

# A LETTER FROM THE ENGINEERING COMMITTEE

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## **Handyman work, licensure and permits**

In Michigan, any general contracting work with a cost higher than \$600 requires licensure. As long as the job remains under that cost threshold, a handyman may remain unlicensed and accept the following types of projects:

- Drywall
- Awnings
- Plumbing
- Pavers without mortar
- Carpet, flooring and vinyl flooring
- Plaster and lath
- Door & Window repairs require no permit required
- Doors & Window installation, Township Building permit required

It is important to note, that plumbing, electrical and mechanical (Heating & cooling) projects always require dedicated licensure beyond the general contractor level and Township Building permits may be required. When permits are required can be discussed with the Northville Township Building Department at 248-348-5830.

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

**FURNACE**

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

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

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

***Please read all of the requirements in this packet and sign all pages with your contractor.***

**A \$75 permit/inspection fee is required for each alteration, of which \$50 is refundable.**

<u>QTY.</u>	<u>Description of work</u>	<u>Deposit</u>
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_____	*Furnace Installation _____	\$75.00
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**Efficiency (%):** \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor / Company:** \_\_\_\_\_

**Licensed Technician:** \_\_\_\_\_ **MI License No:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_

**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 inspection.**

**For your protection**, the Association recommends that you withhold the final payment to your contractor, until after final inspection has been approved 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 the 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 the 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

\_\_\_\_\_  
Contractor 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 page 4-7 et. seq.

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 be 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 page 4-7 et. seq. attached hereto and that any alterations not explicitly described on page 4-7 et. seq. 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

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

## **Steps to Installing a New Furnace System:**

1. Complete the attached major alteration request form and submit it along with a \$75 security deposit to the front desk. The Engineering Committee will discuss and vote at its next regularly scheduled monthly meeting for approval or denial. If approved, the application will go to the Board of Directors for approval at its next scheduled monthly meeting. If declined, your security deposit will be refunded.
- 2. Location of any fresh air intake vents installed on an outside wall must be approved by HLCA Maintenance Superintendent and Engineering Committee.**
3. Apply for a permit at the township level, documenting what procedure is being used and the reason why.
4. Have the contractor of your choice apply for a new installation permit with the township (all contractors doing work on any unit must have a mechanical contractor's license).
5. Schedule an inspection with the township mechanical code officer and receive approval for the completed work.
6. Once the installation is complete, have the new system inspected, tested and approved by the township.
7. If approved by Northville Township, schedule an inspection through Highland Lakes, after our inspection passes, your security deposit will be refunded.

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*Co-owner*

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*Contractor*

**Furnace Brand:** \_\_\_\_\_

**Furnace Model #:** \_\_\_\_\_ **Efficiency (%):** \_\_\_\_\_

**General Requirements During Installation (pertaining to 90+% Efficiency Furnace (PVC Exhaust):**

1. Exhaust pipe location installed through the unit wall must be on the rear or side of the unit. No exhaust pipe can run out of the front of the unit.
2. **The proposed location of the exhaust pipe must be approved by HLCA; the contractor must prove proper clearances will be held per the manufacturer's specifications.**
3. The exhaust pipe size and type will be dictated by the furnace manual.
4. Exhaust pipe that protrudes through the roof must be of the proper type and part required by the Manufacture, and installation manual from the new Furnace. No exceptions will be granted here.
5. The exhaust pipe going through the roof must be a single pipe, round, and have a round top termination cap. The design of the cap must meet the approval of Highland Lakes.
6. The pipe above the roof line must be painted using the following paint.

**Primer** - Benjamin Moore Metal Primer Aqua Lock Plus Latex AQ-0400

**Paint** - Benjamin Moore Moorgard 100% Acrylic Low Luster Paint N103 Color Name HLCA Exhaust Gray, [Note: this color is available at the Northville Paint Company on Seven Mile Road: (248) 348-1599]

7. No box structures may be used above the roof line.
8. No double pipe designs, this is where two pipes above the roof line would be used.
9. If running pipe through our existing chimney box on the roof, special temporary procedures will need to be followed in preparation of future reroof project. Contact the Maintenance superintendent for requirements.
10. When running exhaust pipe through roof, for a Direct Vent Furnace where a PVC exhaust pipe is used, the pipe must exhaust through the back portion of the roof of your condo. The pipe must be of the pipe within a pipe design, which from the ground we will only see one PVC pipe. Additionally, the cap on the pipe must be round, or of the proper type instructed by the installation manual. This type of vent pipe will be approved on a case-by-case basis. No turn down designs will be allowed.
11. The installer must read this requirement package in full and sign a copy of it on the cover page. This will be kept on record in your co-owner file.

**12. Sales literature and furnace installation manual need to be attached to this request prior to approval for installation.**

☐ Sales Literature Attached

☐ Furnace Installation Manual Attached

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*Co-owner*

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*Contractor*

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*Engineering Committee*