

**GLENDALE LAKES TOWNHOME ASSOCIATION PHASE II  
ARCHITECTURAL MODIFICATION REQUEST FORM**

Date of Application: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Nature of Improvement: \_\_\_\_\_

Location of Improvement/Modification: \_\_\_\_\_

Dimension (if applicable): \_\_\_\_\_

Construction Material (if applicable): \_\_\_\_\_

Color (if applicable): \_\_\_\_\_

Installer/Contractor: \_\_\_\_\_

(A copy of certificate of insurance, including worker's compensation coverage is required for each installer and/or contractor, which must include the Association, the Board and the Association's management company as additional insureds.)

A REPRESENTATIVE DRAWING OF THE MODIFICATION OR IMPROVEMENT MUST BE ATTACHED TO SHOW THE LOCATION AND DIMENSIONS. ALL ALTERATIONS TO THE EXTERIOR OF THE UNIT MUST BE SUBMITTED TO THE BOARD WITH A DETAILED DRAWING (8-1/2" x 11"), INCLUDING DIMENSIONS AND A FULL DESCRIPTION OF MATERIALS AND COLOR. NO WORK MAY COMMENCE WITHOUT THE WRITTEN APPROVAL OF THE BOARD. IF A PERMIT IS REQUIRED BY THE VILLAGE FOR THE IMPROVEMENT, A COPY OF THE PERMIT MUST BE SUBMITTED TO MANAGEMENT. OWNERS ARE REQUIRED TO CALL J.U.L.I.E. at 800-892-0123 PRIOR TO DIGGING FOR THE PURPOSE OF HAVING ANY UTILITY LINES MARKED.

This Architectural Modification Request Form is valid for a period not to exceed three (3) months from the date of approval. If a Village building permit is required for the improvement/modification, Board approval is contingent upon obtaining documentation without zoning variance. All costs are to be assumed by the owner.

I/we understand that the Rules and Regulations are subordinate to the Declaration of Covenants, Conditions and Restrictions for Glendale Lakes II Townhome Association, as amended from time to time. I/we agree to abide by the Association's governing documents and to be solely responsible for the upkeep, maintenance, repair and any damages incurred as a result of the improvement/modification.

**GLENDALE LAKES TOWNHOME ASSOCIATION PHASE II  
HOLD HARMLESS / WAIVER OF LIABILITY**

1. I/we \_\_\_\_\_, owner(s) of \_\_\_\_\_, Glendale Heights, Illinois 60139, hereby notify all interested parties, present and future, that the Association, present and future members of the Board, the Association's property manager and members shall not be responsible for any damages or claims caused by or originating from the installation, maintenance, repair and removal of (describe the improvement/modification below):  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_.
2. I/we agree to indemnify and hold harmless the Association, the Board, and the Association's agents and employees and to assume any and all liability for loss, damage or injury to any person or property arising in connection with the installation, modification, use, maintenance, repair or restoration of the improvement/modification.
3. If this alteration is approved, I/we accept full responsibility for all of the upkeep of the altered area and agree to maintain it in a safe condition and, if applicable, to remove the alteration upon vacating the property and restore the area to its previously existing condition, all at my/our sole cost and expense. If applicable, should I/we fail to remove the alteration upon vacating the property, the Association, in the sole discretion of the Board, shall have the authority to remove the alteration, and any and all costs and expenses incurred by the Association in connection with the work shall be charged to my/our assessment account.
4. Upon transfer of ownership of the unit, I/we shall inform the successor in title of the obligations set forth herein, which shall pass with title to the unit. If the transferee is unwilling to assume the responsibilities and execute and a new Hold Harmless / Waiver of Liability, the alteration must be removed prior to conveyance to the new owner.

**Note: 3\* and 4\* above do not have to be completed for replacement of windows and doors.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s): \_\_\_\_\_

Please send this form to:  
Glendale Lakes Townhome Association Phase II  
c/o Managing Agent  
P.O. Box 87317  
Carol Stream, IL 60188  
Email: glendalelakes2@gmail.com

Please do not write below this line. For Association use only.

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approval by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Disapproval: \_\_\_\_\_