

**PARTRIDGE HILL TOWNHOME OWNERS ASSOCIATION
ARCHITECTURAL CHANGE OR IMPROVEMENT APPLICATION**

SECTION 1: UNIT & HOMEOWNER IDENTIFICATION

(Please print)

Date of Application Submission: _____

Name(s): _____

Address: _____

Phone Number: Home: (____) _____ Work: (____) _____

Email Address: _____

SECTION 2 : DESCRIPTION OF CHANGE OR IMPROVEMENT

(Note: A plat of survey is not required for window or door changes.)

Whenever you are replacing any window or door you should submit a brochure or picture of the intended replacement product with this completed form. In addition to marking the box indicating the change(s) you wish to make, you must also complete the more detailed information section(s) on page 1 and/or page 2.

- Window(s) Patio Sliding Door(s) Replace Sliding Door(s) With Window(s)
- Front Entry Door Front Storm Door
- Patio Change →→→→ Expansion Conversion to Brick Pavers Deck Hot Tub
- Other _____

WINDOW INSTALLATION REQUIREMENTS

Regardless of the interior surface material you select, all windows must have white exterior surfaces of maintenance free vinyl, aluminum, or fiberglass. NO interior window grids are allowed. The exterior trim must be wrapped in aluminum using 2 inch x 3 inch furring strips sized to fit the existing rough opening and consistent in style to existing windows.

*** * * DOUBLE HUNG WINDOWS ARE NOT ALLOWED * * ***

Show the location for each window. For example, 2nd floor rear, middle window, "1" casement.

Location	Casement	Fixed	Slider	Awning

**PARTRIDGE HILL TOWNHOME OWNERS ASSOCIATION
ARCHITECTURAL CHANGE OR IMPROVEMENT APPLICATION**

PATIO SLIDING DOOR REQUIREMENTS

Regardless of the interior surface material you select, all patio sliding doors must have white exterior surfaces of maintenance free vinyl, aluminum, or fiberglass. NO interior window grids are allowed. The exterior trim must be wrapped in aluminum using 2 inch x 3 inch furring strips sized to fit the existing rough opening and consistent in style to existing patio sliding doors.

Location Door # 1: _____
Location Door # 2: _____
Location Door # 3: _____

NOTE: If you are replacing an existing sliding door with a window, also complete the window information section on page 1.

FRONT ENTRY DOOR / STORM DOOR REQUIREMENTS

The exterior of the replacement door must be white. If there will be a glass inset, the glass must be either clear or frosted. No colored glass is permitted.

Front Door Material: _____
Glass Inset: Yes No Type of Glass _____
Sidelight: Yes No Type of Glass _____
Storm Door Material: _____

CHANGE(S) OTHER THAN DOOR OR WINDOW REPLACEMENTS : DESCRIBE BELOW

ATTACHMENTS TO DESCRIPTION:

1. A sketch of the change or improvements showing all pertinent information related to said change or improvement, including, but not limited to, colors, dimensions, construction materials, location of change or improvement in relation to property lines, unit, and neighboring property or other structures or objects, or physical features of property, including, but not limited to trees, utility transformer, vaults, etc.
2. If the change involves ground space outside the boundaries of your unit's foundation, for example, your patio, you must include a plat survey.
3. A legal description of your property must accompany this application.

**PARTRIDGE HILL TOWNHOME OWNERS ASSOCIATION
ARCHITECTURAL CHANGE OR IMPROVEMENT APPLICATION**

SECTION 3 : APPLICATION AFFIDAVIT

1. I hereby agree to obtain all necessary building permits and to comply with all applicable building codes and to complete the change and/or improvement within 30 days after approval.
2. I hereby agree to comply with all Association Declarations, By-Laws, and Rules and Regulations in respect to this Architectural Change, and/or improvement.
3. I hereby agree to indemnify and hold harmless the Association, its unit owners, Members of the Board, Employees, and Managing Agent from all loss, damage, liability, judgments, court costs, attorney's fees, interest or any other costs, penalties arising out of this change or improvement.
4. I hereby understand and agree that I and all subsequent owners of this unit will be responsible for the future upkeep and maintenance of said change and/or improvement.
5. I hereby agree to record this application and necessary supporting documents with the Recorder of Deeds and/or Registrar of Torrens of the County in which the property is located within 14 days after approval by Association, and supply the Association with a copy thereof within a reasonable amount of time. All recording costs shall be at my expense.
6. I hereby agree to permit the Association access to my property for purposes of enforcement of this Application.
7. I hereby agree that failure to comply with any of the above requirements may result in the revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of my property to a condition that existed immediately before approval of this Application. All necessary costs and expenses to restore my property shall be at my expense, including but not limited to, construction costs, permit fees, etc. Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair said change and/or improvement should it fall into a state of disrepair which is not corrected within 14 days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be collected by methods authorized by the Declaration, By-Laws, Rules and Regulations of the Association or laws of the State of Illinois.
8. **I hereby agree and understand that this Application shall be binding on all successors, devisees, heirs, assignees, and transferees of my property. I further agree to inform them of the terms and conditions contained in this Application.**

SECTION 4: NOTICE

All Notices shall be deemed delivered if delivered personally to Applicant or member of his family or mailed to the named applicant at his last known address by first class mail with postage prepaid.

Signature of Unit Owner

Signature of Unit Owner

SECTION 5: FOR BOARD USE ONLY

APPROVED

REJECTED

DATE: _____ **BY:** _____

Signature of PHTOA Board Representative