

THE PRESERVE ON FELLOWS CREEK CONDOMINIUMS ALTERATION / MODIFICATION REQUEST

ARTICLE VI of the Preserve on Fellows Creek By-Laws places limitations on improvements or physical changes that may be made within the boundaries of a condominium unit and elsewhere on the common elements. Written approval by the Board of Directors must be obtained before any structure or improvement may be erected or placed upon the common elements. Written approval is also required before altering or modifying any existing structure or improvement, or before any landscaping is performed on the common elements.

Please provide the information requested below. The Board will contact you shortly to discuss your proposed alteration/modification in greater detail.

NAME: _____ DATE: _____
ADDRESS: _____ UNIT NO. _____
BLDG. NO. _____ E-MAIL: _____
HOME PHONE: () _____ WORK PHONE: () _____

REQUESTED MODIFICATIONS: *(check those that apply)*

EXTERIOR APPEARANCE LANDSCAPING SATELLITE DISH
 A/C UNIT STORM / FRONT DOOR PATIO / DECK / BALCONY
 WHEELCHAIR ACCESS RAMP OTHER *(describe)* _____

NOTE: You must submit a detailed drawing of any intended alteration or modification. Please list applicable project dimensions, as well as size, type and color of materials to be used. Specifications are required to be attached to this request prior to seeking Board approval.

DETAILS: _____

CONTRACTOR SELECTED TO PERFORM WORK: _____
CONTRACTOR ADDRESS: _____ PHONE: () _____

I UNDERSTAND AND AGREE THAT A GRANT OF APPROVAL BY THE BOARD OF DIRECTORS WILL BE CONDITIONED UPON THE FOLLOWING:

1. Construction will be performed by a licensed and insured contractor. All applicable building codes and regulations will be followed. All necessary permits and inspections will be obtained at Co-Owner expense.
2. The Co-Owner has reviewed all applicable sections of the Preserve on Fellows Creek By-laws.
3. All maintenance of the requested alteration/modification will be performed at Co-Owner expense.
4. Future changes to this alteration/modification required by any regulatory authority will be made at Co-Owner expense.
5. With respect to wheelchair access ramps, the Co-Owner will be responsible for the return of the unit to preconstruction condition prior to sale.

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6. With respect to satellite dish or antenna installation, Co-Owner will be responsible for the return of the unit to pre-installation condition prior to sale or upon the removal of the equipment. Such equipment cannot be affixed to brick, vinyl siding or roof surfaces.

7. Decks or patios cannot be installed over a drainage wall. In the event that a deck or patio installation, alteration, or modification interferes with surface drainage, the Co-Owner will be required, at their own expense, to correct drainage to the satisfaction of the Association.

8. Any maintenance costs incurred by the Association, as a result of this alteration/modification will be at Co-Owner expense.

9. Prior to submitting an alteration/modification request and drawings for Board of Directors approval for patios, decks, landscaping or A/C units, the Co-Owner will obtain a letter from the Association's irrigation system contractor stating that the proposed modification will not interfere with the irrigation system. The Co-Owner will bear the cost of any sprinkler head relocation required as a result of the proposed alteration/modification.

10. It will be the responsibility of the unit Co-Owner to advise future owners and assigns of this alteration/modification and of their responsibilities thereto.

11. _____

12. _____

SIGNATURE OF CO-OWNER

DATE

**NO WORK MAY COMMENCE UNTIL WRITTEN APPROVAL HAS BEEN GRANTED
BY THE BOARD OF DIRECTORS FOR THE PRESERVE ON FELLOWS CREEK.**

RETURN COMPLETED FORM TO: Preserve on Fellows Creek Condominium Association

John P. Carroll Co., Inc.

Attention: Kim Krest, Property Manager

kkrest@johnpcarrollco.com

29250 W. Nine Mile Rd.

Farmington Hills, MI 48336

SIGNATURE OF POFC BOARD MEMBER

DATE

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