



Grand Reserve Algonquin Exterior House Modification Form

Please return completed form to:

Grand Reserve Algonquin HOA
2650 Harnish Dr.
Algonquin, IL 60102-6855

This request form is to be completed by the homeowner and submitted for approval **BEFORE** any work commences. Village approval may be required for certain modifications; however, village approval is superseded by that of the board. Decisions may take up to 30 days for processing from the date the completed application is received.

Name of Owner: _____ **Address:** _____

Email Address: _____

Date: _____ **Phone Number:** _____

Approval is hereby required for modification(s) including but not limited to the following:
(Check applicable box and/or describe below):

- ☐ Back porch screen enclosure ☐ Exterior doors ☐ Exterior paint ☐ Windows
- ☐ Patio/Pavers ☐ Hot tub ☐ Generator ☐ Pergola ☐ Exterior Lighting

Misc./Other _____

Must be included in your application:

- ☐ **Location:** Attach copies of plot plan/survey of the lot showing where the modification(s) are located relative to the home and property lines. This information should be included in your closing documents.
- ☐ **Specs:** Attach copies of plans from any contractor/vendor providing service (including color samples, photos, dimensions, etc.)
- ☐ **Licensure:** Attach copies of any contractor or vendor's license and insurance.
- You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). If a permit is not obtained for work done, the board can use its discretion to have project removed at your cost.
 - Access to area of construction is only allowed through your property, and you are responsible for any damages. If access is needed on neighboring properties, please check with your neighbor before commencing any work.

Please contact HOA upon completion

Owner's Signature

Application Date

HOA Board Member Signature

Approval Date