

GLENNBOROUGH HOA ALTERATION/MODIFICATION REQUEST

Date _____ Bldg. No. _____ Unit No. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

Email Address _____

REQUESTED MODIFICATIONS

Exterior Appearance

Landscaping

Common Elements

Other _____

EXPLANATION OF MODIFICATIONS

Please note that you **MUST** submit a plat plan for your unit and 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 1/2 " = one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____

(List contact, address and telephone number of outside contractor if applicable) _____

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 same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that anytime in the future should any legal or regulatory agency require modifications to this variance, they will be done at my/our expense.

**Glennborough HOA
Alteration/Modification Form**

5. Decks cannot be installed over a drainage swall. 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.
6. If the construction will occur in a Common or Limited Common area, the owner must contact In Rhodes Management to obtain the sprinkler company's name and phone number. Prior to submitting a drawing of a proposed deck/patio for approval by the Community Association, the 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. If any sprinkler heads need to be relocated, it will be done at the owner's expense.
7. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our 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 Directors' 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 it.
10. All of the above information is truthful and accurate.
11. I/we will remind the contractor that no signs advertising contractor services may be put out, before, during, or after installation and no building materials, supplies or equipment shall be stored in the street while the work is taking place.

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

Date

Signature of Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:
Glennborough HOA
c/o In Rhodes Management, Inc.
2391 Pontiac Rd, Auburn Hills, MI 48326
Email: reception@inrhodes.com / Fax: (248) 652 0662

Approved by _____

Date _____