

Westchester Place Homeowner Association  
c/o Associa Chicagoland  
50 East Commerce Drive, Suite 110  
Schaumburg, IL 60173  
Phone: 847-490-3833 Fax: 847-490-9807

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## **ROOF VENTS AND EXHAUST FANS Modification Request Form**

When cutting through the roof to install an exhaust fan or vent it must be done on the rear of the roof facing the backyard.

All electrical wires shall be concealed within the attic space and installed in accordance with Village code.

The installation of Vents and Fans shall be professionally done with a Certificate of Insurance from the contractor with the Association named as additionally insured. As all roofs were replaced in 2018 & 2019 and are under warranty, any work must meet special requirements. (Exact match roofing shingles are required. That information will be supplied.)

Repair of any damage to a unit for problems including any roof leaks resulting from the installation of a Roof Vent or Fan shall be the responsibility of the unit owner including repair or replacement of flashing.

I wish to install a Roof Vent or Exhaust Fan on my unit at

\_\_\_\_\_ ,  
and agree to all the conditions stated above.

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: \_\_\_\_\_