

MANORS AT CENTRAL PARK CONDOMINIUM ASSOCIATION

ALTERATION/MODIFICATION REQUEST

DATE _____ UNIT NO. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

REQUESTED MODIFICATIONS

- | | |
|---|--|
| ☐ Exterior Appearance | ☐ Landscaping |
| ☐ Structural Parts of Unit | ☐ Common Elements/
Limited Common Elements |
| ☐ Other _____ | |

EXPLANATION OF MODIFICATIONS

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

This work will be performed by: _____

(List address and phone if outside contractor is to be used.) _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder who is insured. 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 same.
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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ALTERATION/MODIFICATION REQUEST**

Page 2

5. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. Prior to submitting a drawing of the proposed deck for approval by the Condominium Association, the Co-owner must contact **Mike O'Brien at Casa Bella Property Management Inc.**, to obtain the sprinkler company's name and phone 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.
7. 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.
8. 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 same.
9. 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:

Manors at Central Park Condominium Association
c/o Casa Bella Property Management Inc.
850 N. Crooks / Ste. 100
Clawson, MI 48017
Office: 248-655-1500 Fax: 248-655-3900

Approved by _____ Date _____