

Dear Homeowner:

We are in receipt of your request regarding a replacement to your home in Fairway Greens. Please fill out the attached ACC form in its entirety and submit to our office. This form is **NOT** to be used for Satellite Dish requests.

1. If you are replacing windows or doors, please include a brochure showing what they will look like. A color sample is needed for the external portion of each.
2. Changes to patios or decks must include a drawing showing the size and examples of construction materials. Owner will be responsible for obtaining Permits through their village and contacting J.U.L.I.E. prior to digging.
3. Requests for cable must include a drawing showing exactly where the cable line will run and where it will enter the building.
4. Requests for venting of a high efficiency furnace must include a drawing showing exactly where the vent will be on the outside of the building and a brochure showing the vent and its dimensions.
5. Landscape changes must be submitted with a drawing that includes dimensions and examples of plants.

All vendors that will perform work on the property must provide a Certificate of Insurance listing the Fairway Greens Condominium Association and American Property Management as additional insureds. Once we receive your request form and documentation, your property manager **Carolyn Putzer** will submit it to the Board for review. The Board will make a decision about your request at the next Board meeting. You will be notified by mail after the meeting of the Board's decision. Please do not have the installer contact our office regarding the ACC.

If you have any further questions, please feel free to contact our office at 847-985-6464, Monday through Friday from 9:00 a.m. to 5:00 p.m. You may fax your forms to 847-985-5038 or email to carolyn@apmofil.com.

Sincerely,

American Property Management of IL, Inc.

ACC Checklist For Homeowner

**Please confirm that all items are included with your upload to the AppFolio portal.
(Your request will not be submitted for approval if incomplete)**

- ✓ Completed Architectural Form – Completed by the homeowner
- ✓ Photo, web-link, color brochure and or "Spec" Sheet of proposed new product
- ✓ Copy of Proposal from vendor
- ✓ Certificate of Insurance from the contractor with the property address listed, and naming Both (Your Association name) AND American Property Management of Illinois, 1251 North Plum Grove Road, Suite 140, Schaumburg, IL 60173 as additionally insured and certificate holder.

Once the completed ACC packet is received it will be submitted to the Board of Directors for their review and direction.

You will receive written confirmation of their decision. No work shall commence until written approval has been given.

FAIRWAY GREENS CONDOMINIUM ASSOCIATION
ARCHITECTURAL CONTROL IMPROVEMENT APPLICATION FORM

Property Address: _____

Owner's Name(s): _____ Date: _____

Mailing Address: _____

Phone Numbers: (home) _____ (work) _____

Email Address: _____

Nature of Improvement: _____

Location of improvement: _____

Dimensions: _____ Colors: _____

Construction Materials: _____

Supplier or Company: _____

Approximate Cost: _____

A sketch of all improvements with the dimensions and locations MUST be submitted with this form. A brochure of windows or doors (showing colors) must accompany this form. A Plat of Survey is required for fences and decks. A Certificate of Insurance from the contractor to perform work must be submitted with this application form and list Fairway Greens Condominium Association and American Property Management as additional insureds. Your application will not be considered if you fail to provide a Certificate of Insurance from the contractor. Village permits are to be obtained when necessary.

I/We understand the rules concerning the proposed improvements. I/We agree to abide by the rules set forth by the Board of Directors and will be solely liable for upkeep, maintenance and encroachment that this improvement may make on a neighbor's private property or on Common Ground. A village permit must be obtained for fences, decks, etc. (Check with the Village). I/We understand that a letter **MUST** be sent to the Architectural Control Committee certifying completion of this project according to the specifications submitted.

Homeowner Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Approved By: _____ Disapproved On: _____

Reason Disapproved: _____

Referred to Board of Directors On: _____