

Checklist for Satellite Dish Installations

The following is a list of all items required for approval:

- Alter of Dwelling Form
- Satellite and Antenna Policy
- Certificate of Insurance from contractor with evidence of :
 - General Liability Coverage
 - Workers Compensation Coverage
 - Cedarwood Cooperative listed as an Added Insured

CEDARWOOD COOPERATIVE SATELLITE ANTENNA POLICY

The member must submit an application to Alter a Dwelling Unit to the office. Approval of the installation of a satellite antenna will be made using the following criteria.

All installation of satellite dishes must be approved by the cooperative BEFORE the installation takes place. The installation contractor must be licensed and insured as required by the Village of Park Forest and the Cedarwood Cooperative. A copy of the contractor proposed to install the satellite dish and a certificate of insurance verifying general business, liability and workmen's compensation coverage must be submitted with the Application to Alter a Dwelling Unit.

When the Cooperative has approved the installation of the satellite dish the members contractor may proceed with the installation. The member is not allowed to be on the roof. Failure to follow procedure may cause approval of the installation to be revoked by the Cooperative and the installation deemed non-compliant and removed:

1. The antenna can only be installed on the rear porch or on the roof over the members unit.
 - a. The Cooperative will not approve or allow the alteration of any building, structure, plant or tree for the purpose of obtaining satellite T.V. signal transmission.

NO UNAUTHORIZED TREE TRIMMING OR REMOVAL

2. Rear porch installation
The satellite dish may be placed on the rear porch. The wiring for the antenna must be hidden from view and cannot be routed over the yard area or over the porch. The antenna cannot be installed on the porch roof.
3. Roof Installation at rear (only where absolutely necessary to obtain a signal):
The satellite dish may be placed on the roof over the members unit. All installation hardware must be of high quality and corrosion resistant. Stainless steel hardware is preferred. Cable connecting the satellite dish with the receiving device must not be visible on the exterior of the building and must be installed in a neat and secure fashion. A small hole is to be made in the mortar joint. Location is to be approved on site by Cedarwood Authority. If the member has existing cable, the dish connection must be connected to that unit's cable only and without disruption to antenna signal to other units.

A ground rod must be installed at the location of the satellite cable entry. The building and ground wire must be supplied by the installer. Ground rods can be installed by Cedarwood Maintenance for a fee to the member.

All satellite dishes must be grounded in accordance with the *National Electrical Code*. If a conventional antenna is currently installed on the building, the satellite dish may be attached to the grounding system employed by the existing antenna. Connection must be made using #8 solid copper wire. Split bolt connectors of appropriate size are to be used to connect the new wire to the existing ground line. The existing ground line must be cleaned to remove all corrosion and dirt at the point of connection. **THE EXISTING GROUND WIRE MUST NOT BE CUT.** The new ground wire must be secured with appropriate fasteners between the

satellite dish and the point of connection. If a ground system is not present, one must be installed which complies with the requirement of the National Electrical Code. **Connecting to a water line, gas line, or electrical conduit/tubing for the purpose of grounding a satellite dish is not acceptable and under certain circumstances may be extremely hazardous.**

4. Satellite dishes are not to exceed eighteen inches (18") in diameter.
5. The member is responsible for any damage to the roof or building structure due to the installation of the satellite dish. The member is responsible for any leaks that may be caused by the installation or presence of the satellite dish. The member is responsible for any maintenance, repair, and removal of the satellite dish.
6. The member agrees to hold the Cooperative harmless for any and all costs, including but not limited to liability, court costs and attorney fees which arise out of the installation of the satellite dish.
7. Members are required to maintain the satellite dish or have it removed by a qualified contractor. If a satellite dish is removed, any and all holes, physical damage (structural or appearance) must be repaired in compliance with standards of the Cooperative. If a satellite dish is in need of repair, as determined by the Cooperative, the Member will be notified of the situation with a request for the Member to make arrangements to have the problem resolved. Depending upon the specific problem, a reasonable time will be allowed for completion of the repairs. If the repairs are not completed in a timely manner, the Cooperative will remove the satellite dish and charge the Member for the work performed.
8. When a Member who has a satellite dish installed on their building sells their membership, the new Member must agree in writing to the Cooperative's terms regarding satellite TV dishes. If the new Member does not agree with the terms, the seller must have the satellite TV system removed by a qualified contractor.

Date: _____

Approved: _____

Name: _____

Not Approved: _____

Address: _____

Reason: _____

Member(s) Signature

Manager Signature

APPLICATION TO ALTER A DWELLING UNIT

Approval does not obligate Corporation to reimburse member at re-sale. Members must submit form 30 days before commencement of work. Applicants **MUST** attach a **drawing-to-scale** of alterations (and pictures for landscaping) before approval is granted. Applications with missing information/documentation will be rejected.

All improvements must meet Cedarwood standards and the Village of Park Forest codes. Inspections by the Cooperative Management and the Village of Park Forest may be conducted at any time. If violations are discovered, the member is responsible for correcting violations at his/her expense and is subject to a \$150 fine.

DATE: _____ ADDRESS: _____

NAME(S): _____

HOME PHONE: _____ CELL PHONE: _____

GENERAL NATURE OF ALTERATION OR IMPROVEMENT:

STRUCTURAL _____	PLUMBING _____	PATIO/DECK _____
ELECTRICAL _____	BUILT-IN FURNISHINGS _____	LANDSCAPING _____
MECHANICAL _____	ANTENNA/CABLE/SATELLITE _____	OTHER _____

WHAT ARE YOU INSTALLING OR CONSTRUCTING: _____

DESCRIBE IN DETAIL EVERY STEP YOU WILL TAKE TO PERFORM JOB: _____

FULL LIST OF MATERIALS: _____

WHO WILL PERFORM WORK: _____

IF USING A CONTRACTOR, COMPANY NAME: _____

CONTACTOR ADDRESS: _____ CONTRACTOR PHONE: _____

Electricians & Plumbers must be licensed with the Village of Park Forest. All contractors must provide a Certificate of Insurance with Cedawood as an added insured AND Workmen's Compensation Coverage.

ESTIMATED COST OF WORK: _____

SIGNATURE(S) OF APPLICANT(S) _____

FOR OFFICE USE ONLY:

Approved _____
Disapproved _____
Reason _____

If you will dig past 6" you must first call J.U.L.I.E. at 1-800-892-0123 to mark underground wires. Members are fully responsible for all improvements and alterations. All work must be completed professionally. Work that is not done in a professional manner will be required to be removed or redone at the sole expense of the member(s).

Manager's Signature Date
