

HIGHLANDS COOPERATIVE ASSOCIATION

INSTALLATION-ALTERATION PERMIT

I hereby apply for permission to install the following major appliances and/or make the following alterations in or around my townhome:

Miss Dig Reference # _____

Installation Date _____ Time _____

Work to be performed by: _____

Provide the following information if work being performed by licensed contractor:

license # _____

Business Telephone Number _____

Actual cost and true value of work: _____

Will any openings be required through wall, windows, or roof? yes no

I hereby certify that this work will be performed in accordance with all federal, state, or local ordinances and all required permits will be obtained before the work begins.

Member's name: _____

Address: _____

Lansing, Michigan 48911

Member's Daytime Telephone Number: _____

Member's signature

Date submitted

The approval of the installation and/or alteration permit is pending review by the Board of Directors at the next scheduled meeting: _____

Your attendance at the meeting is not required.

The installation and/or alteration has been approved. The installation and/or alteration is considered a personal improvement (as/is) and is the responsibility of the Member to maintain. At the time of any future membership transfer, the incoming Member would have to accept the improvement or it must be put back to its original condition at the expense of the current Member. The approval was given with the following stipulations:

The installation and/or alteration was not approved for the following reason(s):

Signature of Authorized Representative

Date

No alterations can be made to the interior or exterior of the townhome without receiving an approved Installation/Alteration permit. This includes but is not limited to:

- Additions/deletions or changes to electrical outlets and/or fixtures
- Additions/deletion or changes to plumbing pipes or fixtures
- Openings in exterior walls, windows or doorways
- Lawn area
- Porch
- Windows
- Brick
- Siding
- Parking lot
- Sidewalk

Interior alterations that can be made without an Installation/Alteration Permit are:

- Painting (refer to Paint Policy)
- Wallpapering, stenciling, etc.
- Carpeting
- Flooring coverings (i.e. vinyl, carpet, etc.)
- Floor trim
- Interior doors or closet doors

Any additions, deletion, or changes made prior to the submittal and approval of an installation/alteration will require the Member to immediately restore the townhome to its original condition, regardless of the cost for the restoration.

No increase in transfer value will be given from the Cooperative for alterations of any kind. A Member may, however, attempt to sell any changes/additions directly to the next Member.

If additions or changes are removed, the Member will be responsible for restoring the alteration to its original condition.

Any alterations made must comply with the current City of Lansing and/or State of Michigan building codes at the time of the alteration. Any permit(s) required must be obtained and a copy of the permit(s) must be submitted to the Office before any alterations are done.

If there is a Highlands Cooperative policy that references the type of alteration to be done, the policy must be followed and a signed copy of the policy must be attached to the Installation/Alteration permit at the time of the request.

The Board of Directors has the right to reject or grant a variance to this policy if it determines it is in the best interest of the Cooperative.

All alteration permits expire 30 days after approval. If alterations have not been completed within the 30-day period, a new Installation/Alteration Permit must be submitted for approval.

The Member shall be responsible for maintaining all alterations in a safe, clean, and sanitary condition. The Member must also use due care to avoid damaging any community property, including, but not limited to, the telephone, water, plumbing, electrical or other utility conduits and systems. The Member shall be responsible for any damages or costs to the Cooperative, or to other Members, guests, agents, or invitees, and their property resulting, in any way, from the installation and/or existence of the alteration(s). The Member shall be required to carry liability insurance, in an amount acceptable to the Cooperative, to cover such damages and costs. Proof of such insurance must be provided with the Installation/Alteration Permit and updated by the Member each year thereafter, by providing proof of renewal to the Cooperative.

The Cooperative reserves the right to require any alteration to be removed or moved, and/or requires the area be restored to its original condition, for any legitimate reason, including, but not limited to, non-compliance with the provisions of this policy. After reasonable notice, if the alteration is not removed or moved as required by the Cooperative, the Cooperative will remove the alteration, restore the area, and charge the Member for the cost.

If you are unsure if an Installation/Alteration Permit is necessary, call the Office and inquire.

Member Signature _____

Date _____

Members are allowed to build an enclosure around their central air conditioning units. Before doing so, however, keep in mind that the policy must be adhered to:

1. An Installation/Alteration Permit is required and must be approved prior to the installation of the enclosure.
2. The frame of the enclosure must be built with treated wood or approved composite material, or a combination of the two. All sides must be lattice type or approved material. If wolmanized wood is used, it must be stained with a clear sealant or approved color stain.
- 3.
4. When using composite material, no open ends of the material can be exposed.
5. The enclosure must be constructed in such a way as not to interfere with the access of working space to outside faucets, electrical meters, and other utility meters or equipment.
6. The dimensions must not exceed 12 inches wider or taller than the unit and may not extend past the theoretical property line for the townhome.
7. It must have at least three sides; the open side must face the building.
8. The enclosure may not be attached to the building.
9. A 12" maintenance strip must be around the enclosure. The actual size of the maintenance strip will be based on the location of the enclosure.
10. The Member is solely responsible for the upkeep of the enclosure, the ground within the enclosure, and the maintenance strip around the enclosure.
11. Nothing may be stored inside or on the enclosure.
12. The Member is responsible for removal of all weeds around and inside the enclosure. The grounds staff does not weed whip close to the enclosure.
13. After completion of the work, the enclosure must be inspected by Management. If it does not conform to the required policy, it must be corrected or removed.

Member Signature _____

Date _____

14. If the central air conditioner is removed, the enclosure must also be removed immediately and the area must be returned to its original condition.

15. The Member shall be responsible for maintaining the enclosure in a safe, clean, and sanitary condition. The Member must also use due care to avoid damaging any community property, including, but not limited to, the telephone, water, plumbing, electrical or other utility conduits and systems. The Member shall be responsible for any damages or costs to the Cooperative, or to other Members, guests, agents, or invitees, and their property resulting, in any way, from the installation and/or existence of the enclosure.

16. The Cooperative reserves the right to require the enclosure be removed or moved, and/or require the area be restored to its original condition, for any legitimate reason, including, but not limited to, non-compliance with the provisions of this policy, utility work required, building structure repairs. After reasonable notice, if the enclosure is not removed or moved as required by the Cooperative, the Cooperative will remove the enclosure, restore the area, and charge the Member for the cost.

NOTE: The Board of Directors has the right to reject or grant a variance to this policy if they determine it is in the best interest of the Cooperative.