

KING'S COVE ASSOCIATION

**ALTERATION/MODIFICATION REQUEST**

---

DATE \_\_\_\_\_ BLDG. NO. \_\_\_\_\_ UNIT NO. \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

---

REQUESTED MODIFICATIONS:

- |   |  |
|---|--|
| <input type="checkbox"/> Exterior Appearance      | <input type="checkbox"/> Landscaping     |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Common Elements |
| <input type="checkbox"/> Limited Common Elements  |  |
| <input type="checkbox"/> Other _____              |  |
- 

EXPLANATION OF MODIFICATIONS

Please note that you MUST submit a drawing for any modification which requires same such as a deck, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot. Please list sizes and materials to be used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This work will be performed by: \_\_\_\_\_  
(List address and phone if outside contractor is to be used) \_\_\_\_\_

\_\_\_\_\_

---

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

3. All applicable codes and regulations will be followed, and all necessary permits will be obtained at my/our expense.
4. I/we have read all applicable sections of the Bylaws and I/we understand same.
5. All maintenance of this Alteration/Modification will be performed at my/our expense.

**CONDOMINIUM ASSOCIATION  
ALTERATION/MODIFICATION REQUEST**

6. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
7. Decks **cannot** be installed over a drainage area. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Association's satisfaction.
8. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.
9. Prior to submitting a drawing of the proposed modification for approval by the Association, the Co-owner must contact Jim Dafoe of Association Management Incorporated at 586-739-6001 email [jdafoe@amicondos.com](mailto:jdafoe@amicondos.com) to obtain the sprinkler company's name and phone number. The Co-owner will need to obtain a letter from the contractor who installed the sprinkler system stating that the proposed modification will not interfere with the sprinkler system. Should any sprinkler heads have to be relocated, this will be done exclusively at the owner's expense.
10. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Director's discretion.
11. 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 same.
12. All of 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:**  
King's Cove Association  
c/o Association Management Incorporated (AMI)  
47200 Van Dyke  
Shelby Township, MI 48317

Approved by \_\_\_\_\_

Date \_\_\_\_\_