

Westchester Place Homeowner Association  
c/o Associa Chicagoland  
1827 Walden Office Square, Suite 200  
Schaumburg, IL 60173  
Phone: 847-490-3833 Fax: 847-490-9807

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Email: [helpmechicagoland@associa.us](mailto:helpmechicagoland@associa.us)

## MISCELLANEOUS EXTERIOR CHANGE Modification Request Form

The installation of any exterior elements (i.e. motion spot lights) must be approved prior to installation, and may be required to be removed when the unit transfers. (Motion/security spot lights should not disturb neighbors with location or duration). Repair of any damage from the installation of an exterior element shall be the responsibility of the unit owner.

The installation of any exterior element shall be professionally done with a Certificate of Insurance from the contractor with the Association named as additional insured.

I request approval to install \_\_\_\_\_  
on my property at \_\_\_\_\_

I agree to comply with the above stated provisions and have included the following:

- \_\_\_\_\_ A description of the work being considered.
- \_\_\_\_\_ A drawing/sketch that reflects the descriptions and specifications listed above.
- \_\_\_\_\_ A copy of the agreement with contractor (if used) which includes the above provisions.
- \_\_\_\_\_ A Certificate of Insurance from the contractor (with the Association named as additionally insured)

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: \_\_\_\_\_

\_\_\_\_\_