

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

DOORS – WINDOWS - DOORWALLS

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
_____	*Window _____	\$50.00-----	Pg. 1-7
_____	*Entry Door _____	\$50.00-----	Pg. 1-7 (Circle Door Style pg. 6)
_____	*Storm Door _____	\$50.00-----	Pg. 1-7 (Circle Door Style pg. 7)
_____	*Doorwall _____	\$50.00-----	Pg. 1-7 (Circle Door Style pg. 7)

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)
Specifications for Installation of New Windows & Doorwall etc.

Approved Styles and Specifications:

- (1) **Windows** may be single or double hung with clear, insulated glass and must contain muntin bars of the same quantity and configuration as the original exterior trim and framing must be maintenance free (i.e. vinyl or aluminum). Garden Windows are allowed on the back of the unit only over the Kitchen Sink. A manufacturer's brochure must be submitted with all Window requests.
- (2) **Doorwalls** must have clear, insulated glass and have a maintenance free exterior (i.e. vinyl or aluminum). Muntin bars are optional but, if installed, they must be the same configuration as the muntin bars in the windows of the unit. Hinged, French door styles are permitted. A manufacturer's brochure must be submitted with all Doorwall, French door, and muntin bar requests.
- (3) **Entrance Door and Sidelight** doors may be insulated metal, or insulated fiberglass. Glass in entry door must be insulated, tempered glass. Replacement sidelights and their glass must be insulated, tempered glass. Glass in entry doors and sidelights may be clear, beveled, grooved, etched or glue chip. Colored glass or designs must not be used. Muntin bars must be white. Gold, brass, black, white or silver coming in place of, but in the same configuration as muntin bars is authorized. Door styles are limited to the nine (9) HLCA approved door styles and four (4) sidelight styles as pictured in this form. A manufacturer's brochure must be submitted with all entry door and sidelight replacement requests. Exterior door color is limited to three (3) new colors: Terry Town Green, Hamilton Blue, New London Burgundy, and White.
- (4) **Storm Door** color must be white. Glass must be clear, tempered glass or clear Plexiglas only. Popular straight-line grooved glass border is permitted. White muntin bar design is also permitted, but must be in the same configuration as the muntin bars in the windows of the unit. Colored or curved design in glass must not be used. Refer to the attached illustration for approved HLCA styles. A manufacturer's brochure must be submitted with all storm door installation or replacement requests.

Installation Procedures for Co-owner/Contractor

- (1) Shutters adjacent to any new installation must be removed from the unit. Shutters cannot be reinstalled until at least 72 hours after installation approval by HLCA representatives. This will allow curing time for caulking. Reinstalling the shutters is the responsibility of the installing company and is a prerequisite to a full refund of HLCA permit fee. If the shutters are not reinstalled in the original location, any mounting holes not being reused must be sealed prior to inspection.
- (2) Double-check the dimensions of the new replacement unit and the opening to insure that the new windows, etc. will fit before removing the old unit.
- (3) Remove the paring stop from the top and both sides.
- (4) Remove the old window unit. Remove all miscellaneous hardware; repair jamb opening if necessary.

Note: All old windows, Doorwalls, hardware, etc. must be removed from the job site by the contractor and legally disposed of off HLCA property.

- (5) Provide a clean surface for the new window or Doorwall by removing loose paint, dirt, and debris.
- (6) Installation of a new window or Doorwall; place a fine bead of acrylic latex caulking around the inside of the exterior stops and buck jamb.
- (7) Carefully set the new unit into place against the caulking.
- (8) Adjust the new unit in the opening using wood shims. It is important to keep the new unit square, level, and centered in the opening.
- (9) Fasten new unit in the opening with screws. Do not tighten.
- (10) Fill the area between the existing frame and the new window with insulation before replacing the interior trim.

- (11) All new exterior window side trim moldings or casings must be uniform in width and are not to exceed 3 inches in width or protrude more than 1 ½ inches beyond the existing structure. All sills must be 3 inches in width.
- (12) Install aluminum trim over outside opening. All casings must return to the existing size, have a lip that extends ½ inch behind existing siding at the sides, a ½ inch lip over the existing siding at the bottom still not overlap the top fascia.
- (13) Seal unit with high grade acrylic latex caulk where aluminum meets windows of four sides.
- (14) Caulk with acrylic latex where aluminum meets the brick and siding. New caulking seams must not exceed ½ inch in width.
- (15) When installing aluminum trim on the kick boards of new Doorwall installation; sufficient backing must be provided so that the aluminum trim will not become dented through normal use. Aluminum must enclose all exposed areas of the kick board, i.e. no open ends, etc., kick boards must be white embossed PVC vinyl coated aluminum.

General Information

Each job is different and sometimes there will be slight changes to meet the different circumstances. Adequacy to flashing and sealing will be at the discretion of the HLCA inspector.

