

Quarry Dunes Association

Request for Alterations or Modifications to Common Element

Use this form to apply for an architectural alteration, modification or change to a common element. Send (mail, fax or email) the completed form to: Rest Assured Property Management – 1397 Piedmont Drive, Suite 100, Troy, MI 48083; Fax: 248-740-4902 or Email: loswald@restassuredPM.com

Once submitted, your request will be forwarded to the Association Board for review and approval.

Name: _____ Email Address: _____
Address: _____
Unit Number: _____ Phone: _____

Nature of Modification (Please Describe in Detail, Attach Sketch if Necessary):

Alteration or Modification Will Affect the Following: (Check Circle That Apply)

Exterior Appearance Limited Common Element General Common Element Landscaping

Other: please list items / areas affected: _____

If approved, alteration or modification will start on: _____ Anticipated Completion Date: _____

Contractors Name: _____ Contractors Phone Number: _____

- All appropriate permits and City inspections must be obtained by the Co-Owner. No alterations or modifications shall begin without prior Board Approval.
- Contractor must provide a Certification of Insurance evidencing \$1 million in liability and Workers Compensation insurance before beginning any work.
- An inspection of the completed alteration or modification shall be conducted by the Board of Directors to insure compliance with Quarry Dunes Association restrictions, reasonable standards of quality of material and workmanship.
- All costs associated with the alteration, change or modification to Common Element will be paid by the Co-Owner.
- All maintenance, repairs and / or replacement of an alteration or modification shall be the responsibility of the Co-Owner and subsequent Co-Owner(s).
- All cost of maintenance and repair to the building or Association Common and Limited Common Elements attributed to the alteration or modification; shall be paid by the Co-Owner.

If this Architectural Alteration and Modification Request is approved, I agree to the terms and conditions and to complete the modification in accordance with the specifications detailed in the application.

Signature of Co-Owner(s)

Signature of Co-Owner(s)

Dated