

Old Oaks Townhome Association Architectural Request Form

SECTION 1 – HOMEOWNER & LOT INFORMATION:

Date: _____

Name(s): _____

Address: _____

Phone Number: _____ Work: _____

Cell Number: _____ Email: _____

SECTION 2 – DETAILED DESCRIPTION (WRITTEN) OF CHANGE OR IMPROVEMENT REQUESTED:

Documents Required for Submittal:

- ✓ Architectural Improvement/Change Application fully completed.
- ✓ Plat of Survey with the 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 swales, trees, utility transformers, vaults, etc.
- ✓ Copy of the recorded Warranty Deed
- ✓ Sketch and or picture of change or improvements showing all pertinent information related to said change or improvement, including, but not limited to, colors, dimensions, construction materials, etc.
- ✓ Copy of building permit, completed and ready for submittal to the municipality, if required.

PLEASE RETURN YOUR COMPLETED APPLICATION TO:

Eagle Rock Management, Inc.
c/o Old Oaks Townhomes Association
4300 Enterprise Drive Suite A
Joliet IL 60431

Phone: 815-729-9290 fax: 815-729-9270

You may also scan and email to: info@myoldoaks.com

SECTION 3 - APPLICATION AFFIDAVIT (please read and check all boxes when done):

- I hereby agree to obtain all necessary building permits and to comply with all applicable building codes, ordinances and inspection procedures required by the municipality.
I hereby agree to begin the change and/or improvement within thirty (30) days after approval, with completion within ninety (90) days of start.
 - I hereby agree that I have read and am in compliance with all Association Declarations, By-Laws, and Rules and Regulations in respect to this architectural change and/or improvement, and that all changes and/or improvements shall be within my lot lines.
 - I hereby agree to defend, 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 and/or improvement.
 - I hereby understand and agree that I am responsible for the future upkeep, insurance and maintenance of said change and/or improvement. Further, should said change interfere with any maintenance responsibility of the Association, I agree to remove my change and/or improvement, or have the Association remove said change and/or improvement at my expense.
 - I hereby agree to permit the Association access to my property for purposes of enforcement of this Application.
 - I hereby agree that failure to comply with any of the above requirements may result in the revocation of the approval of my improvement and/or change and removal of my improvement and/or change 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, and consequential expenses, such as attorney's fees, court 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 fourteen (14) days after written notice to me. All costs connected with such repair shall be charged to my assessment account and collected by methods authorized by the Declaration, By-Laws, Rules and Regulations of the Association or laws of the State of Illinois.
- I hereby agree and understand 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.
 - I hereby understand that in order for my application to be submitted to the Board for their review, my account with the Association shall be paid in full.**

SECTION 4 - NOTICE:

All notices required shall be in writing and shall be deemed properly served if delivered in person, by commercial overnight air courier, by facsimile, or by registered or certified U.S. Mail, return receipt requested, with postage prepaid.

Signature of Applicant:

Signature of Co-Applicant (if any):

Date:

Date:

SECTION 5 – FOR ASSOCIATION USE ONLY:

Date application received: _____ via _____

Current Account Balance: \$ _____ as of _____

Date submitted to Board: _____

This Architectural Change or Improvement Application has been reviewed by the Board of the Directors of the Association and is determined to be:

- Approved as submitted
- Approved with the modifications listed below
- Rejected (per the comments listed below)
- Pending (please supply the information or documentation listed below)

Comments:

By: _____

Title: _____

Date: _____

Date Returned to Owner: _____

Returned By: Postal Mail

Fax

EMAIL

In Person

CONTRACTOR MODIFICATION APPLICATION AGREEMENT

THIS AGREEMENT MUST BE SIGNED AND SUBMITTED WITH THE ALTERATION AND ADDITION APPLICATION WHEN REQUESTING APPROVAL FROM THE BOARD OF DIRECTORS FOR ANY EXTERIOR HOME IMPROVEMENT PROJECT OR MODIFICATION TO YOUR HOME OR LOT.

HOME OWNER RESPONSIBILITY

As the home owner I understand that I am responsible for **all cleanup** of my project. I will make sure all remnants of sod, soil; paver scraps and other miscellaneous spoils are hauled offsite and not dumped in common areas, wetlands or forest preserves. I also agree that I or my contractor will not drive, park or store any materials on any property other than my own during this process. I understand that I am responsible to make sure my contractor is aware that washing out of **any vehicles including** concrete trucks, or dumping of any concrete on association property, in storm inlets, common areas, wetlands or forest preserve is **strictly prohibited**. I agree that lack of adherence to any of the above mentioned will result in the levy of HOA fines as well as all remedied restoration costs.

Name: _____
Print Name

Address: _____

Homeowner Signature & Date

CONTRACTOR RESPONSIBILITY

As the contractor I accept full responsibility and completely understand that I must be 100% compliant with all items set forth under the "home owner responsibility" section above. I also agree to follow all EPA Storm Water Pollution Protection Plan policies as they pertain to my work. I agree that noncompliance by my company or my sub-contractors will result in loss of our rights to perform further work in the Old Oaks Subdivision.

Company: _____

Phone: _____

Address: _____

Contractor – Print Name

Contractor Signature & Date

SUBMIT TO:

Eagle Rock Management, Inc.
c/o Old Oaks Townhomes Association
4300 Enterprise Drive Suite A
Joliet IL 60431
Scan to: info@myoldoaks.com

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