

Regents Square Condominium Architectural Modification Request Form

Co-Owner Information

Name(s) (Please Print):	
Address of Unit:	Date:
Email Address:	Contact Phone:

Requested Modification

Please Check Applicable Boxes Below and Complete the Form as Indicated	
<input type="checkbox"/>	Form A - Replacement Windows
<input type="checkbox"/>	Form B - Replacement Front and/or Storm/Screen Door
<input type="checkbox"/>	Form C - Replacement Rear Patio Door and/or Screen Door
<input type="checkbox"/>	Form D - Installation of Vents and Ductwork
<input type="checkbox"/>	Form E - Rear Fence
<input type="checkbox"/>	Form F - Other

Final Check List

<input type="checkbox"/>	I have attached the Maintenance and Liability Release Form
<input type="checkbox"/>	I have attached the appropriate Architectural Modification Request Form (Form A to E) and copy of the Quotation and/or Proposal which provides a detailed description with a clear picture, product description/specifications sheet.
<input type="checkbox"/>	I agree that any variations of this application request form must be resubmitted for approval.
<input type="checkbox"/>	I also agree that I may not under any circumstances commence this project prior to receiving written notification from the Community Manager indicating the approval of this request by the Board of Directors.

Signature of Co-Owner

Regents Square Condominium
Architectural Modification Request Form

Form A – Replacement Windows

All replacement windows must be the same in colonial design, style, and appearance as the original windows. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and window product selected with a clear picture, product description/specifications sheet.

As shown below all replacement windows must comply with the following standards:

- Trim, casement, grid patterns must be colonial in style.
- The number of panes of glass must identical to original.
- Total glass area must be the same – identical to original.
- The color must be white or an approved color.

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Form B – Replacement Front Door and/or Storm/Screen Door

All replacement doors must be one of the approved styles as shown in Part 2 of this form. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and door product selected with a clear picture, product description/ specifications sheet.

Part 1 – Front Door Specifications

Please provide the following information regarding the replacement you are planning to install.



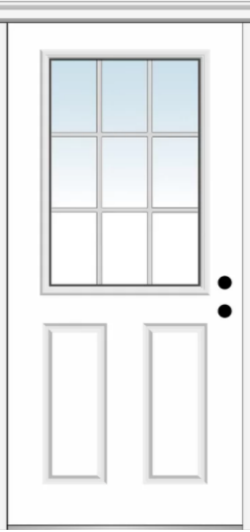

<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	



Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color.

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Form B – Replacement Front Door and/or Storm/Screen Door

Part 2 – Please Identify the Front Door Style Selected (check the box)

			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

	
5 <input type="checkbox"/>	6 <input type="checkbox"/>

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Part 3 – Storm Door Specifications

Please provide the following information regarding the replacement you are planning to install.

<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	

All replacement storm doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color. One approved door style is a full-view door as shown below, configured with either glass or plexiglass; this style displays your entry door to its best advantage.



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Form C – Replacement Rear Patio Door and/or Screen Door

All replacement rear patio doors must be one of the two approved styles as shown below and the exact door installed may vary based on the size of the opening and exact door configuration selected by the co-owner. In addition, a co-owner may select a door glass style with or without Grilles and Mullions. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and door product selected with a clear picture, product description/specifications sheet. Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square Paint color.

Part 1 – Door Specifications

Please provide the following information regarding the replacement you are planning to install.


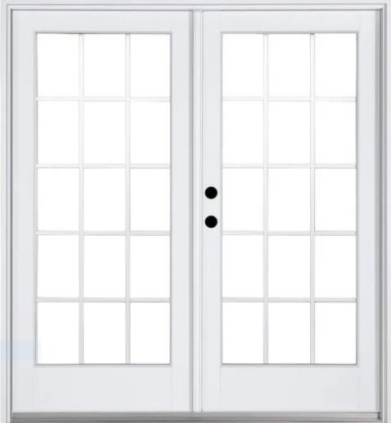
<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	

Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color.

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Form C – Replacement Rear Patio Door and/or Screen Door

Part 2 – Please Identify the Door Style Selected (check the box)

<u>Sliding Door</u>	<u>French Doors</u>
	
A <input type="checkbox"/>	B <input type="checkbox"/>

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Form D - Vents and Duct Work

Co-owners may install vents to the outside of a unit. Usually, they are to vent dryers and/or for stove top ventilation. All exterior vents and ducting need to be approved by the Board before installation. Please provide a detailed description of the planned installation and vent/duct work product selected with a clear picture, product description/ specifications sheet. Below is a sample exterior vent.

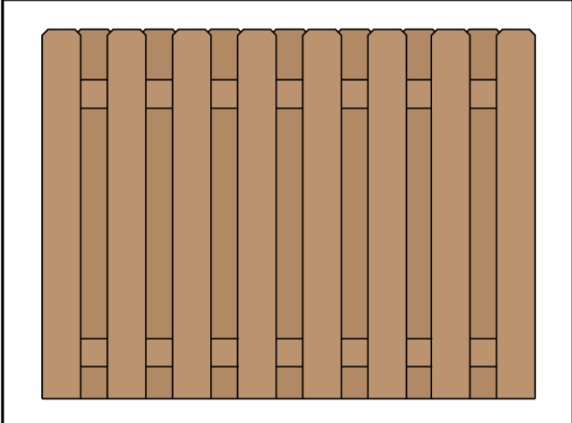
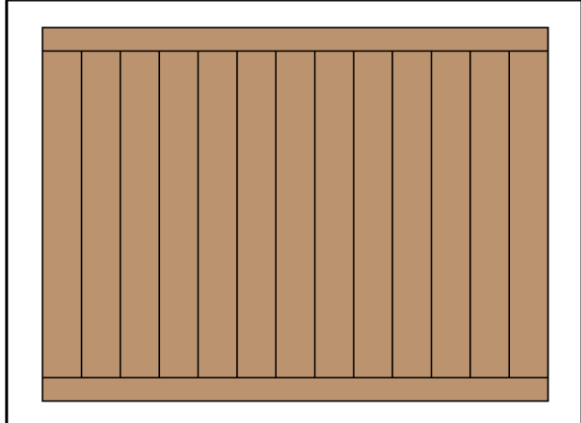


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Form E - Rear Fence

Please Note: A patio's rear side fences are installed and maintained by the Condominium. A co-owner, with Board permission, may install a gated rear fence to enclose the patio. Such a fence and gate are at the co-owners' expense and responsibility to maintain in satisfactory condition. A gate is required to allow access by the condominium as necessary for maintenance of the exterior of the townhouses. A rear fence may only be as far (i.e. distance) from the back wall of the unit as specified in the Master Deed. Any fence that is erected beyond the distance as specified in the Master Deed must be removed promptly and at the co-owner's expense.

All new or replacement rear fences must be one the two approved styles shown below. A rear fence must be no higher than existing side fences. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and fencing product selected with a clear picture, product description/ specifications sheet. Please Note: Fences should remain natural in color and not be stained or painted. A clear wood preservative is permitted.

<u>Shadowbox Fence</u>	<u>Framed Fence*</u>
	
A <input type="checkbox"/>	B <input type="checkbox"/>

* Please note – this design, although not noted in the co-owner's handbook, is acceptable.

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Form F – Other

For all other Architectural Modification requests not specifically identified above (Form A to E), please provide a description of the product with a clear picture, product description and specifications sheet.