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.

HLCA installation and job-site inspections are available from 8:00 a.m. until 5:00 p.m. Monday through Friday.

Debris and removed items must be removed from HLCA property and legally disposed of by the contractor. The use of our dumpster area for the disposal of building materials by the contractor is prohibited by state law.

All caulking must be done with a high-grade acrylic latex sealing compound that meets or exceeds requirements of ASTM C834-76 (1986) standard specification for latex sealing compound. Because of its high quality and excellent workability, the use of Percola AC-20 is encouraged. It is available at Holmes Associates, Inc., 25335 Interchange Court, Farmington Hills, MI 48331; phone 248-478-8800. The color of the caulk must be white. All caulking must be done in a neat, workman like manner and installed in accordance with the manufacturer’s recommendations.

		<u>Quantity</u>	<u>Brand</u>	<u>Material</u>	<u>Installer</u>
Windows	\$50	_____	_____	_____	_____
Doorwalls	\$50	_____	_____	_____	_____
Storm Door	\$50	_____	_____	_____	_____
Entry Door	\$50	_____	_____	_____	_____

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

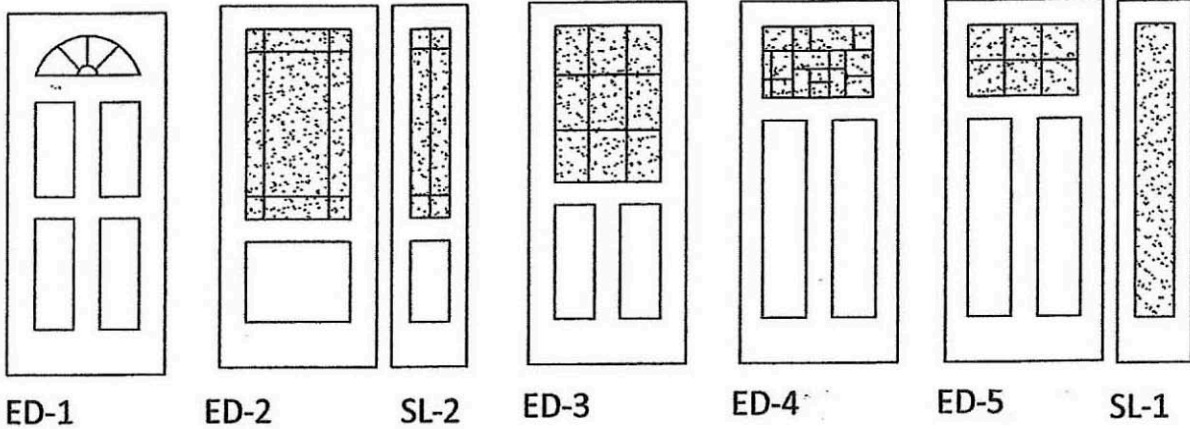
Co-owner Signature

Date

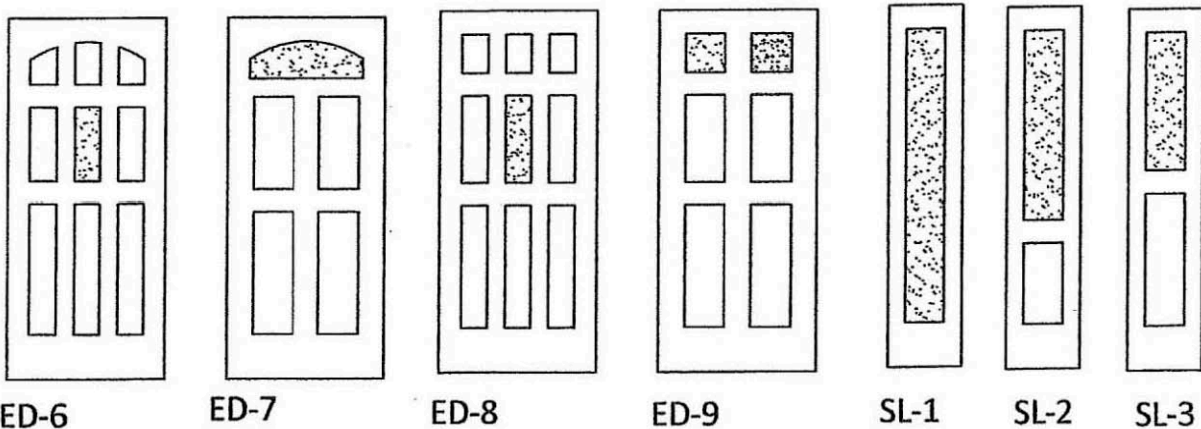
ENTRY DOORS AND SIDELIGHTS

1. A telescopic eye tube is recommended for doors without full vision glass.
2. All door and frame units shall have an "ENERGY STAR" rating.
3. All sidelights shall be "WHITE."
4. Glasgow units may continue to install double entry doors or convert to a single door with sidelights on each side. The door frame and sidelights must be painted "WHITE." Also the overall size of the wall opening cannot be changed.
5. All entry doors, door frames, and sidelights must comply with the entry door and sidelight requirements noted in the highland lakes condominium association "MAJOR ALTERATION REQUEST" form, under section: "SPECIFICATIONS FOR INSTALLATION OF NEW WINDOWS AND DOORS."

