

Westchester Place Homeowner Association  
c/o Associa Chicagoland  
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Schaumburg, IL 60173  
Phone: 847-490-3833 Fax: 847-490-980

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## **EXTERIOR DOOR Modification Request Form**

The front entrance door/s of a unit or the rear door of an Ashton model may be replaced with a door that is of the exact same dimensions and style of the current door with a window of the exact same dimensions as the current window. (Often referred to as half-lite models). The window of the front entrance door may be of etched glass of the same design as exists on the other units. The new door shall be painted with a primer and then a coat of paint that is the exact same color as the door being replaced. Any new hardware shall be of a similar style as the hardware that is being replaced.

I request approval to replace a door on my unit at (address) \_\_\_\_\_

As follows: (specify the door to be replaced) \_\_\_\_\_

Attached is the contract or invoice which includes the information showing compliance with the specified conditions. I agree to comply with the requirements stated above.

The installation shall be professionally done. A Certificate of Insurance from the contractor (with the Association named as additionally insured) should be provided with this completed form.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Received by Associa: \_\_\_\_\_

***Return this completed form and attachments to Associa at the address printed at the top of this page***

ACC Approval: \_\_\_\_\_

Date Received by ACC: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Approved: \_\_\_\_\_