

**Highland Lakes Condominium Association, Inc. (HLCA)
Major Alteration Request**

DECK – PORCH – PATIO – RAMPS & HANDRAILS - AWNINGS

Co-Owner Name: _____ Date: _____

Address: _____ Unit No: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Please check the applicable alteration and read the appropriate construction requirements:

A refundable permit/inspection fee of \$50.00 is required for each alteration.

QTY.	Description of work	Deposit	Required Pages
_____	*Patio, Deck, or front Porch _____	\$50.00-----	Pg. 1-6 (Sign Patio Diagram A or B)
_____	*ADA Wheelchair Ramps & Railings _____	\$50.00-----	Pg. 1-3 & 7
_____	*Marygrove Awning _____	\$50.00-----	Pg. 1-3 & 8-9

Total Fee _____

RECEIPT # _____

Tentative installation start date: _____ **Approved installation start date:** _____

The Engineering Committee has recommended the following action to the Board of Directors:

1. Approve _____
2. Reject _____
3. Defer action pending _____

Date: _____ By: _____

Notes: _____

Scale drawings must be included showing elevations, dimensions, and adequate detail as to finishes, color, and materials. The attached HLCA Construction Requirements must be incorporated in the design of your alterations.

It is your obligation to notify the Association when the installation is ready for inspection. A satisfactory inspection by our Maintenance personnel will result in the refund of the permit fee.

Inspection Non-notification A request to the Association for an inspection must be made within 30 days of the completion of the project. Failure to do so will cause you to forfeit the permit fee. Furthermore, the unit will still be subject to an inspection.

For your protection, the Association recommends that you withhold the final payment to your contractor, until after final inspection has been approval by HLCA, and by the Northville Township building department.

Please read the following closely before signing:

I (we) am (are) the Co-Owner(s) of the above described unit and agree that:

1. All applicable codes and regulations will be followed and all necessary permits will be obtained at my expense.
2. Trucks or heavy equipment are not permitted on any lawn area of Highland Lakes, without the written approval by the Property Manager. If approved proper boards or matting must be used to prevent damage to common grounds area.
3. **If any digging**, by hand or with equipment, is to be done to the Limited Common Element areas, Co-owner and Contractor, must call MISS DIG at 800-482-7171 prior to starting any work.
4. I have read all applicable sections of the By-Laws and understand the same.
5. All maintenance to this alteration will be performed at my, or subsequent title Co-Owner's expense.
6. Should any legal regulatory agency require, at anytime in the future, modifications to this alteration, such modifications will be done at my, or subsequent titled Co-Owner's expense.
7. Any maintenance cost incurred by the Association as a result of this alteration will be performed at my, or subsequent titled Co-Owner's expense.
8. **Any removal, modification to or replacement of this alteration required to provide HLCA access to repair or replace common elements will be done by the Co-Owner or at the Co-Owner's expense.**
9. It is my responsibility to advise future assigns or owners of this unit of this alteration and their responsibility for same.
10. Upon receiving Board approval for this alteration, I will complete the Consent to Alteration Form, and sign it. I will return the completed Consent to Alteration Form along with a copy of any applicable Northville Township Building Permits. Copies can be made at the HLCA office.
11. **I will not start construction on the alteration until the above and attached procedures have been completed, and I have been notified that I may proceed.**
12. All the information on this request is truthful and accurate.

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

Co-owner Signature

Date

Consent to Alteration of Common Elements

The agreement is made this ____ day of _____, 20____ by and between Highland Lakes Condominium Association (hereinafter Association) and Building____, hereinafter (Co-Owners) of Unit _____ according to the Master Deed thereof recorded in Liber 21890, page 706 et seq., Wayne County Records, designated as Wayne County Condominium Subdivision Plan No. 187.

WHEREAS, the Co-Owner desires to alter or modify his unit and/or limited common elements to the condominium and is required by the terms and conditions of the said Master Deed and by the Michigan Condominium Act to obtain the advance written consent of the Association. The Co-Owner warrants that the proposed alteration does not impair the structural integrity of a structure or otherwise lessen the support of any portion of the condominium project and that the proposed alteration does not impair the soundness, safety utility or appearance of the condominium;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, Highland Lakes Condominium Association does hereby consent to the alterations at Unit _____ as described on Exhibit "A" attached hereto.

