

The procedure for requesting changes to the common elements such as installing a storm door have not changed since last year.

Please contact Taylor Management for a Property Modification form or download it off the community website.

If you have decided on the door you want to purchase, provide a copy of a brochure that includes the door model numbers, specs, glass types and colors. The brochures are available at the retailer where you want to purchase the door.

Fill out and complete the form with a full description of your request. Send a copy of the completed form with the color brochure of the door to Ray Barnes and the Board. On the brochure, mark or circle the model number, and color of the door you want to have installed. The door handle can be the standard gold or brushed nickel. The color must be in the brown color family. The most frequently used and acceptable make/model/colors have been Anderson's Terratone or Sandtone.

On the first page of the Property Modification form, check off the items that apply. Provide the name and phone number of the contractor that is going to install the door. If the door is purchased through Home Depot or Lowes, the contractor installing the door is usually a local outside vendor.

The storm door has to be a full-length glass insert with no fancy etching (plain glass). Do not have the door installed until you receive a copy of the Property Modification form signed by a member of the Board.