

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
Approval: Yes / No  
Reviewed/Approved By: \_\_\_\_\_  
Date of Compliance Inspection: \_\_\_\_\_  
Compliance Inspection Performed By: \_\_\_\_\_

**Forest Glen  
Townhome Owners  
Association**

**ARCHITECTURAL CHANGE REQUEST**

Please complete the following information and return form and attachments by mail, email or facsimile to:

Association Partners, Inc. 25W560 Geneva Rd. Suite 16 Carol Stream, IL 60188

Email: [info@apimanagers.com](mailto:info@apimanagers.com) or Fax: (630) 653-6894

**Processing Fee:** Architectural Change Request applications require payment of a \$25 fee to API for the review and processing of requests. The fee can be paid by check made payable to Association Partners Inc. and be mailed or delivered to 25W560 Geneva Rd. #16 Carol Stream, IL 60188. Or payment can be made by credit card. Contact API's office directly if paying by credit card and ask for James Kahn at (630) 653-7782 Ext. 7016 for credit card assistance. Approval letters will not be issued without receipt of payment to API.

|  |                   |
|--|-------------------|
| Date:  | Home Phone:       |
| Name(s):   | Cell Phone:       |
| Address:   | Email:            |
| Date Work to Commence:   | Project Duration: |
| <b>Details/ Scope of Work:</b> Provide vendor names, product cut sheets; detail info on supplementary sheet if needed. |                   |
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|  |                   |
|  |                   |
|  |                   |
| <b>Unit Owner Signature:</b>   | <b>Date:</b>      |

**Work Requiring Board Approval**

Certain improvements to your home require Board approval prior to being able to commence work. Any repairs, replacements or remodeling that affects the common elements or will impact the buildings infrastructure must be pre-approved by the Board of Directors before work can commence. Work requiring Board approval includes, but is not limited to:

- Windows, Frond Doors, Storm Doors, Sliding Glass Doors, Garage Doors, Satellite Dish Installations, Radon Mitigation Systems, Any Permanent Interior Addition to the Home, Any Work Involving Modification of Common Area Roof/Infrastructure**

## GENERAL CONDITIONS

### **SUBMISSION REQUIREMENTS** The following information must be included with the submission:

1. **Garage Doors** – A copy of the vendor contract (price can be blacked out if you wish) showing make, model and style to be installed, a full color picture of the door to be installed. See Rules for specifications on approved make and model.
2. **Windows & Sliding Glass Doors** – A copy of the vendor contract (the prices can be blacked out if you wish) as well as a full color picture of the product to be installed and indicate where it is to be located (if window). Replacements must be like for like. The frames for window and/or sliding glass door and screens must be white. No window tints.
2. **Front Doors & Storm Doors** – A copy of the vendor contract (price can be blacked out if you wish) with a full color picture of the door model and style to be installed. See Rules for specifications on approved make and model.

### **INSURANCE**

1. Management must be provided a copy of the certificate of insurance from all contractor(s) providing service 24-hours prior to work commencement. Certificates should show the unit owner as the certificate holder with the Forest Glen TH Owners Association, its Board of Directors, its agents and assignees listed as additional insureds.
2. Certificates must include evidence of current Workers Compensation with limits of 500/500/500 and General Liability limits of \$1,000,000.

### **WORK / DELIVERIES & STAGING**

1. Owner is responsible for the actions of their vendor(s) and is to advise them of the following requirements.
2. Unit driveways may be used for temporary staging of materials while work is in progress. Use of common area lawn, visitor parking, street or sidewalk cannot be used.
3. As much as possible, construction materials and packaging must be kept within the residence garage so as not to be an eyesore for the neighborhood.
4. Materials may not be cut/sawed/drilled or assembled, or components fabricated on the common area lawn.
5. If use of tools creates dust or debris, use of tarps, plastic and other protection will need to put down to protect the driveway asphalt and to keep neighboring units from having dust/debris being blown into/onto other residences.
6. Owner is to notify surrounding unit owners of all planned construction including the duration of the project and possible construction noise.
7. Owner is responsible for any damage incurred to the common areas because of their work.
8. Owner is responsible for daily common area cleanup, including in and around the adjoining units and common areas beds.
9. Owner is responsible to obtain necessary permits and provide copy to management.
10. Work is required to abide by all Carol Stream ordinances, including noise.
11. If work is such that a dumpster is needed, please indicate such in the request. Dumpster must be able to fit within the driveway and extend over or block sidewalk.

### **CONSTRUCTION HOURS**

1. Construction work hours allowed are 8am-7pm, Monday-Saturday. There is no exterior construction work allowed on Sunday's, Federal holidays, Mother's Day, Father's Day the day after Thanksgiving, Christmas Eve or New Year's Eve.
2. Owners are responsible to notify the adjoining units of pending construction and noise.

### **DEBRIS & DISPOSAL OF MATERIALS**

1. Under no circumstances should construction debris be left on the ground or placed on the curb for rubbish pickup. All debris or fixture removals generated as part of the project is to be hauled away by the associated vendor performing the work.
2. If construction materials will need to be left on driveway for more than 24-hours management is to be notified. Associated rubbish and packaging materials are to be staged within the unit garage. Vendors will need to remove and dispose of debris they create offsite.
3. If a dumpster is needed, its staging on the unit drive requires Board approval. Contact the management office for the appropriate forms and to request approval for dumpster placement.

## **ARCHITECTURAL HOLD HARMLESS AGREEMENT**

1. We hereby agree to comply with the Forest Glen Townhome Owners Association ("Association") Rules, Regulations and Specifications and Declaration and By-Laws.
2. We hereby agree to defend, indemnify, and hold harmless the Association the Association member owners, members of the Board and managing agent from all loss, damage, liability, judgements, court costs, attorney's fees, interest and costs arising out of our architectural change.
3. We hereby understand and agree that we are responsible for future maintenance of architectural changes and in the event the change interferes with any maintenance responsibility of the Association, we agree to cooperate, at our expense, during the Association's maintenance responsibility to the building and grounds.
4. We hereby understand that failure to comply with the requirements of the Rules and Regulations or this Hold Harmless Agreement may result in the revocation of the approval of our architectural change and the removal of the change and restoration of the Association property to a condition that existed immediately before approval of the same, at our (unit owner) expense.
5. We hereby agree and understand that this Hold Harmless Agreement shall be binding upon all successors, heirs, assignees, and transferee of our property. We agree to inform any prospective buyers of our property the terms and conditions contained in this agreement.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_