

ROOF REPLACEMENT APPROVAL AND  
MATERIAL CONFIRMATION FORM

Form Instructions:

1. **THIS FORM MUST BE SUBMITTED BY ANY HOMEOWNER WISHING TO UNDERTAKE A ROOF REPLACEMENT PROJECT. THIS INCLUDES BOTH HOMEOWNERS WHO INTEND TO USE NATURAL MATERIALS (i.e., CEDAR SHAKE, SLATE OR TILE), AS WELL AS THOSE WHO INTEND TO USE ONE OF THE PERMITTED ALTERNATIVE ROOFING MATERIALS.**
2. The Gazebo Hill neighborhood covenants, rules and regulations require that homeowners obtain prior written approval from the Architectural Control Committee (“ACC”) prior to the alteration of any residential dwelling, as well as confirmation that the proposed roofing material is permitted for use in Gazebo Hill. Failure to comply with this approval and confirmation process may result in a fine, a requirement to replace a non-conforming roofing material, and/or other penalty.
3. If you are planning to undertake a roof replacement project, please complete, sign, and submit this form with the required attachments to Melissa Bleidorn, Architectural Control Committee Secretary, by email at [mbleidorn@gmail.com](mailto:mbleidorn@gmail.com) or by personal delivery to 10426 N. Gazebo Hill Parkway West.
4. The ACC will respond in writing within ten (10) business days of receiving this form, along with the required backup documentation. If the proposed roofing project is approved and the roofing material is either a natural material (i.e., cedar shake, slate or tile) or one of the Permitted Alternative Roofing Materials, then the ACC shall issue its written approval and confirmation in the form attached hereto. A homeowner must obtain such written approval and confirmation from the ACC prior to commencement of any roofing project.

5. Please note that natural materials (i.e., cedar shake, slate or tile) or the Permitted Alternative Roofing Materials listed on the GHHA website are the only roofing materials currently allowed. No other options will be permitted.
  
6. Please feel free to call a member of the Architectural Control Committee with any questions. Committee members are Diane Andersen (414-731-8418, [diane421@gmail.com](mailto:diane421@gmail.com)), Frank Ball (262-242-0872, [fball41@gmail.com](mailto:fball41@gmail.com)) and Melissa Bleidorn (262-643-4509, [mbleidorn@gmail.com](mailto:mbleidorn@gmail.com)).

ROOF PLACEMENT APPROVAL AND MATERIAL  
CONFIRMATION FORM

To: Gazebo Hill Architectural Control Committee

Homeowner Name: \_\_\_\_\_

Gazebo Hill Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

I am planning a roof replacement, and will be using the following roofing material:

\_\_\_\_\_ Natural Roofing Material (i.e., Cedar Shake, Slate, Tile) (Please specify your choice below.)

Type of Natural Material: \_\_\_\_\_

**-OR-**

\_\_\_\_\_ Permitted Alternative Roofing Material (Please specify your choice below.)

Brand: \_\_\_\_\_

Style: \_\_\_\_\_

Color: \_\_\_\_\_

The required backup documentation described below and dated \_\_\_\_\_ is attached to this form.

[\*\*The required backup documentation shall consist of written documentation between the homeowner and the contractor (for example, a written estimate, proposal, contract, letter agreement, etc.) designating the proposed roofing material as either a natural roofing material, or as a Permitted Alternative Roofing Material, including the proposed Brand, Style and Color. The Architectural Control Committee reserves the right to request additional backup documentation if it deems necessary. Please note that for alternative roofing materials the only Brands, Styles and Colors that are permitted are those included on the list of Permitted Alternative Roofing Materials on the Gazebo Hill website. Please consult the website prior to submission of this form.\*\*]

We request your approval for the above-referenced roofing project, and request your confirmation that the proposed roofing material set forth above is either a natural material or is on the approved list of Permitted Alternative Roofing Materials that may be used in Gazebo Hill.

I certify that the information set forth above is true and correct and that the roofing product described above is the roofing product I will have installed on my home once such approval and confirmation is received.

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

\_\_\_\_\_  
Date

ARCHITECTURAL CONTROL COMMITTEE ROOF REPLACEMENT  
APPROVAL AND CONFIRMATION

To: \_\_\_\_\_ (Homeowner)

Gazebo Hill Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

The Architectural Control Committee hereby approves your roof replacement project and confirms that the following roofing material (and color, if applicable):

\_\_\_\_\_ proposed by the homeowner per the attached Roof Replacement Approval and Material Confirmation Form dated \_\_\_\_\_ is either an approved natural material or an approved Permitted Alternative Roofing Material that may be used for roofing projects and replacements in Gazebo Hill.

Yours truly,

\_\_\_\_\_  
Architectural Control Committee Member

\_\_\_\_\_  
Date