

BURNT TAVERN MANOR CONDOMINIUM ASSOCIATION

P.O. Box 1669 – Brick, N.J. 08723

(732)-458-0553

fax: 732-458-5856

September 13, 2016

Dear Homeowner:

As most of you are aware, the maintenance and repair of the skylights are the responsibility of the unit owners. The original skylights installed by the builder of the “Twin Lakes” units are reaching the end of their useful life and are starting to deteriorate. The Association has been assisting unit owners by going on the roofs and caulking and sealing around the skylights, however, because of the deterioration of the skylight frames this is not always successful in stopping the leaks.

It is time for unit owners to look into replacing the skylights. The ideal time for you to do this is when the roof is being redone by the Association. Of course, many of the roofs have already been done, leaving the original skylights in place. Should this be your personal situation we will work with you in resolving issues which may arise during the installation of your new skylights.

All replacement skylights must be the same size as the originals in order to maintain a consistent appearance. The installation must be done by a professional contractor licensed by the State of New Jersey and fully insured. A copy of these documents must be filed with the Association before the installation. Please contact Metro Associates prior to replacing your skylights to obtain official permission.

If you have any questions, or need any assistance please do not hesitate to call the Management office at 732-458-0553.

Sincerely,

Board of Trustees
Burnt Tavern Manor Condo Association