



Haverford Colony

ALTERATIONS AND ADDITIONS APPLICATION WINDOW, PATIO DOOR, ENTRY OR GARAGE DOOR REPLACEMENT

Homeowner: _____ Date: _____

Address: _____ Homeowner Phone: _____

Email: _____

of Windows _____ Patio Doors _____ Entry Door _____ Garage Door _____

Contractor Name: _____ Estimated Start Date: _____

Manufactured By: _____ Manufacture's Color: _____

IMPORTANT: Windows, entry door and garage door replacement requires Board approval.

-**Do not** place order or purchase materials prior to approvals.

-Window and door replacement requires Board approval prior to installation.

Please note requests for replacement of windows, patio door, entry door or garage door must include the following documentation as part of a package to be delivered to RealManage for the Board of Directors approval.

You MUST submit all the required documents listed below & material color sample at the same time as one complete package to avoid return of your request.

-Completed Haverford Colony Alterations and Additions application.

-Copy of sales contract that includes windows that will be replaced (location, outside color, type of screen and grids (must match existing window grids)

Sales contract must include contractor/installers name/phone number and name of manufacturer of product

-Manufacture's sales brochure/catalog that includes pictures of new windows, patio door, garage door with description of product.

-Sample of actual window material in the color to match existing windows.

Note: The Board will check the color sample on material to confirm it matches.

Certificate of Insurance with the Association listed as additional insured should be obtained from the contractor's insurance agent and must be submitted by the owners as part of the Alterations and Additions package of forms. Certificate of Insurance must be valid during the complete installation process.

If the above items are not included the Board will not process your request.

Type of Alteration: _____ **Date:** _____

Homeowner: _____ **Address:** _____

NOTE:

- Window and/or door style must match existing windows/door, including grids.
- Etched glass or windows with blinds between the window glass are NOT permitted.
- Allow thirty (30) days for Board approval of your request.
- IMPORTANT: Do not place window/door order prior to approval.

I hereby agree to obtain all necessary building permits and to comply with all building codes and complete the change and/or improvement within thirty (30) days of approval.

Owner's Signature **Date**

Board Member Signature Date

Board Member Signature Date

Page: 2 of 3
Exhibit A

Please return all documents along with this completed form to: HAVERSCH@CiraMail.
or
Mail to: Haverford at Schaumburg Colony c/o RealManage PO Box 803555, Dallas, TX 75308