

**Highland Lakes Condominium Association, Inc. (HLCA)**  
**Major Alteration Request**

**DECK – PORCH – PATIO – RAMPS, HANDRAILS / GUARDRAILS -  
AWNINGS**

Co-Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Unit No: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Please check the applicable alteration and read the appropriate construction requirements:*

**A refundable permit/inspection fee of \$50.00 is required for each alteration.**

<b>QTY.</b>	<b>Description of work</b>	<b>Deposit</b>	<b>Required Pages</b>
_____	*Patio, Deck, or front Porch _____	\$50.00-----	Pg. 1-6 (Sign Patio Diagram A or B)
_____	*ADA Wheelchair Ramps _____	\$50.00-----	Pg. 1-3 & 7
_____	*Handrail or Guardrail (circle one) _____	\$50.00-----	Pg. 1-3 & 7
_____	*Marygrove Awning _____	\$50.00-----	Pg. 1-3 & 8-9

**Total Fee**

**RECEIPT #**

**Tentative installation start date:** \_\_\_\_\_ **Approved installation start date:** \_\_\_\_\_

**The Engineering Committee has recommended the following action to the Board of Directors:**

1. Approve \_\_\_\_\_
2. Reject \_\_\_\_\_
3. Defer action pending \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scale drawings** must be included showing elevations, dimensions, and adequate detail as to finishes, color, and materials. The attached HLCA Construction Requirements must be incorporated in the design of your alterations.

**It is your obligation** to notify the Association when the installation is ready for inspection. A satisfactory inspection by our Maintenance personnel will result in the refund of the permit fee.

**Inspection Non-notification A request to the Association for an inspection must be made within 30 days of the completion of the project. Failure to do so will cause you to forfeit the permit fee. Furthermore, the unit will still be subject to an inspection.**

**For your protection**, the Association recommends that you withhold the final payment to your contractor, until after final inspection has been approval by HLCA, and by the Northville Township building department.

*Please read the following closely before signing:*

**I (we) am (are) the Co-Owner(s) of the above described unit and agree that:**

1. All applicable codes and regulations will be followed and all necessary permits will be obtained at my expense.
2. Trucks or heavy equipment are not permitted on any lawn area of Highland Lakes, without the written approval by the Property Manager. If approved proper boards or matting must be used to prevent damage to common grounds area.
3. **If any digging**, by hand or with equipment, is to be done to the Limited Common Element areas, Co-owner and Contractor, must call MISS DIG at 800-482-7171 prior to starting any work.
4. I have read all applicable sections of the By-Laws and understand the same.
5. All maintenance to this alteration will be performed at my, or subsequent title Co-Owner's expense.
6. Should any legal regulatory agency require, at any time in the future, modifications to this alteration, such modifications will be done at my, or subsequent titled Co-Owner's expense.
7. Any maintenance cost incurred by the Association as a result of this alteration will be performed at my, or subsequent titled Co-Owner's expense.
8. **Any removal, modification to or replacement of this alteration required to provide HLCA access to repair or replace common elements will be done by the Co-Owner or at the Co-Owner's expense.**
9. It is my responsibility to advise future assigns or owners of this unit of this alteration and their responsibility for same.
10. I will complete the Consent to Alteration Form and sign it. I will return the completed Consent to Alteration Form along with a copy of any applicable Northville Township Building Permits. Copies can be made at the HLCA office.
11. **I will not start construction on the alteration until the above and attached procedures have been completed, and I have been notified that I may proceed.**
12. All the information on this request is truthful and accurate.

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Date

**Consent to Alteration of Common Elements**

The agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Highland Lakes Condominium Association (hereinafter Association) and Building\_\_\_\_, hereinafter (Co-Owners) of Unit \_\_\_\_\_ according to the Master Deed thereof recorded in Liber 21890, page 706 et seq., Wayne County Records, designated as Wayne County Condominium Subdivision Plan No. 187.

