

**ALCC request for major repair or replacement of
ROOF, GUTTERS, or DOWNSPOUTS**

Failure to submit this form and obtain approval **PRIOR** to
starting project will result in a **minimum \$100.00 fine**

This procedure must be followed for deposit return

Name: _____

_____ **ADAMS**

_____ **BURNHAM**

Address: _____

_____ **CLARK**

_____ **DEARBORN**

Phone: _____

_____ **EVANSTON**

Email: _____ **can we email approval paperwork? Y/N**

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.

Name, address, phone & LICENSE NUMBER of CONTRACTOR: _____

Contractor email: _____ **can we email approval paperwork? Y/N**

Approvals require BOTH ALCC and Townhome Maintenance.

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

Townhome Maintenance #3 _____ (INIT. _____)

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

ROOF REPLACEMENT GUIDELINES

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

1. Major repairs are those who require more than 25% of shingles to be replaced.
2. Roofs installed without ALCC approval will be removed at the owner's expense-NO EXCEPTIONS.
3. Roof color must be different from neighboring roofs. Selected color must be primarily brown tones and will be subject to approval. Attach brochure showing color choice.
4. ONLY ARCHITECTURAL SHINGLES WILL BE APPROVED.
5. It is highly recommended that a complete tear off is performed rather than applying a second roof over the existing roof.
6. 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.
7. Replacement of sidewall flashing is **mandatory**.
8. Install new gutter edging.
9. 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.
10. 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.
11. Contractor replaced roof plywood decking is to be at homeowners' expense.
12. It is highly recommended that bathroom and kitchen exhaust vents connect to dampered roof vents.
13. 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.
14. Warranty of materials and labor in writing is recommended for homeowner protection.
15. 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 HOMEOWNER'S EXPENSE.

I have read and will follow the above guidelines for roof replacement.

_____ Date _____
Contractor Signature

Contractor License Number

_____ Date _____
Homeowner Signature