

**REQUEST FORM  
WINDOW & PATIO DOOR REPLACEMENT FOR TOWNHOMES  
CRYSTAL TREE SUBDIVISION**

**HOMEOWNER:**

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

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

**CONTRACTOR: (Installer)**

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

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

**Current Window Trim Color (Not Siding Color):** \_\_\_\_\_

**REPLACEMENT WINDOW COLOR CHART:**

<p><b>Benjamin Moore Townhome Trim Color</b> *****  <i>If Your Trim Color is:</i></p>	<p><b><u>Approved Window Color:</u></b> Wood Aluminum Clad Window Or Andersen Wood Vinyl Clad Window *****  <i>Your replacement window should be:</i></p>
<p>Graywood</p> <hr/> <p>Richmond Bisque</p> <hr/> <p>Navajo White</p> <hr/> <p>Spanish Moss</p>	<p>Tan or *Special Case Option</p> <hr/> <p>Tan or *Special Case Option</p> <hr/> <p>White or *Special Case Option</p> <hr/> <p>White or *Special Case Option</p>

**NOTE:** The colors "tan" & "white" may have various names with manufacturers

<b>Example: <u>Manufacturer</u></b>	<b><u>"Tan"</u></b>	<b><u>"White"</u></b>
<b>Andersen</b>	<b>Sandtone</b>	<b>White</b>
<b>Hurd</b>	<b>Sand</b>	<b>White</b>
<b>Jeldwen</b>	<b>Desert Sand</b>	<b>White</b>
<b>Marvin</b>	<b>Pebble Gray</b>	<b>White</b>
<b>Pella</b>	<b>Tan/Putty</b>	<b>White</b>
<b>Weathershield</b>	<b>Desert Tan</b>	<b>White</b>

**Window Manufacturer:** \_\_\_\_\_

**Patio Door Manufacturer:** \_\_\_\_\_

**Exterior Window & Patio Door Standard Color that is Being Installed:**

\_\_\_\_\_

**\*SPECIAL CASE OPTION/ UPGRADED PREMIUM OR CUSTOM COLOR:**

\_\_\_\_\_ (required to submit color sample)

**Note: \*Special Case Option** may be considered by the Architectural Committee when: Adjoining homeowners in a particular townhome building all agree upon a “premium or custom clad color” that matches their townhome trim color.

-OR-

In a case where the windows of a townhome in a particular building have already been replaced with an approved “premium or custom clad color”, and all adjoining townhome owners wish to use the same clad color to keep their building esthetically consistent.

**IMPORTANT NOTES:**

- Acceptable window and patio door replacements:  
Wood aluminum clad windows and patio doors, Anderson wood vinyl clad windows and patio doors, Marvin Integrity windows and patio doors.
- VINYL windows and patio doors and **ALL WOOD** windows and patio doors are not acceptable for window and door replacements.
- SASH-ONLY & INSERT REPLACEMENT windows are not acceptable.
- Aluminum and vinyl trim fillers are not allowed. Must use cedar wood trim fillers to be painted the same as existing trim color.
- Window and patio door replacements must conform to existing rough openings.
- Windows must meet local egress codes for fire evacuation.
- Other wood aluminum clad window and patio door manufacturers may be acceptable. Submit manufacturer’s name, specifications, and color chip with Window & Patio Door Request Form for review.
- Special Case Option/Upgrading to Premium or Custom Colors: It is recommended that all windows be changed when using a premium or custom color to assure availability, as manufacturers do discontinue some special colors over periods of time.
- No construction materials are to be placed or stored on streets. Dumpsters must be placed on driveway. (Placing dumpsters on street is prohibited.) Dumpsters should be placed, by contractor, on plywood or planking to protect driveway.

**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 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 Window/Patio Door Replacement:** \_\_\_\_\_

**ARCHITECTURAL REVIEW**

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

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

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

**Additional Notes:**