

700 Graceland

Condominium Association

Dear Homeowner:

Any modification to the exterior of the unit requires prior written Board approval.

In order for the Board to complete an accurate review of your request, please submit the following documents:

- Completed ACC Form
- Picture and/or 'Spec' Sheet of proposed new product – a plat of survey is not required unless specifically requested.
- Certificate of Insurance from the contractor naming **BOTH** 700 Graceland Condominium Association **AND** American Property Management of Illinois, Inc., 1251 North Plum Grove Road, Suite 140, Schaumburg, Illinois 60173 as **additionally insured and certificate holder**.

You may upload the documents thru the portal, email them to mail@apmofil.com (please include the property address in the subject line) or mail them to 700 Graceland Condominium Association c/o American Property Management of Illinois, Inc., 1251 North Plum Grove Road, Suite 140, Schaumburg, IL 60173.

Upon receipt of these documents, we will forward a completed ACC packet to the Board of Directors for their review and direction. We will gladly work with your contractor on the collection of documents, however, written confirmation of the Board's decision will be mailed to the homeowner via USPS. It is your responsibility to provide written approval to the contractor.

No work can commence until written approval has been given.

Thank you.

Sincerely,
700 Graceland Condominium Association

**700 GRACELAND CONDOMINIUM ASSOCIATION
ARCHITECTURAL CONTROL IMPROVEMENT APPLICATION FORM**

Name: _____ Date: _____

Address: _____

Phone Numbers: (home) _____ (work) _____

Nature of Improvement: _____

Location of improvement: _____

Dimensions: _____ Colors: _____

Construction Materials: _____

Supplier or Company: _____

Approximate Cost: _____

A sketch of all improvements with the dimensions and locations MUST be submitted with this form. A Plat of Survey and a Certificate of Insurance from the contractor to perform work must be submitted with this application form. Village permits are to be obtained when necessary.

I/We understand the rules concerning the proposed improvements. I/We agree to abide by the rules set forth by the Board of Directors and will be solely liable for upkeep, maintenance and encroachment that this improvement may make on a neighbor's private property or on Common Ground. A village permit must be obtained for fences, decks, etc. (Check with the Village).

I/We understand that a letter **MUST** be sent to the Architectural Control Committee certifying completion of this project according to the specifications submitted.

Homeowner Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Approved By: _____ Disapproved On: _____

Reason Disapproved: _____

Referred to Board of Directors On: _____

700 Graceland Condominium Association Construction Checklist

Unit owner/Number _____

Attached for review and approval are the following required documents/statements. Copies of these documents must be given to the management company and to the Board of Directors.

- Scope of work, plans and specifications
- Project schedule, including but not limited to, start date, demolition period, construction period and estimated completion date
- Contractors' and project managers' names and telephone numbers, including emergency numbers
- Certificates of insurance from contractor and subcontractors
(All certificates must provide as additional insured "700 Graceland Condominium Association and American Property Management of Illinois, as agent")
- Special requests and requirements
- I have provided the above contractors with copies of the Association's construction rules and instructed my contractor that the common elements (hallways, elevators, etc.) must be protected and kept clean when moving materials and debris into and out of the building. In addition, the contractor will cover the exhaust vents during the demolition and sanding phases of construction.
- City of Des Plaines permits, as necessary

I understand that no work can start without the approval of the Board of Directors.

Unit Owner

Unit Owner

Date

The above documents have been received and approved by the Board of Directors.

By _____

Date _____

700 Graceland Condominium Association

August 2006

This document supersedes in its entirety the current Section 11, Repairs within a Particular Unit (p. 8) of the Rules and Regulations adopted in April 1998.

SECTION 11

Construction and Replacement Policy

11.1 Included here are construction procedures and a construction checklist. Please make sure to complete the requirements listed on the checklist should you do any remodeling in your unit. This checklist is intended for the use of **major** remodeling/construction.

The checklist is not necessary for such work as re-carpeting, painting, minor carpentry or changing a vanity or kitchen sink countertop.

However, if you are having plumbing or electrical services performed or having wood or laminate flooring installed, you must inform the management company and follow the Association's policies.

New wood or laminate flooring must be floating or glued, with a soundproofing underlayment. Nailing and stapling of any type of flooring is not permitted.

If plumbing work will require water shut-off, please inform the management company 48 hours in advance so notices can be posted. In case of emergency shut-off, contact the management company and a board member so a notice can be posted as soon as possible.

If you are not sure about the scope of your work, please call the management company.

Construction and Replacement Procedures

11.2 Any construction which would cause disturbing noise, or the removal of debris, can be done only during the normal working hours of 8 a.m. to 5 p.m., Monday through Friday, and between 10 a.m. and 5 p.m. on Saturday and Sundays.

No construction work can be done without prior written approval from the Board of Directors.

Owners must obtain a certificate of insurance from their contractors prior to remodeling. Copies of the final waivers of lien must be submitted for any work performed on common areas.

Owners must obtain City of Des Plaines permits as necessary.

Use of the elevator for transporting materials such as lumber, drywall and other items of construction and the removal of debris must be scheduled through the management company and the elevator must be properly protected.

All construction debris must be removed from the premises. It is the responsibility of the owners to instruct their contractors to remove all such debris and leftover materials from the premises. Toilets, sinks and bathtubs may never be used for disposing of such construction debris.

Refer to Rule 7.3 (p. 7) of the Rules and Regulations concerning disposal of bulky items. The management company must be advised in advance so arrangements can be made with our disposal company. Unit owners will be assessed for the additional charges.

No construction work such as spray painting, sawing, glass cutting and the shaking out of drop cloths is permitted in common areas, including, but not limited to, stairwells and garages.

Clean drop cloths must be used to cover the traffic areas completely and provide total protection for the hallway carpeting. They must be removed at the end of each workday and corridors cleaned.

Unit owners are financially responsible for any damage to, or extra cleaning of, the common areas due to construction in the owners' units.



Community & Economic Development
1420 Miner Street, Des Plaines, IL 60016
P: 847.391.5380 | W: desplaines.org

City of Des Plaines Building Department condominium permit guidelines

A CITY BUILDING PERMIT IS REQUIRED:

- Any new plumbing or moving plumbing
- Any new electric or moving electric or changes to or inside panel
- Full or partial removal of *any* walls
- Window and exterior door replacement
- Replace air conditioning unit on roof
- Replace air handler unit in utility room

NO PENETRATIONS OF THE FLOOR OR CEILING ARE PERMITTED

A PERMIT IS NOT REQUIRED:

- Paint, wallpaper or tile
- New flooring
- Replace plumbing fixture as existing (ie, replace sink or faucet)
- Replace existing electric fixture (no new wiring)
- Replace appliances
- Replace interior doors or trim
- Kitchen/bathroom cabinet replacement in existing layout

PERMITS REQUIRED FOR COMMON AREAS

- Masonry work (not ordinary tuck-pointing)
- Handrails or guardrails
- Boiler replacement or any HVAC
- Elevator modification, renovation or replacement
- Fence
- Parking lot re-paving (not sealcoating)
- Window or door replacement
- Lawn sprinkler installation or replacement
- Any concrete work
- Roof overlay or replace
- Any structural changes
- Fire alarm
- Fire sprinkler

ALWAYS INFORM YOUR BOARD OR MANAGEMENT COMPANY IF YOU ARE PLANNING A RENOVATION PROJECT.

This list may not be all-inclusive. Call if you have any questions.