

ARCHITECTURAL & LANDSCAPE CONTROL COMMITTEE
request or replacement of **ROOF, GUTTERS, DOWNSPOUTS**

Failure to submit this form and obtain approval **PRIOR** to
Alterations or repairs will result in a **MINIMUM \$100.00 FINE**

This procedure must be followed for deposit return!

NAME: _____

_____ ADAMS

_____ BURNHAM

ADDRESS: _____

_____ CLARK

_____ DEARBORN

PHONE: _____

_____ EVANSTON

DATE SUBMITTED: _____

\$250.00 security deposit is required _____

\$125.00 if using contractor from list _____

SIGNATURE: _____ **(Signature also required on page 2)**

PLANNED REPLACEMENT:

Roof _____ Gutters _____ Downspouts _____

I UNDERSTAND THAT ONLY ARCHITECTURAL SHINGLES WILL BE APPROVED _____ **(initials)**

Specify roof **color:**

NOTE: All gutters and downspouts must be dark brown, except white gutters and downspouts on white walls.

NAME, ADDRESS, PHONE, FAX & LICENSE NUMBER of CONTRACTOR:

_____ Phone _____

_____ Fax _____

_____ E-mail _____

A&LCC issues approvals with quality concurrence of Townhome Maintenance Director.

DATES APPROVED: #1 _____ (INIT. _____) #2 _____ (INIT. _____)

APPROVED BY TOWNHOME MAINTENANCE DIRECTOR: _____ DATE: _____

**APPROVED WORK *MUST* BE STARTED WITHIN 40 DAYS OF APPROVAL
OR A NEW APPROVAL WILL BE NECESSARY.**

NEW ROOF GUIDELINES 2018

To eliminate any confusion by homeowners, the Board of Directors has developed the following policies/guidelines related to Roof Replacements.

Owners MUST have approval from the ALCC and Townhome Maintenance PRIOR TO starting roof replacement. Failure to do so will result in a fine to the homeowner.

ROOFS INSTALLED WITHOUT ALCC APPROVAL WILL BE REMOVED AT OWNER'S EXPENSE – NO EXCEPTIONS

1. ALCC needs a detailed proposal when replacing a roof. Roof color samples, which are close or identical to the original roof color, are available at the Acacia Office. These colors ARE THE ONLY ACCEPTABLE CHOICES and must be used to maintain the overall appearance of our Acacia complex. Each roof **color** should be **different from the neighbor units**.
2. It is highly recommended when replacing the roof that you do a complete tear off rather than having a second roof lay over an existing roof.
3. **ONLY ARCHITECTURAL SHINGLES WILL BE APPROVED**
4. 6 feet of ice and water shield from the roof edge is the mandatory minimum. Ice and water shield is required in all valleys and rear of chimneys, (ex. Adams). Request copper or aluminum saddle.
5. Replacement of sidewall flashing is mandatory.
6. Install new gutter edging.
7. Vertical sidewalls and all parapet walls must be lined with ice and water shield and it must be extended down over the new step flashing and installed under the 2 X 12 Cedar caps.
8. Parapet wall siding and 2 X 12 Cedar caps are to be re-installed by the contractor. The Association, at the Operation Manager's direction, will supply new siding for the parapet walls and/or Cedar cap.
9. Contractor replaced roof plywood decking is to be at homeowners' expense.
10. It is highly recommended that bathroom and kitchen exhaust vents connect to dampered roof vents.
11. A dumpster or trailer for refuse is mandatory. **NO** roof debris is allowed on driveway or lawn. Plywood must be placed under dumpster/trailer to avoid damage to driveway.
12. Warranty of materials and labor in writing is recommended for homeowner protection.
13. Both homeowner and roof contractor **MUST** sign proposal/ALCC request before it will be approved and each will receive an approved copy of the request.

GUIDELINES NOT FOLLOWED MAY REQUIRE REMOVAL OF ROOF AT HOMEOWNERS EXPENSE.

I have read and received a copy of the guidelines for roof replacement.

_____ **Date** _____

Contractor Signature

_____ **Contractor License Number**

_____ **Date** _____

Homeowner Signature