Co-Owner hereby agrees to pay all additional costs and/or expenses of any nature whatsoever resulting from the said alterations, including those involved in installation of same. The altered common elements shall be maintained, repaired, and replaced as necessary by the Co-Owner and shall at all times maintained in keeping with the standards established at Highland Lakes Condominium Association, except as otherwise provided by law, in the event Co-Owner fails to do so, the Association may maintain, repair, and/or restoration shall be assessed to Unit _____ and collected by the Association in the same manner as provided in the condominium documents for collection of condominium assessments. Co-Owner agrees to and hereby does, indemnify and hold the Association harmless from any and all liabilities, costs, expenses, and/or damages, including court costs and actual reasonable attorney fees incurred by the Association and/or the Co-Owner in connections with the said alterations.

The Co-Owner expressly agrees and acknowledges that the Association's grant of consent extends to and includes only those alterations explicitly described on Exhibit "A" attached hereto and that any alterations not explicitly described on Exhibit "A" must be separately approved in writing in advance by the Association's Board of Directors. Co-Owner agrees to obtain all necessary permits and to comply with all applicable zoning, building code, Highland Lakes Condominium Association's requirements and specifications, and other requirements imposed by any governmental agency or entity. Further, the parties agree that the covenants and conditions set forth herein shall be binding on and inure to the benefit of the parties' successors, assigns, and all parties subsequently obtaining an interest in Unit _____. All alterations must comply with Highland Lakes Condominium Association construction requirements and specifications.

ASSOCIATION:

CO-OWNER:

Joe Poma
Property Manager

Date

Co-Owner

Date

Witness

Date

Co-Owner

Date

Witness

Date

Highland Lakes Condominium Association (HLCA)

Patio / Deck / Front Porch

Note: A copy of these requirements should be given to the person(s) designing and building your patio.

1. **Decks** must be freestanding and not attached to the unit. A one-inch space must be maintained between the deck and the unit. A 6 inch clearance must also be maintained from the fence or fence post.
2. All decks and patios must be constructed in a way that assures proper drainage away from buildings and adjacent patio areas.
3. The top of the deck or patio surface cannot be higher than 1 ½ inches below the Doorwall sill, or 25 inches below the top of the patio fence at its lowest point, which ever is lower.
4. The patio surface (Pavers or Concrete) cannot be higher than 2 inches below the bottom of the siding, or 2” below the bottom of a basement window. (Whichever is lower). **READ THIS CAREFULLY: IF THIS IS NOT ADHERED TO, YOU WILL HAVE TO REMOVE THE PATIO.**
5. Concrete or paver brick patio surface, including front porch, must maintain a 3/8” clearance from the unit foundation or brick wall. Furthermore an expansion strip is required between concrete and building.
6. No portion of the deck or patio may extend forward more than 20 feet measured from the foundation of the unit. All steps, skirting, enclosures, railings, flower boxes, etc., must be contained within this 20 foot limit.
7. The perimeter of decks must be enclosed, from the underside of decking material to 12 inches below grade, with one ½ inch galvanized hardware cloth, to deter entrance of animals. Screening must be installed so as it is not readily visible from common areas.
8. All open ends of decks facing common areas must be skirted from deck to grade with vertical cedar boards, composite material, or PVC one inch by 6 inch nominal size. Skirting must match fences in board-on-board appearance.
9. All Deck enclosures must match adjacent fences in height and board-on-board appearance. Deck enclosures refer to anything built above the deck. Cedar boards must remain natural in color; they may not be stained or painted.
10. Planter boxes, weather constructed from wood or brick, must maintain a 1” clearance from the building or siding, and 6” clearance from fence or fence post.
11. Non approved awnings, patio roofs, sun shades, hot tubs, waterfalls, electric bug killers, basketball back stops, clothes trees are not allowed, nor can anything be placed or constructed in the patio area that extends higher than the fence, except post lights, or portable patio furniture, flagpoles and umbrellas on the folding radial frame supported by one center support.
12. * No object may be attached to the outside of any Building or Fence. Damage resulting from objects hung on the Buildings or Fence will be repaired at the owner’s expense.
13. A 4 foot high by 8 foot long additions to the height of the fence is permitted between Loch Lomand models as long as it matches existing fence style and material.
14. Vehicles cannot be driven on landscaped or grass areas without express written approval of the property manager.
15. **All trash and waste building materials, new and old, must be removed from Highland Lakes by the contractor. The use of our dumpster area for the disposal of building materials by the contractor is prohibited by state law.**

