

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

FIREPLACE INSTALLATION

Co-Owner Name: _____ Date: _____

Address: _____ Unit No: _____

Home Phone: _____ Work Phone: _____ Cell: _____

***Please read all of the requirements in this packet and sign all pages with your contractor.
Please note that Page 3 must be signed by the co-owner in the presence of a notary.***

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

<u>QTY.</u>	<u>Description of work</u>	<u>Deposit</u>
_____	*Fireplace installation _____	\$50.00

Total Fee _____

RECEIPT # _____

PLEASE CHECK WHICH FIREPLACE STYLE YOU ARE INSTALLING (See pg 7 for details)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Fully contained electric unit insert. (REQUIRES NO CHIMNEY) |
| <input type="checkbox"/> | Natural gas fireplace "B" Vent. |
| <input type="checkbox"/> | Natural gas fireplace Direct Vent. |
| <input type="checkbox"/> | Natural gas fireplace Direct Vent 90% plus. |
| <input type="checkbox"/> | Wood burning fireplace. |
| <input type="checkbox"/> | Vent Free Fireplace. |

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: _____

Contractor / Company: _____

Licensed Technician: _____ MI License No: _____

Contractor Phone: _____

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 approved 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 any time 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

Contractor 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 page 4-7 et. seq.

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 be 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 page 4-7 et. seq. attached hereto and that any alterations not explicitly described on page 4-7 et. seq. 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

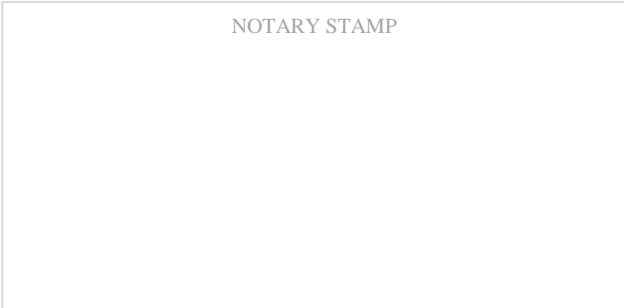
Contractor

Date

Acknowledged by _____ before me on this _____ day of _____, 20____
Co-owner Name

Notary Signature _____

My commission expires _____



Highland Lakes Condominium Association, Inc. (HLCA)

FIREPLACE INSTALLATION, REPLACEMENT AND REPAIR GUIDELINES

Purpose: The following policy has been adopted to ensure and facilitate the installation of replacement fireplace systems or repair to current systems in a safe, reliable and legally compliant manner and to safeguard the common element and neighborhood condominium scheme.

Overview: Highland Lakes Condominiums were constructed with a Heatilator Model Mark 123 Fireplace system as an original builder's option. This is a fireplace system with 3 components, consisting of a firebox, chimney and rooftop venting system. It was specifically designed for fast-paced pre-fabricated construction, and was installed by twisting and locking 2 or 3 foot chimney sections together to achieve the desired length within the wall and above the rooftop. The firebox, chimney sections and rooftop venting were manufactured as an assembly and rated to operate under one specific fire rating. This means that the unit was approved by Underwriters Laboratories once it was tested as a complete assembled system. The firebox is a double-walled chamber, consisting of an inner chamber that includes steel and mortar refractory walls, a refractory base and a steel smoke chamber insert. The outer chamber is a steel shell that must maintain safe clearance from any part of the building structure. The inner chamber is an air chamber that takes cooler air from the living space and uses it to cool the entire firebox and chimney going up to the roof. This process is initiated by the vacuum force created from the heat within the firebox. The chimney sections are also double walled, with a stainless-steel inner wall, galvanized steel outer wall and fire retardant insulation in between.

The Mark 123 system was widely used until it was phased out in 1989. For a number of years following the cessation of production, manufacturer approved parts and those fabricated directly by the manufacturer were available as repair parts or NOS items bearing the UL label. Over the course of the years, all parts for this entire system have become obsolete with the exception of a few parts for the venting system above the rooftop. Discussions with mechanical engineers, mechanical consultant, the manufacturer and local authorities have yielded limitations with regard to what repairs, if any, can still be made to this system without violating the fire rating as a whole. The resident is left with using available and original parts that still bear the UL label, and are in good condition. Minor repair operations such as repairing a minor crack in the mortar refractory cement, some gas line violations that require rerouting or repairing existing inner walls by installing an available piece is all that is currently available. Highland Lakes maintains a limited supply of original used repair parts.

Due to the fact that the fireplace system operates with its own fire rating as a complete system, any alteration to the original system by way of decommissioning, cutting, welding, separation or any other action that breaches the system will cause the fire rating to be voided. Any action subsequent to the voiding of the fire rating, including installation of an insert or other type of system that "relies" on the original fire rating is not in compliance with the local codes, fire code and original manufacturer instructions. It is dangerous and not permitted.

Highland Lakes requires installation of a complete new system to replace the old, including the removal of the original system in its entirety, and installation of new equipment that relies on its own fire rating as an assembly, referred to as a pre-fab fireplace. There are a few exceptions, and those will be outlined below, but the resident should be cautious in that they are dealing with a 40 year old system, and the removal or decommissioning of the original system that is found to be faulty is required.

