

**FOREST HILLS  
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**

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 it such as a deck, landscaping modification, etc. The drawing should be on a site plan and the scale should be ½ 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.

- 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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- Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
- 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.
- Before submitting a drawing of the proposed deck for approval by the Condominium Association, the Co-owner must contact **Colleen Buha (248)786-2140** 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.
- 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.
- 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.
- 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

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**RETURN COMPLETED FORM TO:**  
Forest Hills Condominium Association  
c/o **KRAMER-TRIAD MANAGEMENT GROUP, L.L.C.**  
320 East Big Beaver Rd, Suite 190  
Troy, Michigan 48083-1238

Approved by \_\_\_\_\_

Date \_\_\_\_\_