

**FORESTER SQUARE
CONDOMINIUM ASSOCIATION**

ALTERATION/MODIFICATION REQUEST

DATE _____ UNIT NO. _____

Co-owner Name _____

Co-owner Address _____

Co-owner Home Phone _____ Business Phone _____

E-mail Address _____

REQUESTED MODIFICATIONS

- | | |
|---|---|
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Common Elements/ |
| <input type="checkbox"/> Limited Common Elements | |
| <input type="checkbox"/> Other _____ | |

EXPLANATION OF MODIFICATIONS

Please note that you **MUST** submit a drawing for any modification, which requires it such as a deck, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2 inch = one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____

(List addresses and telephone if outside contractor is to be used.) _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. A licensed builder who is insured will perform actual construction. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Bylaws and I/we understand them.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.

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5. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. Decks **cannot** be installed over a drainage swell. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Association's satisfaction.
7. Before submitting a drawing of the proposed deck for approval by the Condominium Association, the Co-owner must contact **Jim Dafoe, Property Manager** to obtain the Sprinkler Company's name and telephone number. The Co-owner will need to obtain a letter from the contractor who installed the sprinkler system stating that the proposed deck modification will not interfere with the sprinkler system. Should any sprinkler heads have to be relocated, this will be done exclusively at the owner's expense.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
9. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for it.
10. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE
UNTIL WRITTEN APPROVAL IS RECEIVED**

Date

Signature of Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:
Forester Square Condominium Association
c/o Association Management, Inc (AMI)
47200 Vandyke
Shelby Township, MI 48317

Approved by _____

Date _____