

LEISURE VILLAGE EAST ASSOCIATION INC.

ADMINISTRATION BUILDING
732-477-7900

ONE DUMBARTON DR.

LAKEWOOD NJ 08701
FAX 732-477-7921

PLEASE NOTE: AS OF JULY 2000, ALL CONTRACTORS MUST HAVE A COPY OF THEIR CERTIFICATE OF INSURANCE ON FILE WITH THE LVE ADMINISTRATION OFFICE WHICH MUST SHOW THAT THE CONTRACTOR HAS GENERAL LIABILITY OF AT LEAST \$500,000.00 AND WORKMAN'S COMPENSATION. AS OF JANUARY 2007, ALL CONTRACTORS MUST HAVE THE NEW JERSEY CONSUMER AFFAIRS LICENSE IN ORDER TO DO ANY WORK IN THE VILLAGE.

PLEASE BE REMINDED: **NO WORK PERMITTED ON SUNDAYS.**

ALL CERTIFICATES OF INSURANCE THAT HAVE EXPIRED SHOULD BE RENEWED WITH THE ADMINISTRATION OFFICE. **NOTE:** IF THE PROPER PAPER WORK IS NOT FILED WITH THE ADMINISTRATION OFFICE, THE CONTRACTOR WILL NOT BE ALLOWED TO DO ANY WORK IN THE VILLAGE.

CONTRACTORS, INSTALLERS

ALL PERSONS WORKING IN LEISURE VILLAGE EAST WHO ARE NOT EMPLOYEES OF THE VILLAGE **MUST** HAVE A CURRENT INSURANCE POLICY ON FILE IN THE ADMINISTRATION OFFICE AND **MUST** HAVE A PERMIT TO PERFORM THE WORK LISTED BELOW.

PERMITS ARE ISSUED BY THE MAINTENANCE SUPERVISOR OR COMMUNITY MANAGER, WHO ARE LOCATED IN THE ADMINISTRATION OFFICE. PERMITS ARE ONLY ISSUED MONDAY THROUGH FRIDAY BETWEEN 9:00 AM – 3:00 PM. IF THE WORK BEING PERFORMED REQUIRES A LAKEWOOD PERMIT-IN ADDITION, TO THE ONE THE VILLAGE ISSUES-THEN THE LAKEWOOD PERMIT MUST BE ON FILE WITH THE ADMINISTRATION OFFICE OR YOU WILL NOT BE PERMITTED TO WORK IN THE VILLAGE.

YOU ARE PERMITTED TO WORK IN THE VILLAGE **MONDAY – FRIDAY 8:00 AM TO 6:00 PM, AND SATURDAY, 8:00 AM TO 6:00 PM.** AT THE DISCRETION OF MANAGEMENT, LANDSCAPE CONTRACTORS AND MOVE IN/MOVE OUT MAY WORK UNTIL LATER IN THE DAY. **THERE IS NO WORK PERMITTED ON SUNDAYS.**

**THANK YOU
LEISURE VILLAGE EAST ASSOCIATION
ADMINISTRATION OFFICE**

PRINT CONTRACTOR'S NAME

CONTRACTOR'S SIGNATURE

UNIT

DATE