**WHEREAS**, the Co-Owner desires to alter or modify his unit and/or limited common elements to the condominium and is required by the terms and conditions of the said Master Deed and by the Michigan Condominium Act to obtain the advance written consent of the Association. The Co-Owner warrants that the proposed alteration does not impair the structural integrity of a structure or otherwise lessen the support of any portion of the condominium project and that the proposed alteration does not impair the soundness, safety utility or appearance of the condominium;

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein, Highland Lakes Condominium Association does hereby consent to the alterations at Unit \_\_\_\_\_ as described on the Exhibits attached hereto.

Co-Owner hereby agrees to pay all additional costs and/or expenses of any nature whatsoever resulting from the said alterations, including those involved in installation of same. The altered common elements shall be maintained, repaired, and replaced as necessary by the Co-Owner and shall at all times maintained in keeping with the standards established at Highland Lakes Condominium Association, except as otherwise provided by law, in the event Co-Owner fails to do so, the Association may maintain, repair, and/or restoration shall be assessed to Unit \_\_\_\_\_ and collected by the Association in the same manner as provided in the condominium documents for collection of condominium assessments. Co-Owner agrees to and hereby does, indemnify and hold the Association harmless from any and all liabilities, costs, expenses, and/or damages, including court costs and actual reasonable attorney fees incurred by the Association and/or the Co-Owner in connections with the said alterations.

The Co-Owner expressly agrees and acknowledges that the Association’s grant of consent extends to and includes only those alterations explicitly described on Exhibits attached hereto and that any alterations not explicitly described on Exhibits must be separately approved in writing in advance by the Association’s Board of Directors. Co-Owner agrees to obtain all necessary permits and to comply with all applicable zoning, building code, Highland Lakes Condominium Association’s requirements and specifications, and other requirements imposed by any governmental agency or entity. Further, the parties agree that the covenants and conditions set forth herein shall be binding on and inure to the benefit of the parties’ successors, assigns, and all parties subsequently obtaining an interest in Unit \_\_\_\_\_. All alterations must comply with Highland Lakes Condominium Association construction requirements and specifications.

**ASSOCIATION:**

**CO-OWNER:**

\_\_\_\_\_  
**Joe Poma**  
**Property Manager**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Highland Lakes Condominium Association (HLCA)

**Patio / Deck / Front Porch**

*Note: A copy of these requirements should be given to the person(s) designing and building your patio.*

1. **Decks** must be freestanding and not attached to the unit. A one-inch space must be maintained between the deck and the unit. A 6 inch clearance must also be maintained from the fence or fence post.
2. All decks and patios must be constructed in a way that assures proper drainage away from buildings and adjacent patio areas.
3. The top of the deck or patio surface cannot be higher than 1 ½ inches below the Doorwall sill, or 25 inches below the top of the patio fence at its lowest point, whichever is lower.
4. The patio surface (Pavers or Concrete) cannot be higher than 2 inches below the bottom of the siding, or 2” below the bottom of a basement window. (Whichever is lower). **READ THIS CAREFULLY: IF THIS IS NOT ADHERED TO, YOU WILL HAVE TO REMOVE THE PATIO.**
5. Concrete or paver brick patio surface, including front porch, must maintain a 3/8” clearance from the unit foundation or brick wall. Furthermore an expansion strip is required between concrete and building.
6. No portion of the deck or patio may extend forward more than 20 feet measured from the foundation of the unit. All steps, skirting, enclosures, railings, flower boxes, etc., must be contained within this 20 foot limit.
7. The perimeter of decks must be enclosed, from the underside of decking material to 12 inches below grade, with one ½ inch galvanized hardware cloth, to deter entrance of animals. Screening must be installed so as it is not readily visible from common areas.
8. All open ends of decks facing common areas must be skirted from deck to grade with vertical cedar boards, composite material, or PVC one inch by 6 inch nominal size. Skirting must match fences in board-on-board appearance.
9. All Deck enclosures must match adjacent fences in height and board-on-board appearance. Deck enclosures refer to anything built above the deck. Cedar boards must remain natural in color; they may not be stained or painted.
10. Planter boxes, weather constructed from wood or brick, must maintain a 1” clearance from the building or siding, and 6” clearance from fence or fence post.
11. Non approved awnings, patio roofs, sun shades, hot tubs, waterfalls, electric bug killers, basketball back stops, clothes trees are not allowed, nor can anything be placed or constructed in the patio area that extends higher than the fence, except post lights, or portable patio furniture, flagpoles and umbrellas on the folding radial frame supported by one center support.
12. \* No object may be attached to the outside of any Building or Fence. Damage resulting from objects hung on the Buildings or Fence will be repaired at the owner’s expense.
13. A 4 foot high by 8 foot long additions to the height of the fence is permitted between Loch Lomond models as long as it matches existing fence style and material.
14. Vehicles cannot be driven on landscaped or grass areas without express written approval of the property manager.
15. **All trash and waste building materials, new and old, must be removed from Highland Lakes by the contractor. The use of our dumpster area for the disposal of building materials by the contractor is prohibited by state law.**

