

Springfield Park Place



Homeowner / Resident Modification Request

In order to maintain the uniformity of the unit exteriors of Springfield Park Place, the following guidelines must be adhered to:

1. All Homeowners must submit an Exterior Modification form to the Management for approval by the board of directors, including the specifications of the window, scope of work and contractor performing the work along with the contractor's certificate of insurance.
2. All windows must be of the same dimension as the windows that are being replaced.
3. New construction windows with a flange must be installed (not replacement windows).
4. The windows must be Silver Line Vinyl Windows, Simonton Pro Finish Vinyl Windows, or Andersen Casement Windows. Note: Anderson does not sell custom windows for the Cluster units. Simonton or Silver Line are the only options.
5. Andersen sliding windows are not available in existing sizes.
6. Proper window flashing must be installed.
7. Window trims must match existing in both size and color.
8. Windows installed in Hardie vertical siding must have window trims removed and flashing installed. Hardie trims will be installed by Springfield Park Place contractor.
9. If contractor damages newly installed Hardie-Plank, it will be the Homeowner's responsibility to pay for repairs by Springfield Park Place's contractor.
10. Springfield Park Place has a list of recommended contractors. Although we cannot recommend any one of them above another, our experience with these contractors has been positive.
11. Storm doors must be full glass and have clear glass (no smoked or colored glass is

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acceptable) Acceptable model is the Anderson 3000 Series Storm Door or 200 Series Storm Door. Match closes to the front door in either White, Light Gray or Dark Gray, depending on your particular building.

12. Replacement of Gliding Patio Doors: Andersen Perma-Shield Gliding Patio Door. Andersen Storm Doors: Anderson 3000 series. Must match front door in either White Vinyl, Light Gray Vinyl or Dark Gray Vinyl, depending on the door. For further information check with the management office on other approved models.
13. Garage Doors - Garage doors must match existing style (flat non-texture) and color. Model Clopay # 4301 Flush Door (Aluminum Wood Door is "Glide-A-Way" Flush Masonite 8x7 Doors (8' wide x 21" high x 1 3/8" thick) door wood grain prime painted. Color to match existing door). Replacement panels are still available in wood. Inventory is low.
14. Please contact our Property Manager for the list of contractors familiar with our community.

Recommendations for Purchasing of Doors and Windows

Garage Doors - NJ Door Works 908-858-5300 Windows

National Contractors 609-771-4200

Renewal by Anderson - 800-775-0655 Mike Young x 8023 (must coordinate installation and speak to National)

Storm and Screen Doors - Home Depot or Lowes, also National Contractors

Springfield Park Place maintains a list of several contractors who are familiar with our community and have installed windows in units in the complex. However, Springfield Park Place does not endorse or recommend any of these contractors, and the list is for informational purposes only. Please contact our Property Manager if you would like a copy of the list.

**Springfield Park Place Condominium Association
EXTERIOR MODIFICATION FORM**

Owner's Name _____
Unit No: _____
Phone No: _____
Application Date: _____
Email address: _____

The undersigned acknowledges that I/We are the lawful owners of the premises and hereby apply for approval to make property modifications to the unit listed above or exterior area located at _____ within the association.

I/We do hereby authorize the Covenants Committee, the Board of Directors or their designee to inspect the premises concerning this application, upon reasonable notice and reasonable hours.

Please describe request in detail:

Garage Door/ Storm Door/ Front Door Make/ Model/Color:

Make and Model # of Windows or Doors

Contractor Information:

Name: _____

Address: _____

(Certificate of Insurance must be included)

Attach: Manufacturer's brochure, photos of the property scale drawings, rendering or modification, specifications for materials and contractor's name, address and contractor's insurance certificates.

**Springfield Park Place Condominium Association
EXTERIOR MODIFICATION FORM**

NOTE: Work cannot commence without receiving this form back signed and approved by the Board of Directors. The Board has 30 days from the date submitted to review application and provide decision.

Please review approved manufacturer's and Springfield Park Place's window and door replacement policy information at www.springfieldparkplace.com .

***If work involves window installation where Hardie-Plank siding has been damaged or the trim color does not match, it must be replaced with Azek and painted the Cobblestone color made by Hardie-Plank**

***Satellite Dish Installations- the unit owner is personally responsible for any damage or leaks caused by the dish. Please include Indemnification form with this application.**

Checklist:

Manufacturer's brochure,

Photos of the property scale drawings, rendering or modification

Specifications for materials

Color of Garage Door or Storm Door

Contractor's insurance certificates.

Application Complete _____
Management Signature and Date

Application will be returned to you if submitted without these attachments.

If permission is granted, we hereby acknowledge that the requested change will be made at our own expense and that maintenance and/or repairs of the above described change will be our complete responsibility.

I/We hereby agree to abide by the terms and conditions of the approval procedures, the Declaration of Covenants, Conditions and Restriction, the By-Laws and Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage or hire any professional consulting entity they deem reasonably necessary to properly review this application the cost of which will be charged to us provided that there is prior notification and agreement is received from us.

Homeowner: Signature _____ Unit No. _____

Board Member's Signature _____ Date _____

Approved _____ Not Approved _____