

## 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 Cortina Lodge 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 Cortina Board. I agree that property management and/or Cortina board members may inspect the progress of an approved improvement with appropriate prior notice.
3. I understand that approval by the Cortina 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 Cortina 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 Cortina Board. I understand that the Cortina Board will act on this request as quickly as possible and contact me in writing regarding their decisions.***

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

RETURN TO:

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

Date received \_\_\_\_\_