

Chelsea Place Townhouse Owners Association
EXTERIOR MODIFICATION REQUEST

Owner Name _____ Date _____
Property Address _____
Phone _____ Email _____

NO MODIFICATION MAY BE MADE PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE BOARD OF DIRECTORS.

Request for approval regarding:

_____ Windows _____ Door(s) _____ Patio _____ Landscaping _____ Fence
_____ Other _____

The following must be submitted with this request:

- Written, detailed description of project, including, but not limited to, proposed start and finish dates, name(s) of contractor(s) or other installer(s), plans for daily clean up, safety precautions and maintenance of site, etc.
- A copy of the vendor's Certificate of Insurance must be requested and forwarded to API before you will be allowed to begin the project.
- Drawings of proposed project (including all dimensions, plat of property showing placement of the proposed project, distances from lot lines, etc.)
- Detailed specifications of the project (including manufacturer, model, size, type, color, finish, if applicable, a brochure or illustration, etc.).
- A check for \$25 payable to Association Partners, Inc. for review and processing of your request.

Please submit your written request to:

Chelsea Place TOA
C/O Association Partners Inc.
25W560 Geneva Rd Box 16
Carol Stream IL 60188

-Or your request can be faxed to 630-653-6894

Consult the governing documents of the Association for further information regarding Architectural Controls. If you would like a copy of the Declaration of Covenants, Conditions and Restrictions for the Chelsea Place Townhouse Owners Association, please send a \$150.00 check, payable to Association Partners, Inc., to the above address.

If you have any questions regarding the procedure, please call Association Partners, Inc. at 630-653-7782.

DATE RECEIVED BY API _____

_____ Approved without condition Date _____ By _____

_____ Approved with conditions Date _____ By _____

Conditions: _____

_____ Denied Date _____ By _____

Reason for Denial:

