

**STONEHENGE
CONDOMINIUM ASSOCIATION**

ALTERATION/MODIFICATION REQUEST

DATE _____ BLDG. NO. _____ UNIT NO. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

REQUESTED MODIFICATIONS:

- | | |
|---|--|
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Common Elements |
| <input type="checkbox"/> Limited Common Elements | |
| <input type="checkbox"/> 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. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense. Work will be completed by licensed and insured contractors only.
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.

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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. Decks or patios **cannot** be installed over a drainage area. In the event the deck or patio 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.
6. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.
7. Prior to submitting a drawing of the proposed modification for approval by the Association, the Co-owner must contact the association at 248-477-8862 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 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.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Director's discretion.
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 Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:
Stonehenge Condominium Association
c/o Association Management Incorporated (AMI)
23535 Meeting Hall Lane
Novi, MI 48375

Approved by _____

Date _____