PLEASE CIRCLE WHICH DOOR STYLE YOU WILL BE USING



ED-1 ED-2 SL-2 ED-3 ED-4 ED-5 SL-1



ED-6 ED-7 ED-8 ED-9 SL-1 SL-2 SL-3

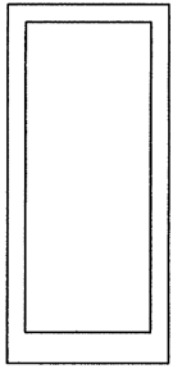
Effective 07-21-14: Clear glass (no caming/bars) permitted in entry doors that have built-in blinds.

Effective 10-27-08: Glasgow units may continue to install double entry doors or convert to single entry door with sidelights on each side. Door frame and sidelights must be painted white. Also overall size of opening in wall must remain the same.

STORM DOORS & DOORWALLS

PLEASE CIRCLE WHICH DOOR STYLE YOU WILL BE USING

White Storm Doors only



SD-1

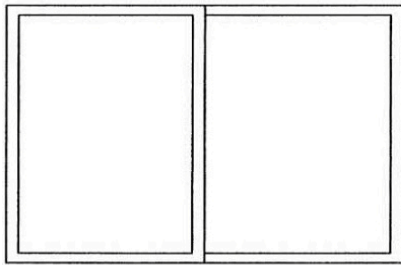


SD-2

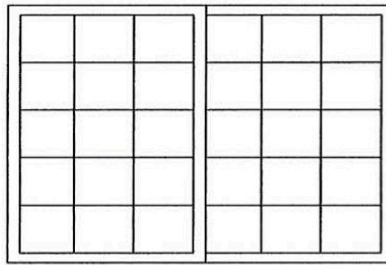
All storm doors must comply with the storm door requirements noted in the Highland Lakes Condominium Association "MAJOR ALTERATION REQUEST" form under section "SPECIFICATIONS FOR INSTALLATION OF NEW WINDOWS AND DOORS"

ALL STORM DOORS TO HAVE SCREENS INCLUDED.

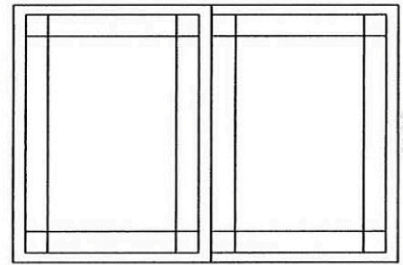
All doorwall units must comply with the doorwall requirements noted in the Highland Lakes Condominium Association "MAJOR ALTERATION REQUEST" form under section "SPECIFICATIONS FOR INSTALLATION OF NEW WINDOWS AND DOORS"



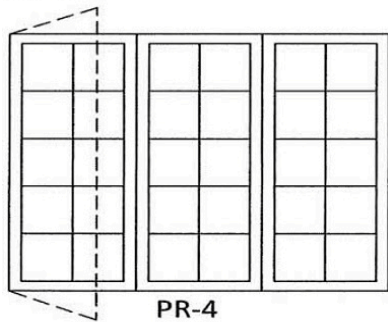
PD-1



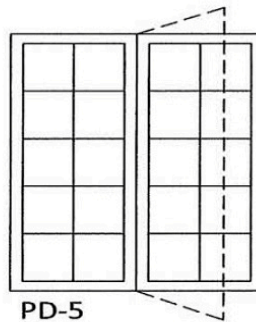
PD-2



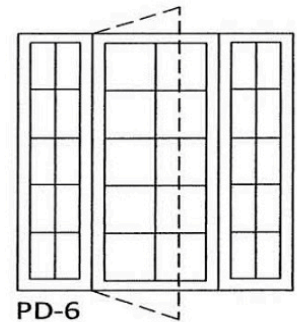
PD-3



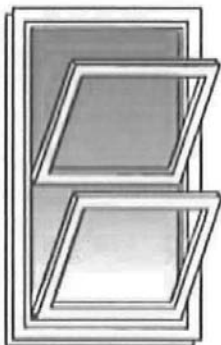
PR-4



PD-5



PD-6



Grid or v-groove glass is acceptable.
Three panel sliding patio doors are acceptable.
Transoms are allowed.
Broken lines indicates door swing.

Windows may be single or double hung with clear, insulated glass and must contain muntin bars of the same quantity and configuration as the original.