

**THE WINDINGS OF WILLOW RIDGE TOWNHOME ASSOCIATION  
ARCHITECTURAL CHANGE FORM**

**Date of Application:** \_\_\_\_\_  
**Unit Owner Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**NATURE OF MODIFICATION REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_  
**Dimension (if applicable):** \_\_\_\_\_  
**Construction Material (if applicable):** \_\_\_\_\_  
**Installer/Contractor:** \_\_\_\_\_

**A REPRESENTATIVE DRAWING OF ALL PROPOSED IMPROVEMENTS MUST BE ATTACHED TO SHOW LOCATION AND DIMENSIONS.**

**All work must meet Village of Willow Springs Building Codes and permits will be obtained by owner if applicable. As of the approval date of this alteration, I accept full responsibility for all the upkeep of the altered area and to maintain it in a safe condition.**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received By Management Firm: Date:** \_\_\_\_\_ **Initials** \_\_\_\_\_

\_\_\_ Request approved on \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_ Temporary approval granted which may be revoked by the Board in the future and must be removed/restored back to original condition prior to selling of the unit. A deposit may be required to insure future compliance. Approval date \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_ Request denied due to the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail, fax, or email application to:  
Elite Management Associates, Inc.  
PO Box 628  
Western Springs, IL 60558  
Fax: 708-352-2871  
Email: [info@elitemgt.net](mailto:info@elitemgt.net)

## **SPECIFIC GUIDELINES FOR LANDSCAPING**

### **Plant Maintenance Details**

- 1) Owner will replace any new plantings that die within one year. 2) Watering is the owner's responsibility. 3) After one year, the Association will take over responsibility. At that time, replacements will be done at the Association's discretion. 4) Any required irrigation changes must be performed by the Association's contractor. 5) All costs pertaining to this request are the owner's responsibility.**

### **Form Submission Details**

- 1) The variance form must be submitted with a detailed drawing showing what is being removed and another drawing identifying what plantings will be planted and where. 2) New plantings need to be consistent with other Association plantings. No invasive species shall be permitted. 3) If the new area requires additional mulch, it must be matching to existing mulch. No color other than dark brown shall be permitted. 4) Owner shall state how removed plantings will be disposed of. Considerations: Contacting the Village and asking for a branch pick-up during the summer months or by purchasing "Waste Yard Stickers" from the Village. Groot (garbage service) does NOT pick up yard waste.**