drains and other utilities may require selecting a different location for the new tree(s) at the discretion of the Mutual Advisor. After planting a tree, it becomes part of the common elements of the Mutual, and the Mutual may maintain such tree, but will not be obligated to do so. The Mutual may, without obligation to the Homeowner, prune or remove the tree if it determines in the sole discretion of its board that such pruning or removal is necessary for any health, safety, or aesthetic reason.

The State of New Jersey requires a mark out before digging by calling *New Jersey One Call* at 1-800-272-1000. The contractor is responsible to make the call and make sure the mark out is complete before digging.

Please indicate the exact location of all trees on attached diagram. The attached yellow ribbon is placed on all new planted trees.

Homeowner Signature: _____

Received By: _____ Date: _____

Township Permit Required? () Issued

Application Approved:

General Manager Date
or designee

Contractor Date

Mutual President Date

Mutual Advisor Date

ACC Representative Date

SEE NOTES ATTACHED

ACC Representative Date

Schedule "A"

Contractors hired to perform work on the Common Elements of the Mutual must provide certificates of insurance to the Rossmoor Maintenance Department Office before the issuance of a work or tree permit evidencing the following insurance requirements. Said certificates shall name **RCAI and all Mutual Associations as an additional insured party. Coverage must include New Jersey operations and issued through insurers acceptable to RCAI and the Mutual Associations.** All certificates must be submitted to the Association prior to the commencement of the work:

- A) Worker's Compensation insurance covering all employees of the Contractor, with statutory limits of liability, **INCLUDING THE PARTNER, PROPRIETORS, EXECUTIVE OFFICERS AND MEMBERS AS COVERED IF APPLICABLE.**
- B) Employer's Liability insurance, covering all employees of the Contractor, with a liability limit of at least FIVE HUNDRED THOUSAND (\$500,000.00) per accident or disease.
- C) Comprehensive Public Liability and Property Damage insurance covering the legal liability for bodily injuries and property damages, for a combined limit of TWO MILLION DOLLARS (\$2,000,000.00) per occurrence and covering at least the following hazards: (a) Contractor's Premises and Operations; (b) Independent Contractor's Coverage; (c) Contractual; and (d) Completed Operations.
- D) Comprehensive Automobile Liability Insurance, covering bodily injuries, in limits of not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per person and ONE MILLION (\$1,000,000.00) per accident and for property damage of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per accident, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor on the Property of any owned, non-owned or hired automobiles, trailers or other vehicular equipment required to be licensed.
- E) Should a project require trenching or excavation, you must provide a certificate to indicate underground and collapse coverage.

MUTUAL NO. _____ OF NEW JERSEY
(“Mutual”)
RESIDENT TREE REQUEST/PERMIT (CO-OPERATIVE)

Date: _____

Resident's Name: _____

Tel. No: _____

Address: _____

Type/Size/Location of Tree(s): _____

Contractor Name: _____

Tel. No: _____

STATEMENT OF LIABILITY

The Resident hereby agrees to hold harmless and to protect the Rossmoor Community Association, Inc. (“Association” and “RCAI” and the above-designated Mutual, and their respective directors, employees and agents, against any and all claims or liens arising out of the work to be performed. This includes claims or liens for labor or materials and also claims arising out of damage to adjoining units caused, in whole or in part, by the work described in this request. The Resident further agrees to indemnify the Association and the Mutual for any expenses incurred in defending against the described claims or liens and promptly to make payment to the Mutual for any damage to improvements resulting from the above requested work.

If the work is performed by a contractor, it will maintain any and all insurance required to hold the insurance described on Schedule “A”. It is the Resident’s responsibility to obtain proof of adequate insurance from the contractor he or she selects before the commencement of work. A Certificate of Insurance will also be filed by the Contractor in the Rossmoor Maintenance Department Office before the issuance of a building permit. RCAI disclaims any responsibility to the Resident if the insurance is inadequate or improperly issued. The Resident shall remain obligated to the Association and the Mutual even if the insurance is inadequate or improperly issued.

Trees must be from the approved Rossmoor Tree List. The location of the new tree(s) must be indicated on the diagram attached to this Permit and at least 4 feet from the three-foot planting bed, sidewalks, driveways, etc. Contour of the ground, drainage of the area and location of sewer, drains and other utilities may require selecting a different location for the new tree(s) at the discretion of the Mutual Advisor. After planting a tree, it becomes part of the common elements of the Mutual, and the Mutual may maintain such tree, but will not be obligated to do so. The Mutual may, without obligation to the Resident, prune or remove the tree if it determines in the sole discretion of its board that such pruning or removal is necessary for any health, safety, or aesthetic reason.

The State of New Jersey requires a mark out before digging by calling *New Jersey One Call* at 1-800-272-1000. The contractor is responsible to make the call and make sure the mark out is complete before digging.

Please indicate the exact location of all trees on attached diagram. The attached yellow ribbon is placed on all new planted trees.

Resident Signature: _____

Received By: _____ Date: _____

Township Permit Required? () Issued

Application Approved:

Contractor Date

General Manager Date
or designee

Mutual President Date

Mutual Advisor Date

ACC Representative Date

SEE NOTES ATTACHED

ACC Representative Date

Schedule "A"

Contractors hired to perform work on the Exclusive Use Area (those areas of the cooperative's property that are reserved for the use of the individual tenant) within a Mutual Cooperative must provide certificates of insurance to the Rossmoor Maintenance Department Office before the issuance of a work or tree permit evidencing the following insurance requirements. Said certificates shall name **RCAI and all Mutual Associations as an additional insured party. Coverage must include New Jersey operations and issued through insurers acceptable to RCAI and the Mutual Associations.** All certificates must be submitted to the Association prior to the commencement of the work:

- A) Worker's Compensation insurance covering all employees of the Contractor, with statutory limits of liability, **INCLUDING THE PARTNER, PROPRIETORS, EXECUTIVE OFFICERS AND MEMBERS AS COVERED IF APPLICABLE.**
- B) Employer's Liability insurance, covering all employees of the Contractor, with a liability limit of at least FIVE HUNDRED THOUSAND (\$500,000.00) per accident or disease.
- C) Comprehensive Public Liability and Property Damage insurance covering the legal liability for bodily injuries and property damages, for a combined limit of TWO MILLION DOLLARS (\$2,000,000.00) per occurrence and covering at least the following hazards: (a) Contractor's Premises and Operations; (b) Independent Contractor's Coverage; (c) Contractual; and (d) Completed Operations.
- D) Comprehensive Automobile Liability Insurance, covering bodily injuries, in limits of not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per person and ONE MILLION (\$1,000,000.00) per accident and for property damage of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per accident, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor on the Property of any owned, non-owned or hired automobiles, trailers or other vehicular equipment required to be licensed.
- E) Should a project require trenching or excavation, you must provide a certificate to indicate underground and collapse coverage.