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Date

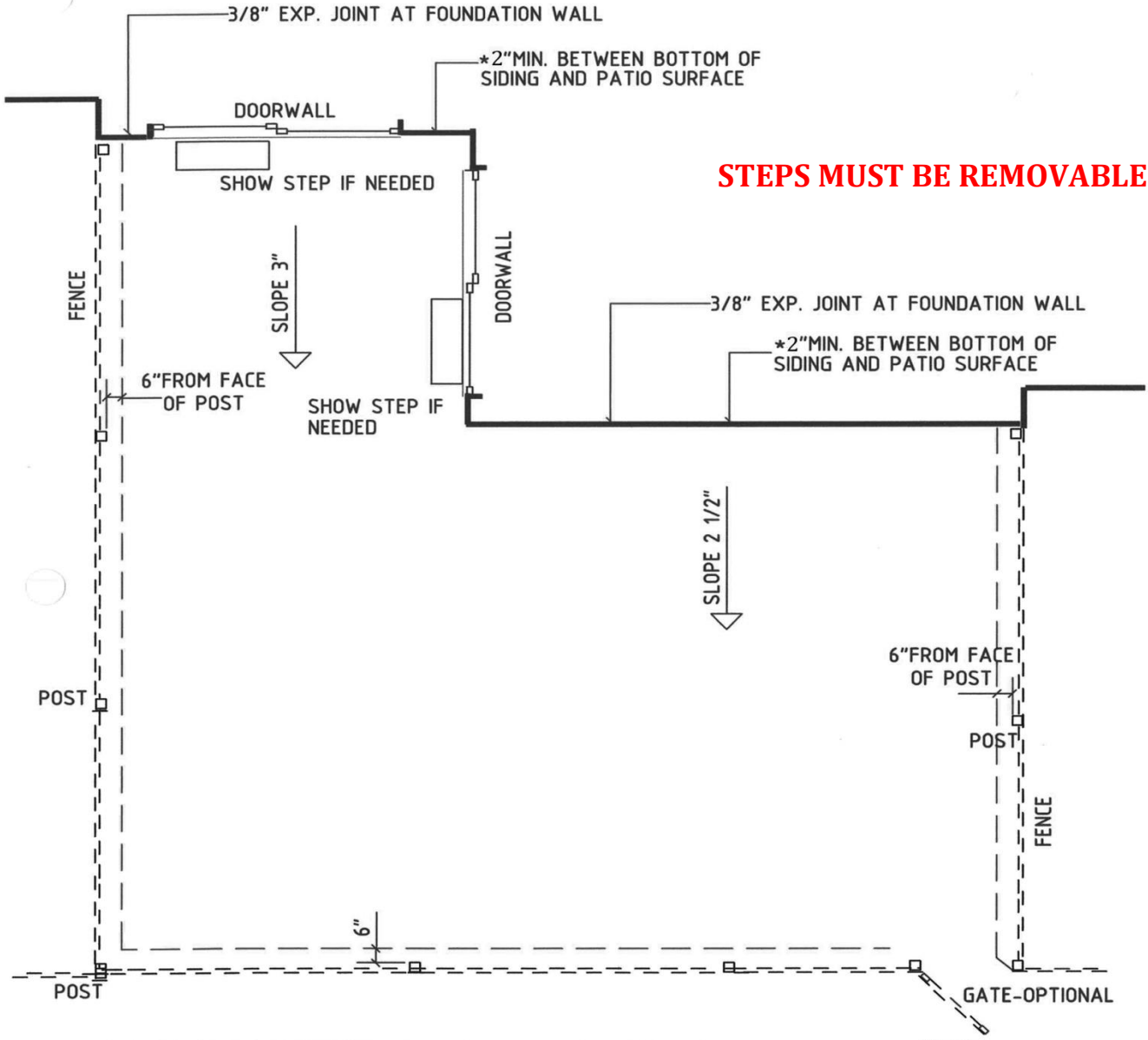
# PATIO DIAGRAM – A

CO-OWNER NAME (Printed): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

INSTALLER: \_\_\_\_\_



STEPS MUST BE REMOVABLE

\*WHAT IS THE EXISTING DISTANCE FROM BOTTOM OF SIDING TO GRADE. \_\_\_\_\_-INCHES

SHOW ALL NEW WORK TO BE DONE WITHIN THE DASHED LINES SUCH AS PAVED PATIO SURFACES, MASONRY WALLS, FLOWER BEDS, ETC.

DO NOT BUILD PERMANENT (BRICK OR CONCRETE) STRUCTURES AGAINST ALUMINUM SIDING. SUCH STRUCTURES WILL BE REMOVED AT OWNERS EXPENSE IF SIDING HAS TO BE REMOVED OR REPLACED.

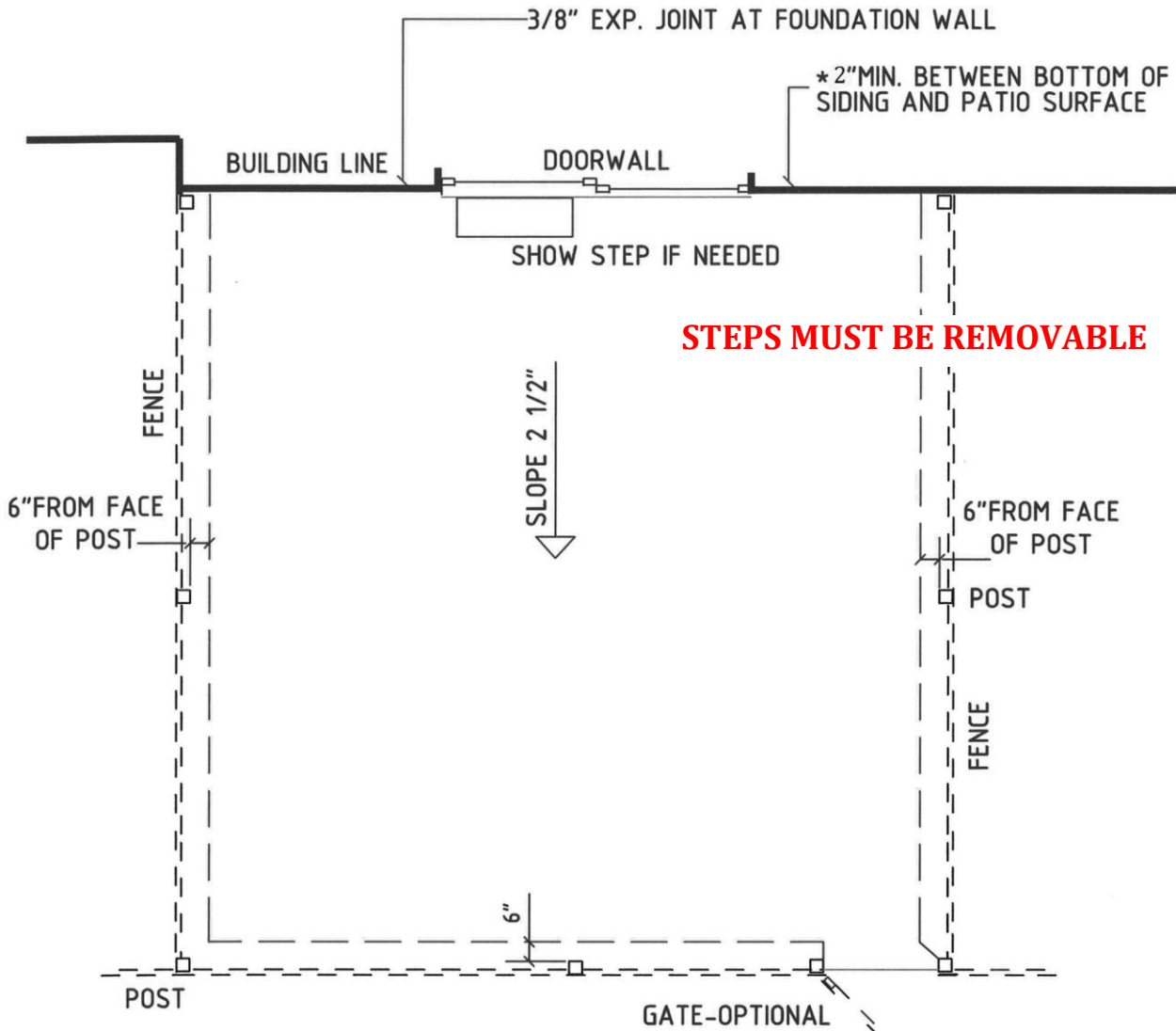
# PATIO DIAGRAM - B

CO-OWNER NAME (Printed): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

INSTALLER: \_\_\_\_\_



**STEPS MUST BE REMOVABLE**

\*WHAT IS THE EXISTING DISTANCE FROM BOTTOM OF SIDING TO GRADE. \_\_\_\_\_-INCHES

SHOW ALL NEW WORK TO BE DONE WITHIN THE DASHED LINES SUCH AS PAVED PATIO SURFACES, MASONRY WALLS, FLOWER BEDS, ETC.

DO NOT BUILD PERMANENT (BRICK OR CONCRETE) STRUCTURES AGAINST ALUMINUM SIDING. SUCH STRUCTURES WILL BE REMOVED AT OWNERS EXPENSE IF SIDING HAS TO BE REMOVED OR REPLACED.

Highland Lakes Condominium Association (HLCA)  
**ADA Wheelchair Ramps & Porch Handrails or Guardrails, etc.**

Co-owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Explanation of Modification:**

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**This work will be performed by:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Please read the following closely before signing:

**ADA Wheelchair Ramps and Safety Railing:** Temporary wheelchair ramps and safety railings can be of wooden construction, though must be of treated lumber and meet barrier free requirements (ADA). The ramps and railings must be removed when they are no longer necessary, or when the unit is sold. It is the co-owners responsibility to obtain yearly approval for the ramps and railing from the Engineering Committee and Board of Directors.

**Handrail or Guardrail – Definition:** Prior to submitting this packet, you must decide if you are installing a **Handrail** or a **Guardrail**. A handrail is a railing used for support when traversing a flight of stairs or a ramp and is used in applications where there are *four or more steps or risers*. The difference is important because handrails have more restrictive guidelines. A Guardrail is a railing that is used to prevent falling from an elevated surface like a deck or balcony, but may be used instead of a handrail and in applications where there are fewer than 4 steps or risers. If the steps leading to a porch are 44 inches or wider and require a handrail, the handrail must be installed on both sides.

**Handrail & Guardrail Initial Requirements:** Both Handrails and Guardrails must be able to withstand a concentrated load of 200 pounds in any direction at any point along the top (Michigan Residential Code).

