

# Alteration Request and Agreement

Date \_\_\_\_\_

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

## Category of Proposed Alteration (circle one or more):

- Exterior Appearance  Doors / Windows  Garage Door  
 Generator Installation  Landscape  Structural Change  
 Satellite Dish  Other

## Specifically Describe the Proposed Alteration:

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Please note: A drawing MUST be submitted with this form for any alteration such as but not limited to, alterations of exterior appearance, generator installs, landscaping and structural changes. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot and specify all materials to be used.

## Contractor Information:

The proposed alteration/installation will be performed by:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_ Phone \_\_\_\_\_

## Co-Owner Declarations: (Please read carefully before signing this Agreement)

1. Actual construction shall be performed by a licensed and insured builder/contractor. All applicable codes and regulations shall be followed, and all necessary permits shall be obtained at my/our expense. If a structural change, the requesting co-owner shall submit a certification from a licensed structural engineer indicating that the modifications being made do not compromise the structural integrity of the unit.
2. I/we have read all applicable sections of the governing documents and I/we understand same.
3. 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.
4. All maintenance, repair and replacement of this Alteration/Modification will be performed at my/our expense.
5. 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.
6. If the construction will occur in a Common or Limited Common Area, the owner must contact the Board of Directors to obtain a schematic of the sprinkler system. Any alteration of the irrigation system shall be performed by the Association's contractor and related expense charged to the requesting Co-Owners account.
7. This alteration/variance/modification is subject to all the requirements of the governing documents, occupancy agreements and other applicable regulations at the Association's 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. If a satellite antenna installation, Co-Owner agrees, the antenna and all related hardware shall be removed upon severance of the service contract with satellite service provider or upon sale of the property unless the purchasing party requests and receives approval from the association.
10. No work shall commence until written approval is received

# Alteration Request and Agreement (page 2)

## Notice of Document Recording:

At the discretion of the Pine Knob Enclaves Board of Directors this document 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 and as set forth on page 1, items 3, 4 and 5 of this Agreement. In the event of recording all fees related thereto shall be the responsibility of the requesting co-owner (s).

## Co-owners Signatures: (If property held jointly both parties must sign)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Disposition of Request for Approval:

Approved By \_\_\_\_\_ Date \_\_\_\_\_

President PKE Association

Print Name \_\_\_\_\_

This Agreement shall be recorded at Oakland county Records: (Choose one) YES \_\_\_ NO \_\_\_

Request Denied (Reason)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Document Routing and Processing Instructions:

1. The completed request shall be submitted to the association's Property Manager who shall, after recording, route the request to the appropriate committee chairperson with an informational copy to the designated Board member.
2. The receiving committee shall log the request, and after completing its due diligence, provide a written recommendation for approval or denial, with reasons for same, to the Board of Directors.
3. Upon final decision by the Board of Directors, the requesting co-owner(s) will be notified in writing (notice of disposition) by the Property Manager with an informational copy to the appropriate committee chairperson to facilitate updating of their Alteration Request Log.
4. Upon approval, the Association's signing authority shall designate, where indicated below the signature line, whether or not the agreement is to be recorded at Oakland County, in which case the Property Manager shall perform the necessary tasks to ensure that recording takes place and that all related fees and expenses are charged to requesting the co-owner's account.
5. Copies of the recorded Alteration Request & Agreement, co-owner Notice of Disposition and any other related documentation shall be placed in the Unit File maintained in the property manager's office.
6. After completion of the alteration the Co-Owner will notify the property manager. The property manager will notify the Board, The Board or designated representative will inspect the alteration for conformance and report. If the alteration does not conform the Co-Owner will be notified by the property manager requesting conformance.