

**REQUEST FORM  
DECK & PATIO RETRACTABLE AWNING  
CRYSTAL TREE SUBDIVISION**

**HOMEOWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR: (Installer)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

**RETRACTABLE AWNING COLOR CHART: (Chart Applies to Townhomes Only)**

<b>Benjamin Moore Townhome Trim Color</b>	<b>Approved Awning Color: (Based on Sunsetter Awning Colors)</b>
<i>If Your Trim Color is:</i>	<i>Your retractable awing should be:</i>
Graywood	Slate Gray or Cream
Richmond Bisque	Sand or Cream
Navajo White	Sand or Cream
Spanish Moss	Taupe or Cream

**IMPORTANT NOTE:** 1<sup>st</sup> townhome owner desiring to install a retractable awning, who submits a Request Form and receives an Approval, would set the awning color precedence for the entire townhome building.

**Awning Manufacturer:** \_\_\_\_\_

**Current Trim Color** (Not siding color): \_\_\_\_\_

**Retractable Awning Color:** \_\_\_\_\_

(Single family homeowners have choice of colors.)

**IMPORTANT NOTES & GUIDELINES:**

- Awnings shall be equal in quality to Sunsetter Awnings.
- Motorized, retractable awnings are recommended.
- Retractable awnings shall be manufactured with 100% waterproof, traditional laminated fabrics. The structural components shall be constructed of aluminum materials, designed to meet all of the Village of Orland Park’s building codes.
- Retractable awnings will only be allowed at patio or deck locations.
- The homeowner must agree that the awning shall be rolled back each night.
- The maximum width of a retractable awning shall be 16 feet and the depth 12 feet.
- Homeowner must prepare and submit site plan with outline and dimensions of the retractable awning, showing its outer limits. The site plan shall indicate all utility easements. (When the Homeowners’ Association deems necessary, a survey may be required.)
- Swatch of fabric material, aluminum, and any other proposed colors to be submitted if retractable awning is other than Sunsetter brand.
- A temporary drop-down screen will be allowed as long as the color and transparency are acceptable. (Must submit samples.)
- Upon receiving the Homeowners’ Association approval, the homeowner shall be responsible to obtain a Village of Orland Park’s building permit, if required.

**MAINTENANCE:**

The homeowner shall accept all liability and maintenance of the installation. The homeowner shall be responsible for all ongoing maintenance. (Note: The homeowner shall not allow the awning or appurtenances to fade or become unkempt.) If the Homeowners’ Association deems these elements to become in disrepair, they will notify the homeowner to remove same. The homeowner shall have 60 days to do so or the Homeowners’ Association may elect to remove same and bill the homeowner for same.

**CERTIFICATE OF INSURANCE:** Your contractor must supply you with a certificate of insurance, stating that you (as homeowner) and the Crystal Tree Homeowners’ Association are named as additional insured. A copy of this certificate must be submitted along with your Request Form.

\*\*\*\*\*

**CONTRACTOR’S AGREEMENT TO COMPLY:** I have read the completed Request Form and agree to comply with all architectural requirements as directed. I understand that any product or workmanship that does not comply with the architectural requirements, as stated, will have to be brought up to those standards immediately, or the privilege of performing future work within the Crystal Tree Subdivision will be forfeited.

**Contractor’s Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**HOMEOWNER’S SIGNED AGREEMENT:** I agree to comply with all the requirements as stated in this Deck & Patio Retractable Awning Request Form.

**Homeowner’s Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**SEND COMPLETED REQUEST FORM, ARCHITECTURAL REVIEW FEE OF \$75.00  
PAYABLE TO THE CRYSTAL TREE HOMEOWNERS' ASSOCIATION, AND A COPY OF  
THE CERTIFICATE OF INSURANCE TO:**

**SCHRANK & ASSOCIATES, INC.  
P. O. BOX 186  
ORLAND PARK, IL 60462**

\*\*\*\*\*

**This portion for office use only:**

**Address of Retractable Awning Request:** \_\_\_\_\_

**ARCHITECTURAL REVIEW**

Approval: \_\_\_\_\_yes \_\_\_\_\_no

Reason for Refusal: (if applicable) \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Additional Notes:**