**Outdoor Porch Handrail / Guardrail Engineering Standards:** **The Engineering packet must note whether you are installing a handrail or a guardrail. Provide brand name and literature of rail you are proposing to use. Literature must match what is being installed.**

**Porch and step handrails & guardrails:** Both types of railings must be solid **black** or **white**. Handrails must have a **classic grip-able Bread-Loaf rail design**, and have **square/rectangle balusters** with reinforced **molded vinyl or aluminum or equivalent bracket covers/bottom post cap, trim covers and aluminum rail mount brackets**. Handrails and guardrails may not be attached to existing porch posts or to the exterior wall of the building, and if they are placed on the porch itself, must be flange-mounted with all fasteners made of corrosion-resistant stainless steel for attachment to the porch slab. Handrails and guardrails may not be flange-mounted to the front walkway or stairs, but must be mounted in the ground next to the walkway. **Post tops shall be flat and have a non-illuminate post cap of matching color. Post bottom trim must be trimmed. Handrails and guardrails must be virtually maintenance free.**

Improperly mounted or unapproved handrails or guardrails, damage resulting from objects hung on the buildings or fence, poor workmanship will be repaired or removed at the owner's expense. In the case that the handrail or guardrail is additional to, or entirely a second railing on the unit, it must be of the same identical

style and color. All handrails or guardrails must meet International Residential Code standards for building safety. All railing shall be kept safe and clean in appearance. This requirement for maintenance of the handrail or guardrail is the co-owner's (and subsequent co-owner's) responsibility. Long runs of railings, those installed along level sidewalks other than the steps, shall be approved on a case by case basis, are subject to yearly approval and are required to be removed when, 1) no longer needed, 2) when the unit occupant(s) change at the co-owners expense. Explanations for these railings along even sidewalk are required to be submitted.

I/We have read and understand the Board Policy, and agree to abide by all conditions, rules and restrictions contained within.

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Co-owner Signature

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Date



**Highland Lakes Condominium Association (HLCA)**  
**Awning Installation & Agreement**

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Nature of Modification: Installation of a retractable awning on the rear exterior of the unit with**

<b>Sunbrella</b>	Fabric	<b>Valance:</b>	Seawave
<b>Color:</b>	Linen 4633	<b>Control:</b>	Motor with Remote
<b>Frame Color:</b>	White	<b>Safety Control:</b>	Wind Sensor

**Description of modification that will affect general common elements and exterior appearance:**

Number of awnings requested: \_\_\_\_\_ Mounting method: \_\_\_\_\_

Contractor Name: **Marygrove Awning** Phone No. : \_\_\_\_\_

Contractor Address: 12700 Merriman Rd., Livonia, MI 48150

If approved, modification will begin on: \_\_\_\_\_ anticipated completion date: \_\_\_\_\_

No modification shall commence without prior Board approval. An inspection of the completed modification shall be conducted by the Board of Directors to insure compliance with all appropriate HLCA restrictions and with reasonable standards of quality and aesthetics.

The retractable awning system is manufactured, supplied and installed by Marygrove Awning, Livonia Michigan. Marygrove will provide a certificate of insurance for Worker's compensation and Liability.

**Procedure for approval:**

All pricing is based upon the specific unit and all awnings will be consistent throughout the Association. The following outlines the procedures for approval.

1. Contact Marygrove Awning for an on-site evaluation at your unit.
2. A Marygrove contract completed and signed by the Co-owner and Marygrove.
3. A Highland Lakes Modification Approval form completed and signed by Co-owner and Marygrove.
4. Marygrove will provide a copy of the contract, the Modification form, and a digital picture of the proposed installation to the Association for approval.
5. Upon Association approval, Marygrove's installation division will call the Co-owner to confirm all details of the contract and set an installation date. The installation date will also be emailed to the Association's Engineering Department.
6. The installation crew will call the morning of the installation with a more definite time.

7. If there is electrical work required, Marygrove will arrange for the electrician to be on site as quickly as possible after the awning is installed. (Additional cost to Co-owner)\*. Awnings must be hard-wired into the electrical system (wind sensors will not work if they are wired to an exterior light switch that is turned off).
8. The Marygrove installers will collect the balance due and the Marygrove representative will notify the Association of the completion via email.
9. The Co-owners can follow the total process of manufacturing through Marygrove.com. All Co-owners with email availability will be sent a PIN # to track your awning from beginning to installation.

*\* Licensed electrician provided by Marygrove.*

I/We have read and understand the Board Policy Statement on awnings, approved July 18, 2018, and agree to abide by all conditions, rules and restrictions contained within.

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marygrove Awning

\_\_\_\_\_  
Date