

# *Oak Brook Colony Condominium Association*

Oak Brook, Illinois

## **Exterior Modifications Other than Windows, Patio Doors, Front or Rear Entrance or Storm Doors or Satellite Dishes Exterior Modification Request instructions and Forms**

All changes or external additions require approval by the Board. The request for approval is made on an Exterior Modification Request Form. The form is attached. The Board will review applications when all required information is received. Work should not be started or contracted for until approved by the Board. Ongoing maintenance of any exterior changes are the responsibility of the homeowner.

Examples of modifications for which this Form is required include, but are not limited to:

- addition of a tree, or a shrub or flower that will grow higher than 24 inches;
- rear patio and side patio improvements or replacement not performed by the Association;
- requests to add or modify lighting
- requests to add or modify external security including cameras and alarm systems
- requests to add or modify outside gas lines, radon units or electrical outlets,
- or any additions or changes to the exterior of your unit.

If you are unsure if approval is required, please contact Lieberman Management Services for details.

(Separate instructions and Exterior Modification request information is available for the addition or replacement of a satellite TV dish, windows or patio doors, doors and storm doors)

### **The following must be submitted for board approval.**

- A. Exterior Modification Request Application
- B. A picture showing the existing conditions
- C. A copy of your contractor's quote
- D. Drawing of any proposed changes (to patio or landscaping as an example)
- E. A copy of your contractor's certificate of general liability insurance naming Oak Brook Colony Condominium Association as additional insured.

Please note contractor advertising signs may not be posted on the property at any time.

### **Submit completed applications to LMS:**

Lieberman Management Services,  
Resident Services Department,  
Phone: 847-459-0000, Fax: 847-459-3003, [service@lmsnet.com](mailto:service@lmsnet.com)

# Oak Brook Colony Condominium Association

Oak Brook, Illinois

## Exterior Modification Request

No work can be started until this form is approved, signed and returned by the Board.

When completed, forward EMR and required documents to:  Lieberman Management Services Resident Services Department Phone: 847-459-0000 Fax: 847-459-3003 <a href="mailto:service@lmsnet.com">service@lmsnet.com</a>	Unit Address: Click or tap here to enter text. Oak Brook, IL 60523
	Unit Owner: Click or tap here to enter text.
	Unit Owner Address (if different than unit): Click or tap here to enter text.
	Telephone: Click or tap here to enter text.
	Date: Click or tap to enter a date.

Type of Modification	<input type="checkbox"/> Windows & Patio doors	<input type="checkbox"/> Door/ Storm Door	<input type="checkbox"/> Patio	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Landscape	<input type="checkbox"/> Other
----------------------	--	---	--------------------------------	---	------------------------------------	--------------------------------

*\*Note: Doors and windows and patio doors must conform to Association standards. Dish installation must conform to Association rules. See accompanying requirements for all requests.*

### Scope of Work Requested

Items that will be Removed: <i>Click or tap here to enter text.</i>
Items that will be Replaced: <i>Click or tap here to enter text.</i>
New Items Added: <i>Click or tap here to enter text.</i>

### Materials:

Type: <i>Click or tap here to enter text.</i>
Color: <i>Click or tap here to enter text.</i>

*Unless specifically listed here, the cost of modifications will be at unit owner's expense.*

Items to be paid for by the Association:
--

Exterior modification requests cannot be approved until all required documentation is provided. Please contact Resident Services at the number above if you need additional information. Maintenance of any items covered under this request will be the responsibility of the owner.

**Board Action:**  Approved /  Denied

\_\_\_\_\_  
Unitowner signature

\_\_\_\_\_  
President

\_\_\_\_\_  
Date