

Brookside of Superior Township Association

Alteration / Modification Request

Specifications and Instructions

Please read the following specification and instructions carefully before signing

1. A contractor with appropriate construction licenses and insurance coverage must perform all work that is performed by a contractor. All applicable codes and regulations will be followed.
2. A copy of the contractor's general liability insurance certificate is to accompany this request.
3. The contractor at his/her expense will obtain all necessary permits.
4. A pre-construction meeting must be held with a representative of the Association to ensure that all Association policies and procedures are know and followed while performing construction work.
5. A post-construction walk though with a representative of the Association must be conducted to ensure that the common elements are left in appropriate condition, unaffected by the construction work and that all areas are properly cleaned of construction debris.
6. All future maintenance, repairs and replacements of the Modification or Alteration as approved by the Association shall be my physical and financial responsibility. In the event of the sale of my condominium unit, the prospective purchaser shall be provided with a copy of the approved Modification / Alteration Request and these specifications and instructions.
7. All costs associated with future modifications required by local government or other such regulatory agency shall be my responsibility.
8. Contractors cannot park commercial vehicles, trailers, or other such construction equipment over night on community roads or in parking lots without permission of a representative of the Association.
9. Storage of any construction material on common elements of the Association is prohibited.
10. All construction related debris must be removed from the site daily from all property surfaces.
11. All Modifications / Alterations must adhere to the approved style, model and color of the respective Modification or Alteration such as replacement windows, entry doors, screen doors, etc. Deviations to the community standards will be corrected at the requesting Co-owner's expense.
12. All alterations must abide by the Association Bylaws, policy letters, occupancy agreements, and other applicable regulations at the Board of Directors discretion.
13. I have read and understand the foregoing specifications and instructions and agree to abide by the terms and conditions herein:

Co-owner's Signature

Date

Brookside of Superior Township Association

Alteration / Modification Request

Co-owner(s) _____ Date: _____

Address: _____ Telephone # _____

Type of Modification / Alteration Request:

- Landscaping Windows: Satellite Dish Garage Door
 Entry Door Screen Door Deck: Patio Replacement
 Other: _____

Description of Modification / Alteration Request:

A drawing, with a scale of 1/2 inch per foot, must be attached to this request when requesting the construction of decks, patios or the installation of landscaping in the limited common areas, and provided a brief description of the type and size of the materials used in the completion of your Modification / Alteration Request.

Modification / Alterations to be performed by: Contractor Co-owner

Please read and sign the attached Specification and Instructions Form. No work may commence until your Modification / Alteration Request has been approved by the Board of Directors / Architectural Committee as provided below:

Board/Committee Approval Signature: _____ Date: _____