Forest Ridge Association
Alteration/Modification Request

✎ Please print all information

Date: _____

Owner Name:_____

Owner Address: _____

Daytime Phone:_____Evening Phone:_____

E-mail:_____

Requested Modifications

☐ Exterior Appearance ☐ Landscaping

☐ Structural Parts of Unit ☐ Common Elements/Limited Common Elements

☐ Other:_____
_____

Explanation of Modifications

Please note that you MUST submit a drawing with dimensions for any modification which requires same such as but not limited to structural parts of unit, landscaping, etc. It is preferred that the drawing be on a site plan and scale should be ½″ = one (1) foot. Please list sizes and materials to be used.

_____
_____
_____
_____

This work will be performed by:_____

List address and contact information if outside contractor is to be used:_____
_____

Please read the following carefully before signing:

1. 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 Bylaws and Rules and Regulations and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.

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4. 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.
5. Decks cannot be installed over a drainage swale. 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 Communities Association's satisfaction. Any maintenance costs incurred by the Communities Association, as a result of this variance, will be at my/our expense.
6. **Windows/garage doors will require detailed specifications which must include style, color, material, etc.**
7. Any maintenance costs incurred by the Association, as a result of this variance will be at my/our expense.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws, Rules and Regulations, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
9. All alterations/modifications will be completed within 30 days **unless a specific time extension is granted in writing by the Board.**
10. I/we agree that exterior of property and shared grounds will be returned to their original condition within 30 days following completion of work, including (but not limited to): clean-up of all debris and materials, restoration of lawn and landscape as needed, etc.
11. Co-owner agrees that all future maintenance, repair and replacement is at cost of the co-owner.
12. 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.
13. All of the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED
Please be sure to pull all necessary building permits required by the Township.

_____ _____
Date Signature of Co-Owner

_____ _____
Date Signature of Co-Owner

Return completed form to:
Forest Ridge Association
11750 Highland Rd Ste 500
Hartland, MI 48353

Approved by:_____ Date:_____