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

Co-owner Signature

Date

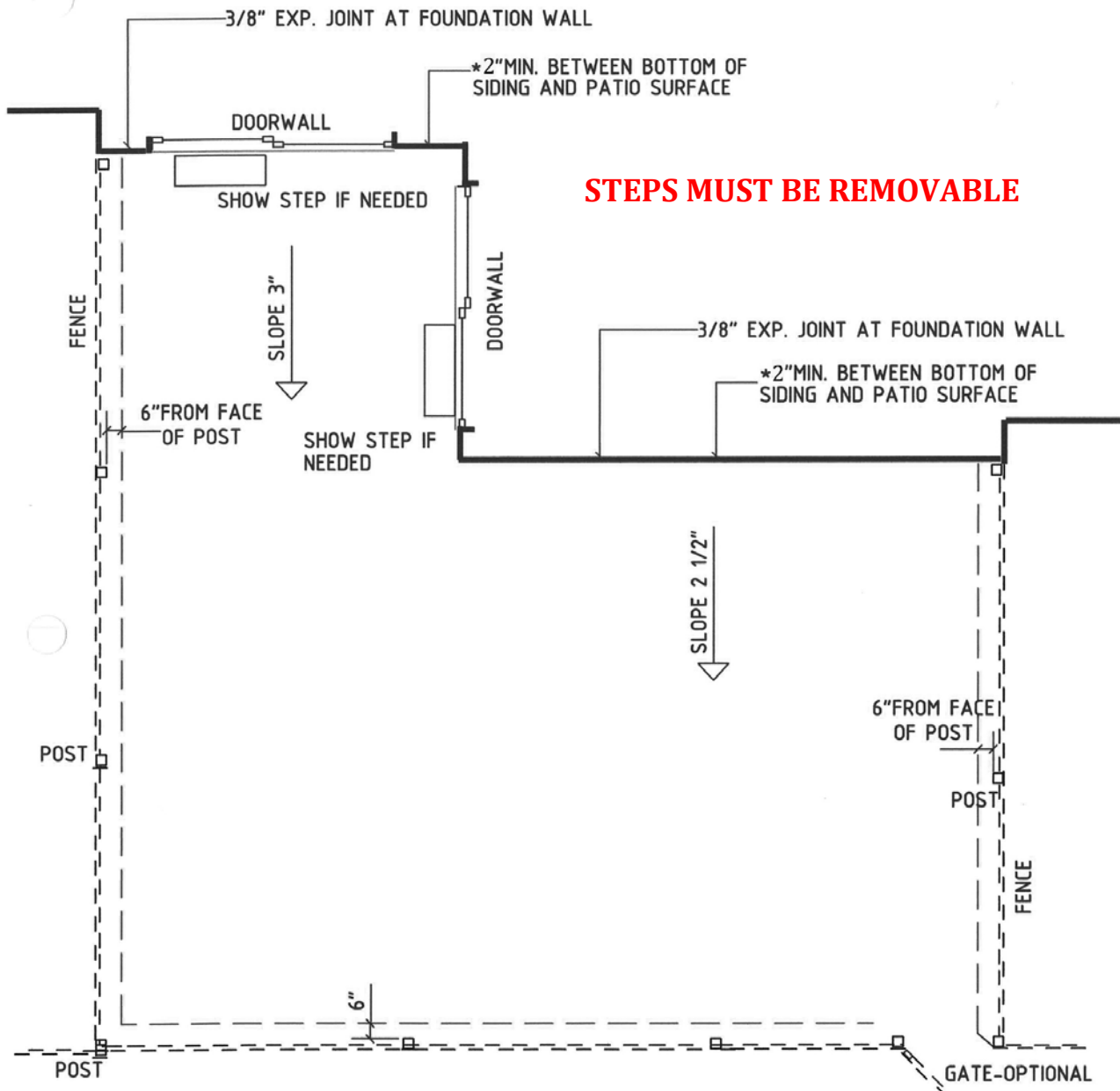
PATIO DIAGRAM - A

CO-OWNER NAME (Printed): _____

SIGNATURE: _____

ADDRESS: _____ UNIT: _____

INSTALLER: _____



STEPS MUST BE REMOVABLE

*WHAT IS THE EXISTING DISTANCE FROM BOTTOM OF SIDING TO GRADE. _____-INCHES

SHOW ALL NEW WORK TO BE DONE WITHIN THE DASHED LINES SUCH AS PAVED PATIO SURFACES, MASONRY WALLS, FLOWER BEDS, ETC.
 DO NOT BUILD PERMANENT (BRICK OR CONCRETE) STRUCTURES AGAINST ALUMINUM SIDING. SUCH STRUCTURES WILL BE REMOVED AT OWNERS EXPENSE IF SIDING HAS TO BE REMOVED OR REPLACED.

