

REQUEST FOR STRUCTURE MODIFICATION

In an effort to protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvements and/or change of their deed property, must submit a **REQUEST FOR STRUCTURE MODIFICATION APPROVAL FORM** to the Brook Association property management firm The Bellaire Professional Centre, LLC. for planned improvements and/or changes. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property. **PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING.** An incomplete form or a request with insufficient information will be returned to the homeowner.

NAME OF OWNER: _____

PROPERTY ADDRESS: _____

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 Unit _____ back of Unit _____ side of Unit _____
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 Declaration of Covenants, Conditions, and Restrictions of Brook Association (Deed Restrictions) as applicable to the subject unit.
2. I represent and warrant that the proposed Improvement/alteration will be completed in strict compliance with the Deed Restrictions and in accordance with the approval, if granted. Any change to such approval requires additional reviews by the Brook Association Board. I agree that members of the Brook Association Board may inspect the progress of an approved improvement with appropriate prior notice.
3. I understand that approval by the Brook Association Board shall in no way be construed as a waiver of modification of the Deed 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 Villa Monte Board shall in no way be construed as a waiver as such.
6. I agree that I will contact The Bellaire Professional Centre LLC, 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 Brook Association Board. I understand that the Brook Association Board will act on this request as quickly as possible and contact me in writing regarding their decisions.***

Signature of Homeowner

Date

RETURN TO:

Brook Association
% The Bellaire Professional Centre LLC
P.O. Box 332
Bellaire MI
assn@belproctr.com

Date received _____