

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

**MAJOR INTERIOR – OTHER (Misc).**

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.**

<u>QTY.</u>	<u>Description of work</u>	<u>Deposit</u>	<u>Required Pages</u>
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_____	*Major Interior Alteration _____	\$50.00-----	Pg. 1-3
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_____	*Other (describe) _____	\$50.00-----	Pg. 1-3
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Description of alteration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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. I will complete the Consent to Alteration Form, and sign it. I will return the completed Consent to Alteration Form to the HLCA office within the alteration packet, and once the Board approves of the alteration, I will submit 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 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