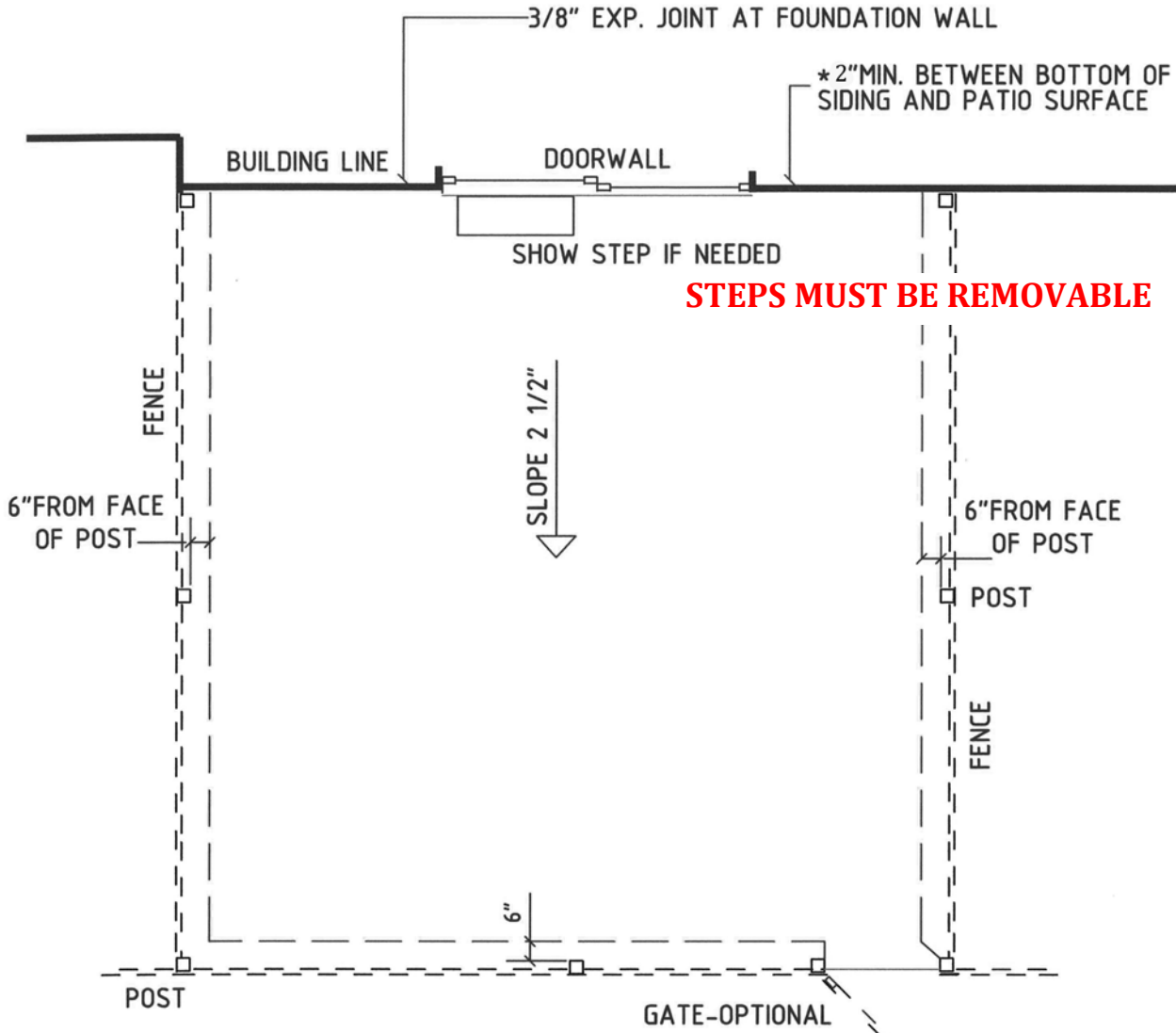
PATIO DIAGRAM - B

CO-OWNER NAME (Printed): _____

SIGNATURE: _____

ADDRESS: _____ UNIT: _____

INSTALLER: _____



STEPS MUST BE REMOVABLE

*WHAT IS THE EXISTING DISTANCE FROM BOTTOM OF SIDING TO GRADE. _____-INCHES

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Highland Lakes Condominium Association (HLCA)
ADA Wheelchair Ramps & Porch Railings etc.

