

HOMEOWNER REQUEST FORM

To make certain exterior alterations and/or improvements- written approval needed

TO: BOARD MEMBERS OF CAMBRIDGE PLACE OF ORLAND PARK

FROM: _____

Please print name

Address

Email

Phone

DATE: _____

I am requesting permission to perform the following work:
(Please check)

Install Building Light Fixtures

_____ Make – Kichler Madison - Black - # 9655 BK for garage and front porch

_____ Make - Kichler Madison – Black - # 9650 BK for top deck and bottom patio

Purchase at

Hortons
15846 Wolf Road
Orland Park, IL 60467
708-403-9172

Install Deck Screens (Please Request Vendor’s Insurance)

Please describe or provide information regarding the type of screens you want to install.

Install vinyls on upper deck (Please Request Vendor’s Insurance)

Who is to install vinyls? _____

Install Landscape Lighting- Only black landscape lighting is approved but get Board approval first.

_____ **Install a Satellite Dish** - (Also see Rules and Regulations)

Please describe or draw where you are planning on installing the dish. In addition, please attach your contractor's "Proof of Insurance" confirming that he/she is insured.

Homeowners that want to install a satellite dish must install them according to the following specifications:

- Only **one satellite** dish per townhouse unit is allowed.
- Before a satellite dish can be installed, **written approval from the Board of Directors must be received.**
- The dish should be placed in an inconspicuous location such as on the building (by the chimney). The dish should be situated so as not to interfere with landscaping efforts or the ability to maintain or repair the siding, hardie board (stucco), deck, roof, gutters, or downspouts.
- All wiring should be placed underground whenever possible. Wiring should enter the building near ground level and should not be placed over building bricks, siding, panels, etc. **No holes should be drilled in the stucco or siding.**
- Any deviation from the above specifications may result in a dismantling and removal of the satellite dish by the Association without notice. All costs of removal and restoration shall be paid by the owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized satellite dish shall remain on the premises after the owner has been notified to remove it, or advised to re-install the dish in conformance with the rules and regulations. The fine shall be set by the Board of Directors in accordance with the approved guidelines.

In addition, you are required to remit a deposit payment of \$200. The payment should be made payable to the Association and submitted to Advanced Property Specialists Inc.

In the event a unit is for sale by owner or heirs of the original owner; the new owner(s) does not want the existing Satellite Dish for their TV reception, then the Satellite Dish must be removed including all wiring. Any and all expense above the current deposit is the seller's responsibility. Prior to removal your management company must be notified in writing to make arrangements for this removal. If the unit is sold and the satellite dish remains on the unit, then it will become the responsibility of the new homeowner(s) to maintain and remove it if necessary.

Install a Storm Door (Please Request Vendor's Insurance)

Please **circle** the make, model and color of the door you would like to install.

Make = Anderson **or** Larson

Model= **Full View** storm door **or** a **Full View** Screen Away storm door.

Color = Black door with aged bronze accents for gray buildings.

White door with aged bronze accents for white buildings.

Almond/cream door with aged bronze accents for cream buildings.

Handles - French Curve Lever

Glass - Clear or Low-E

Glass Style – Plain or the Arched Double Bevel etching only

Install new Front Door (Please Request Vendor's Insurance)

Make: _____

Model: _____

Color: _____

*Design must be same as original door, same color and no windows

Install new Windows (Please Request Vendor's Insurance)

Provide the make, model and color of the windows you want to install. The windows **MUST** be aluminum clad exterior or vinyl (suggested- Climate Guard vinyl), low-e glass and double pane casement windows.

Make: _____

Model: _____

Color: Dark Brown or Bronze providing it is a dark brown in color.

Many residents have replaced their aluminum clad windows with Jeld Wen windows. Contact our management for any additional information.

Install new Garage Door (Please Request Vendor's Insurance)

Color: _____ White, Cream or Gray – (Circle One)

*Color must match siding or stucco, must be Solid Vinyl, design same as original door, no windows or raised panels.

Attach proposal from company.

Landscape changes and/or additions (Please Request Vendor's Insurance)

Please describe the landscape changes and/or additions you wish to make. If you are planning on planting trees, bushes and/or creating or changing an existing planting bed, you will be required to submit a landscape architectural drawing. In addition, you must provide detailed information regarding the plants and/or material you are planning on using.

Approved bushes for the **front stair area** are either 24”Densi/Fairview Yews or 24”Boxwoods.

For **the area in front of the chimney and back patio wall** dwarf lilacs, burning bushes, 24”yews or dwarf hydrangeas have been approved.

Between the garage and front porch, 24”yews seem to work best here. If planting a hydrangea or burning bush here, make sure it is a dwarf version.

***Must get written Board approval, as well, with any other plantings.**

***Check plantings for low light areas.**

____ Other work (*Please describe or draw plans for approval*)

A Committee or Board Member will contact you to discuss your plans in more detail.

Please note: Your request must meet the standards of the Association. Failure to comply with the “Regulations and Specifications” as approved by the Board may result in a fine and/or the removal of the alteration or addition. Attach any and all proposals from the company for approval.

Signature

Date

Email

Please return request form to Advanced Property Specialists Inc., 25885 S. Ridgeland – Suite 6, Monee, IL- (708) 532-4600