



Request for Modification Winwood Place Condominium

Community Association Name Winwood Place Condominium

Owner Name

Unit Address

Building and Unit Number

Owner Home Phone

Owner Work Phone

Owner E-Mail Address

Modification will affect the following: (Check all that apply)

Exterior Appearance Entry Door* Windows/Doorwall** Garage Door ***

Landscape Structural Parts of the Unit Limited Common Elements

General Common Elements Other (Specify) _____

**** NO WORK SHALL COMMENCE UNTIL YOU RECEIVE WRITTEN APPROVAL ****

Please note:

1. You must submit a drawing for any modification including location, size and materials to be used.
2. No satellite dish may be attached to any roof shingles, siding or in view of the street.
3. For any proposed landscape modification: I/we or the contractor will contact Miss Dig and arrange for them to mark underground utilities located in the area where work is being performed.
4. For any proposed entry door/window/door wall modification: I/we agree that the **configuration shall conform to the existing. Windows to be replaced must be the same style currently on unit. No casement or double hung windows are permitted.**

* Entry door paint color is: Benjamin Moore Exterior
Moorglo Soft Gloss
Cottage Red N096 22

** The color of the windows and door wall shall be white. Mullins (grids) color shall be white.
Trim around the window/door wall shall be white and 2 ½ inches in width. If additional trim
is needed, #102 pearl gray is be used between the white trim and the existing opening.

*** Garage door paint color is: Sherman Williams
Product: #A82W153
Description: LTX SA Deep

<i>CCE*</i>	<i>Color Cast</i>	<i>OZ</i>	<i>32</i>	<i>64</i>	<i>128</i>
<i>B1</i>	<i>Black</i>	-	<i>54</i>	<i>1</i>	-
<i>N1</i>	<i>Raw Umber</i>	-	<i>46</i>	<i>1</i>	<i>1</i>
<i>R2</i>	<i>Maroon</i>	-	-	<i>1</i>	<i>1</i>
<i>Y3</i>	<i>Deep Gold</i>	-	<i>6</i>	-	-
<i>Custom Manual Match</i>					

If approved, modification will begin _____ and be completed _____

Nature of Modification: Please describe in detail. Attach additional information or sketches as required.

Contractor's Name/Address

Contractor's Phone

CONTRACTORS CERTIFICATE OF INSURANCE: _____ ATTACHED

Please note: You are responsible for providing the contractors Certificate of Insurance. The certificate must show **Winwood Place Condominium Association as the Certificate Holder.** It must also state: **Winwood Place Condominium Association is an Additional Insured with respect to work performed at Winwood Place.**

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

Co-owner agrees that:

1. Actual construction will be performed by a licensed and insured contractor.
2. All appropriate permits and City/Township inspections must be obtained and paid for by the Co-owner.
3. All applicable codes and regulations will be followed.
4. All costs for this modification shall be the sole responsibility of the co-owner.
5. Any maintenance costs incurred by the Association as a result of this modification will be at my/our expense.
6. I/We understand even after approval, I/We shall be responsible for all damages to any other units and their contents or common elements resulting from this alteration. I/We accept responsibility for and fully indemnify and hold the Association harmless from any and all damages or costs of any repair, replacement or maintenance of any other Common Elements necessitated or caused by this alteration.
7. 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.
8. All future maintenance, repair and/or replacement shall be the sole responsibility of the current and future Owners of the unit.
9. I/We understand that it is my/our responsibility to advise future assigns and/or owners of this unit, of all modifications and their responsibility for same.
10. At the discretion of the Board of Directors this modification/alteration may be recorded at Oakland County records for purposes of ensuring disclosure, upon any future transfer of ownership, the co-owner's responsibilities as they relate to this alteration/modification. In the event of recording, all associated fees will be paid by the Association and charged back to the co-owner.
11. Master Deed, Article IV, Section 2A. Co-owner's Responsibilities, (3) Co-owner Additions, Modifications:
Co-owner improvements, additions or modifications, even though approved by the Association, shall not be considered Limited or General Common Elements in any case, and shall be the complete responsibility of the Co-owner. Should the Association require access to any elements of the Condominium which necessitates the moving or destruction of all or part of any such addition or modification, all costs, damages and expenses involved in providing access and restoring the addition or modification shall be borne by the Co-owner.
12. I/We have read all applicable sections of the Master Deed and Bylaws and I/we understand same.
13. I/We agree to notify the management company when the modification has been completed.
14. An inspection of the completed modification shall be conducted to ensure compliance with all appropriate Association restrictions and conditions.
15. I/We agree that all the information stated above is true and accurate. I/We also agree to all of the above.

Co-owners Signature (If property held jointly both parties must sign)

Signature of Owner

Date

Signature of Owner

Date

Status and Date of Association Decision

Request Approved: _____

Request Denied (Reason): _____

This agreement shall be recorded at Oakland County Records: YES ____ NO ____

By: _____

Date: _____

Please forward completed form to:

The Highlander Group, Inc.
3080 Orchard Lake Road, Suite J
Keego Harbor, Michigan 48320
Phone: 248.681.7883
Fax: 248.682.2161