

REQUEST FOR STRUCTURE MODIFICATION

In an effort to protect each individual unit owner's rights and property values, it is required that any owner or group of owners considering improvements and/or change to common elements or limited common elements of the association, must submit a **REQUEST FOR STRUCTURE MODIFICATION APPROVAL FORM** to the Snowshoe Condominium Association Board of Directors for planned improvements and/or changes. If any change is made that has not been approved, the Board of Directors has the right to require the unit owner to remove the improvement and/or change from the property. **PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYES IN PROCESSING.** An incomplete form or a request with insufficient information will be returned to the unit owner.

NAME OF UNIT OWNER: _____

Unit Number: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

1. Briefly describe the improvements/changes proposed; (include dimensions – length, width, height)

2. Who will do the actual work? _____

Contractor info: _____
address phone

3. Start date: _____ Completion date: _____

4. Location of improvement (check applicable areas)

Front of house _____ back of house _____ side of house _____
roof _____ front deck _____ back deck _____

5. Material necessary for proposed improvement/change (check and identify types and colors: ATTACH PAINT/STAIN SAMPLE OF EACH COLOR)

MATERIAL	TYPE/COLOR
_____ Paint	_____
_____ Stain	_____
_____ Lumber	_____
_____ Roofing	_____
_____ Other	_____

Owner's Affidavit:

1. To my knowledge, nothing in the proposed improvement/alteration is in violation of the Association's Bylaws.
2. I represent and warrant that the proposed Improvement/alteration will be completed in strict compliance with the bylaw Restrictions and in accordance with the approval, if granted. Any change to such approval requires additional reviews by the Snowshoe Board. I agree that property management and/or Snowshoe board members may inspect the progress of an approved improvement with appropriate prior notice.
3. I understand that approval by the Snowshoe Board shall in no way be construed as a waiver of modification of the Bylaw Restrictions.
4. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure.
5. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the Snowshoe Board shall in no way be construed as a waiver as such.
6. I agree that I will contact Property Management, for a final inspection upon completion of the proposed improvement.
- 7. *I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Snowshoe Board. I understand that the Snowshoe Board will act on this request as quickly as possible and contact me in writing regarding their decisions.***

Signature of Homeowner

Date

RETURN TO:

Snowshoe Condominium Association
c/o The Bellaire Professional Centre, LLC
PO Box 332
Bellaire, MI 49615

Date received _____