Co-owner

Contractor

Steps to Installing a New Fireplace System:

1. Decommission the original fireplace system in one of two ways:
 - a. Completely remove the old firebox and chimney from the wall and attic.
 - b. Follow the instructions from our mechanical engineer and from Northville Township, which approved partial decommissioning techniques in the appendix of this packet. Please note, that as of this date, only a Highland Lakes Association contractor can do the Decommission. No other contractor hired by the co-owner may proceed with the Decommission. Highland Lakes is paying for this procedure.
2. Choose a new system that is compliant with the list in this packet or otherwise fits the description of a permissible installation.
3. Complete the attached major alteration request form, and submit it along with a \$50 security deposit to the front desk. The Engineering Committee will discuss and vote at its next regularly scheduled monthly meeting for approval or denial. If approved, the application will go to the Board of Directors for approval at its next scheduled monthly meeting. If declined, your security deposit will be refunded.
4. Apply for a permit at the township level, documenting what procedure is being used and the reason why.
5. Have the contractor of your choice apply for a new installation permit with the township (all contractors doing work on any unit other than installing an electric insert must have a mechanical contractor's license).
6. Schedule an inspection with the township mechanical code officer and receive approval for the completed work.
7. Once the installation is complete, have the new system inspected, tested and approved by the township.
8. If approved by Northville Township, schedule an inspection through Highland Lakes, after our inspection passes, your security deposit will be refunded.
9. Location of any fresh air intake vents installed on an outside wall must be approved by HLCA.

Co-owner

Contractor

General Requirements During Installation (for units that require a chimney):

1. Chimney that protrudes through the roof must be of the proper type and part required by the Manufacture, and installation manual from the new fireplace. No exceptions will be granted here.
2. The chimney size and type will be dictated by the fireplace manual.
3. The chimney pipe going through the roof must be a single pipe, round, and have a round top termination cap. The design of the cap must meet the approval of Highland Lakes.
4. The pipe above the roof line must be painted using the following paint.
Primer - Benjamin Moore Metal Primer Aqua Lock Plus Latex AQ-0400
Paint - Benjamin Moore Moorgard 100% Acrylic Low Luster Paint N103 Color Name HLCA Chimney Gray, [Note: this color is available at the Northville Paint Company on Seven Mile Road: (248) 348-1599]
5. The termination cap must be left unpainted and must be aluminum or Stainless Steel, which will be defined by the installation manual.
6. No box structures may be used above the roof line.
7. No double pipe designs, this is where two pipes above the roof line would be used.
8. If running pipe through our existing chimney box on the roof, special temporary procedures will need to be followed in preparation of future reroof project. Contact the Maintenance superintendent for requirements.
9. When running chimney pipe for a Direct Vent fireplace where a PVC chimney pipe is used, the pipe must exhaust through the back portion of the roof of your condo. The pipe must be of the pipe within a pipe design, which from the ground we will only see one PVC pipe. Additionally the cap on the pipe must be round, or of the proper type instructed by the installation manual. This type of vent pipe will be approved on a case by case basis. No turn down designs will be allowed.
10. The installer must read this requirement package in full and sign a copy of it on the cover page. This will be kept on record in your co-owner file.
11. Sales literature and installation manual needs to be attached to this request prior to approval for installation.

Co-owner

Contractor

Permissible NEW Fireplace Installations:

1. **Fully contained electric unit insert.** **THIS STYLE REQUIRES NO CHIMNEY.** This type of unit has no real flame, and may emit heat like a space heater. Very often, they are inexpensive, remote controlled and may be plugged in or hard-wired to the condominium electrical system. Any hard wiring installation must be completed by a licensed electrician. Since the electric inserts may be smaller than the opening for the original fireplace, care must be taken when trimming the unit into the wall. Proper clearances must be met, and most of all, venting orifices on the tops and sides of the electric unit must be unencumbered to sufficiently draw cool air from the surrounding living space (do not block air vents).
2. **Natural gas fireplace “B” Vent.** These units have glass doors that open, and are stand-alone new installations with their own chimney system, and are sold as a complete system that does not rely on the fire rating of the original. In summary, they can be installed in a wall that never had a fireplace to begin with. They are recognized for having rigid, double walled, fire rated chimneys and a wholly self contained firebox system. Installer must be a licensed mechanical contractor qualified to work on fireplace installations, and are required to secure all necessary permits through Northville Township building department.
3. **Natural gas fireplace Direct Vent.** These units have glass doors that do not open, and are stand-alone new installations with their own chimney system, and are sold as a complete system that does not rely on the fire rating of the original. In summary, they can be installed in a wall that never had a fireplace to begin with. They are recognized for having rigid, double walled, fire rated chimneys and a wholly self contained firebox system. Installer must be a licensed mechanical contractor qualified to work on fireplace installations, and are required to secure all necessary permits through Northville Township building department.
4. **Natural gas fireplace Direct Vent 90% plus.** These units have glass doors that do not open, and are stand-alone new installations with their own chimney system, the difference is the higher efficiency and they use a plastic PVC chimney pipe that is much smaller in size. Likewise they are sold as a complete system that does not rely on the fire rating of the original. In summary, they can be installed in a wall that never had a fireplace to begin with. They are recognized for having rigid, white PVC pipe for a chimney, and a wholly self contained firebox system. Installer must be a licensed mechanical contractor qualified to work on fireplace installations, and are required to secure all necessary permits through Northville Township building department.
5. **Wood burning fireplace.** As stated above, only with less working parts and generally a lower cost. These systems require the utmost of care in that they generate much hotter combustion temperatures. They also require extensive inspection and cleaning by the co-owner on a yearly basis. In summary, they can be installed in a wall that never had a fireplace to begin with. They are recognized for having rigid, double walled, fire rated chimneys and a wholly self contained firebox system. Installer must be a licensed mechanical contractor qualified to work on fireplace installations, and are required to secure all necessary permits through Northville Township building department.
6. **Vent Free Fireplace.** This option is a standalone fireplace unit that is Gas fired. This unit is 99.9% efficient. No chimney is required. Communities across the country are trending against this style of fireplace. In fact 4 states and 26 counties across the country have outlawed this style of fireplace. This is due to the possible failure of the safety valve and the possible emission of Carbon Monoxide in to the house.

Co-owner

Contractor