



# Entry Door Replacement Form

FOR ADDING/REPLACING UNIT ENTRY AND STORM DOORS.

## THE FORM:

**>>> Request Forms must be initiated by owners only; tenants cannot request unit alterations <<<**

Use this form if you would like to, a) add additional entry doors to your unit, b) replace the entry doors to your unit and c) if the project involves both adding entry doors and replacing entry doors to your unit.

After reading the Terms, Conditions and Specifications below, please press the Tab key to enter the date in the box provided at the bottom of page 1. Tab to page 2. Please Tab to fill in all information pertinent to this project. You may also return to any fill-in field to correct any mistakes. Note: the more detailed your information, the easier it will be for the Board to process your request. Please include materials such as detailed specification sheets, brochures, etc.. When you have completed both pages of the form, please print the form. After printing please sign both pages 1 and 2 then submit them with accompanying materials to the Board at address on the bottom of page two of the form.

## TERMS, CONDITIONS & SPECIFICATIONS:

The selection of your entry door/slider/storm door will affect your security and your unit's curb appeal. The quality of your selection will determine the cost of your future maintenance as well as the efficiency as to how much you pay for heating and cooling. Please consider quality maintenance-free products.

All door additions or replacements require written Board approval as to style and standards. If city permits are required, you must obtain them at your own expense. All doors shall conform to city building codes, if any apply.

The Association is not required to supply, replace or maintain unit entry doors; including sliders and storm doors. Therefore, the costs of repair and/or replacement are the sole responsibility of the unit owner.

The following specifications must be followed:

### DOORS/SLIDERS

- Replacements for doors/sliders shall be the same size as the originals they replace.
- All window configuration are acceptable for front and/or side entry doors.
- The exterior surface of front and/or side doors shall be white. Caution: If you want to change any exterior surface color, including your front and/or side door, you must fill out a Miscellaneous Alterations Form for written Board approval before any color change.
- Sliders shall be the same as the original sliders with full lights (panes) of clear glass and a white exterior surface color. No exceptions allowed.
- Subsequent additions and/or replacement doors/sliders will require the Unit owner to submit a new Entry Door Form for written Board approval.

### STORM DOORS

- All window configuration are allowed. The exterior color of storm door additions and/or replacements shall be white. No color exceptions allowed.

### Please include the following in your submission for Board for approval:

- your contractor's Certificate of Insurance naming CHECA,
- any illustrative material you wish to provide,
- your signed two page request form and
- city of Nashua building permit if necessary.

**>>> You must obtain Board approval before you replace or add any doors to your unit. <<<**

**Note:** Water infiltration can have many ramifications. All costs to cure damages to your unit as a result of this project is your sole responsibility. You will be subject to all pertinent Association rules, regulations and penalties if a cure is not accomplished in a timely manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTRY HILL ESTATES

**UNIT INFORMATION:**

Unit Street Address: \_\_\_\_\_ Owners Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**CONTRACTOR & PROJECT INFORMATION:**

Name and/or Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Enter Quantity >>>      Replace doors/sliders: \_\_\_\_\_ Add doors/sliders: \_\_\_\_\_

Replace storm doors: \_\_\_\_\_ Add storm doors: \_\_\_\_\_

Enter a detailed description of the project. *(Please attach specifications, brochures, etc.).*

As acknowledged by my signature at the bottom of pages 1 & 2, I agree to comply with all of the terms, conditions, specifications and requirements, (City, State and CHECA), set forth above. I understand that by installing replacement doors or new doors, CHECA will not be responsible for the maintenance or replacement of said doors. I will assume the responsibility for upkeep, repair and all component replacement of the doors included in this project at my sole cost and expense,

Additionally, I will assume all liability for any personal injury and/or property damage to CHECA Common and/or Limited Common areas that occurs due to the installation of the doors. I further agree to cure any damage to the Common and/or Limited Common areas resulting from the installation.

I acknowledge that the contractor installing my doors must provide a Certificate of Insurance, naming CHECA as the certificate holder, that provides liability and workman's compensation insurance coverage.

I also understand that if this project is approved, the Approval is only good for 90 Days. If the project has not been started within the 90 day period, I must reapply before proceeding with the project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

**Submit to:**  
Resolution Property Management, LLC  
1 Hardy Rd #391  
Bedford, NH 03110-4915

Board Approval Date: \_\_\_\_\_

By: \_\_\_\_\_