



## Walkup at the Park Homeowners Association **Alterations & Additions Form**

The Walkup at the Park Declaration of Covenants, Conditions, Restrictions and Easements and Amendments require that you obtain prior written approval by the Board of Directors of the Walkup at the Park Homeowner Association for any and all:

- (I) additions or alterations to a building or other structure (including exterior color changes)
- (II) improvement to and landscaping of the lot
- (III) interior alterations do not require Board approval

### **Rules & Regulations**

- Board approval must be obtained in writing prior to the commencement of any work.
- The Board has 30 days to review and respond to requests.
- You may be required to remove any addition or return the property to its original condition if you do not receive the necessary approvals.
- You must be current with your assessments to have your application approved.
- Project must be completed within 30 days unless otherwise specified.
- No contractor signs may be placed onsite.
- In addition to Board approval, ensure you meet any requirements set forth by the city, county, state, etc. and that any necessary permits have been obtained prior to work commencing. The City of Crystal Lake has specific requirements with which you must comply. Contact the City of Crystal Lake directly at [crystallake.org](http://crystallake.org) or call (815) 459-2020 for more information.

### **Directions**

To request approval, email the following to the HOA Board [walkuphoa@gmail.com](mailto:walkuphoa@gmail.com):

1. A completed Alterations & Additions Form (this document)
2. A description of the nature, kind, size and shape of the improvements/alterations, including the following, as applicable:
  - Dimensions
  - Materials
  - Color
  - Picture, plan, brochure or drawing of the improvement
  - Estimated Cost
3. A sketch or copy of the Plat of Survey for the lot showing:
  - The specific location of the improvement/alterations
  - Dimensions relative to existing structures
  - Any change to be made to the landscaping or grading

For questions, reach out to the Walkup HOA Board [walkuphoa@gmail.com](mailto:walkuphoa@gmail.com)

**FAILURE TO RECEIVE APPROVAL FOR THE ALTERATION OR ADDITION MAY RESULT IN A \$100 FINE ASSESSED TO YOUR ACCOUNT.**



Walkup at the Park Homeowners Association  
**Alterations & Additions Form**

Homeowner(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Improvement (Plans Attached):

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

Approximate Cost: \_\_\_\_\_ J.U.L.I.E. DIG# \_\_\_\_\_

Est. Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

As a homeowner of the Walkup at the Park Homeowner Association, I agree to follow the rules of the Association and the city, county, and state in the completion of this improvement.

\_\_\_\_\_  
Homeowner Signature



**For Management Use Only**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Approved  Denied

Reason for Denial \_\_\_\_\_

Management Review Date Once Completed: \_\_\_\_\_