

**MORGAN CREEK
CONDOMINIUM ASSOCIATION
ALTERATION/MODIFICATION REQUEST**

Date: _____ BLDG # _____ UNIT # _____

Owner(s) Name(s): _____

Owner(s) Address: _____

Owner(s) Home Phone: _____ Cell/Business Phone: _____

Email Address: _____

REQUESTED MODIFICATION(S)

☐ *Exterior Appearance* ☐ *Landscaping* ☐ *Structural Parts of Unit*

☐ *Common Elements / Limited Common Elements*

☐ *Other* _____

EXPLANATION OF MODIFICATION(S)

*Please note that you **MUST** submit a drawing for any modification such as a deck, landscaping modification, etc. Please list sizes, dimensions, color and materials to be used.*

This work will be performed by: _____

List address and phone for outside contractor to be used: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder who is insured. All applicable codes and regulations will be followed, and all necessary permits will be obtained at my/our expense.
2. I/We have read all applicable sections of the By-laws and I/We understand the same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/We understand that should any legal, regulatory agency require at any time in the future modifications to this variance; that they will be done at my/our expense.
5. Any maintenance costs incurred by the Association, because of this variance, will be at my/our expense.
6. This alteration/variance/modification is subject to all the requirements of the By-laws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
7. I/We understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for the same.
8. All the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED

Date

Signature of Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:

*Morgan Creek Condominium Association
C/o SBS Condominium Management
855 Michigan Avenue
Marysville, MI 48040*

Approved by: _____

Title: _____

Date: _____