Co-owner Name: _____ Date: _____

Address: _____ Unit Number: _____

Phone No.: _____ Work: _____ Cell: _____

Explanation of Modification:

This work will be performed by:

Name: _____ Address: _____ Phone No: _____

Please read the following closely before signing:

ADA Wheelchair Ramps and Safety Railing: Temporary wheelchair ramps and safety railings can be of wooden construction, though must be of treated lumber and meet barrier free requirements (ADA). The ramps and railings must be removed when they are no longer necessary, or when the unit is sold. It is the co-owners responsibility to obtain yearly approval for the ramps and railing from the Engineering Committee and Board of Directors.

Porch and step railings: Railings must be **black or white** wrought iron, or **black or white** aluminum. Handrails and porch rails may not be attached to porch posts or to the exterior wall of the building, and if they are placed on the porch itself, must be flange-mounted to the porch slab. Handrails may not be flange-mounted to the front walkway or stairs, but must be mounted in the ground next to the walkway. Damage resulting from objects hung on the Buildings or Fence will be repaired at the owner's expense.

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

Co-owner Signature

Date

The Engineering Committee has submitted their recommendation on this request to the Board of Directors and they have:

1. Approved such modification: _____
2. Rejected such modification: _____
3. Deferred action pending further study: _____

Date Approved/Denied: _____

By Committee: _____

By the Board of Directors: _____

Explanation of rejection or deferred action:

Highland Lakes Condominium Association (HLCA)
Awning Installation & Agreement

Name: _____ Unit #: _____

Address: _____ Phone #: _____

Nature of Modification: Installation of a retractable awning on the rear exterior of the unit with

Sunbrella	Fabric	Valance:	Seawave
Color:	Linen 4633	Control:	Motor with Remote
Frame Color:	White	Safety Control:	Wind Sensor

Description of modification that will affect general common elements and exterior appearance:

Number of awnings requested: _____ Mounting method: _____

Contractor Name: **Marygrove Awning** Phone No. : _____

Contractor Address: 12700 Merriman Rd., Livonia, MI 48150

If approved, modification will begin on: _____ anticipated completion date: _____

No modification shall commence without prior Board approval. An inspection of the completed modification shall be conducted by the Board of Directors to insure compliance with all appropriate HLCA restrictions and with reasonable standards of quality and aesthetics.

The retractable awning system is manufactured, supplied and installed by Marygrove Awning, Livonia Michigan. Marygrove will provide a certificate of insurance for Worker's compensation and Liability.

Procedure for approval:

In consideration of being granted as the exclusive awning provider for HLCA, Marygrove Awning, and the Board of Directors has negotiated discounted pricing for all Co-owners. All pricing is based upon the specific unit and all awnings will be consistent throughout the Association. The following outlines the procedures for approval.

1. Contact Marygrove Awning for an on-site evaluation at your unit.
2. A Marygrove contract completed and signed by the Co-owner and Marygrove.
3. A Highland Lakes Modification Approval form completed and signed by Co-owner and Marygrove.
4. Marygrove will provide a copy of the contract, the Modification form, and a digital picture of the proposed installation to the Association for approval.
5. Upon Association approval, Marygrove's installation division will call the Co-owner to confirm all details of the contract and set an installation date. The installation date will also be emailed to the Association's Engineering Department.

6. The installation crew will call the morning of the installation with a more definite time.
7. If there is electrical work required, Marygrove will arrange for the electrician to be on site as quickly as possible after the awning is installed. (Additional cost to Co-owner)*. Awnings must be hard-wired into the electrical system (wind sensors will not work if they are wired to an exterior light switch that is turned off).
8. The Marygrove installers will collect the balance due and the Marygrove representative will notify the Association of the completion via email.
9. The Co-owners can follow the total process of manufacturing through Marygrove.com. All Co-owners with email availability will be sent a PIN # to track your awning from beginning to installation.

Approximate cost of awning:

10' x 8' \$1699.00
 12' x 10' \$2799.00
 10'x 10' \$2902.00

Electrical
 Add electrical box* \$300.00 (if necessary)

* Licensed electrician provided by Marygrove.

I/We have read and understand the Board Policy Statement on awnings, approved May 29, 2008, and agree to abide by all conditions, rules and restrictions contained within.

Co-owner Signature	Date
Marygrove Awning	Date

This modification request has been evaluated by the Board of Directors and is:

Accepted with the following restrictions: _____

Rejected due to: _____

Completed for the Board of Directors by: _____ Date: _____