

**THE HARBOURS
CONDOMINIUM ASSOCIATION
ALTERATION/MODIFICATION REQUEST**

DATE: _____ BLDG. NO. _____ 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 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.
5. Windows/garage doors will require detailed specifications which must include style, color, material, etc.

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6. Any maintenance costs incurred by the Association, as a result of this variance will be at my/our 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. Co-owner agrees that all future maintenance, repair and replacement is at cost of the co-owner.
9. 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.
10. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE
UNTIL WRITTEN APPROVAL IS RECEIVED**

Date

Signature of Homeowner

Date

Signature of Homeowner

RETURN COMPLETED FORM TO:

The Harbours Condominium Association
c/o The Highlander Group Inc
3080 Orchard Lake Road. Suite J
Keego Harbor, MI 48320
Attn: Constance Toles

Approved by _____

Date _____