

# FARMBROOKE CONDOMINIUM ASSOCIATION

## REQUEST FOR MODIFICATION BY CO-OWNER

In accordance with the Rules and Regulations of the FARMBROOKE Condominium Association, co-owners are required to submit a Modification request form to the management office prior to beginning any project involving the following:

1. Exterior appearance of the unit (includes landscaping, storm door, window/door wall replacement, basement window replacement)
2. Exterior structural modifications to the unit (includes front porch railing, patio deck/pavers)
3. Interior structural modifications to the unit (moving/changing walls, plumbing, etc.)

Please attach a detailed explanation and sketch of the requested project including dimensions and materials to be used. If appropriate, these will be presented to the Board of Directors for approval/disapproval. You should be present at the meeting when your request will be discussed.

If your request is approved, by signing this form, you agree to hold the Association harmless from all liability associated with this modification. You are required to present to the Association for file the final approval after inspection by the City of Macomb (if permits are needed for your requested modification).

Name of Co-owner(s) \_\_\_\_\_

Address of Unit \_\_\_\_\_

Telephone (home) \_\_\_\_\_ other \_\_\_\_\_

Brief description of Modification

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

Co-owner(s) Signature \_\_\_\_\_

Date received by management \_\_\_\_\_

Date of approval/disapproval by Board of Directors \_\_\_\_\_

Date of final approval/inspection \_\_\_\_\_, who inspected modification? \_\_\_\_\_

Copies of warranties/inspections received for file \_\_\_\_\_

Comments by Property Manager \_\_\_\_\_

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

**THIS REQUEST MUST BE RECEIVED IN THE COMMUNITY MANAGERS OFFICE AT LEAST 10 DAYS BEFORE THE BOARD MEETING. NO EXCEPTIONS.**