

**HIGHLANDS COOPERATIVE ASSOCIATION**  
**INSTALLATION-ALTERATION PERMIT**

I hereby apply for permission to install the following major appliances and/or make the following alterations in or around my townhome:

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Work to be performed by: \_\_\_\_\_

Provide the following information if work being performed by licensed contractor:

license # \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Actual cost and true value of work: \_\_\_\_\_

Will any openings be required through wall, windows, or roof? yes no

I hereby certify that this work will be performed in accordance with all federal, state, or local ordinances and all required permits will be obtained before the work begins.

Member's name: \_\_\_\_\_

Address: \_\_\_\_\_

Lansing, Michigan 48911

Member's Daytime Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Member's signature

\_\_\_\_\_  
Date submitted

The approval of the installation and/or alteration permit is pending review by the Board of Directors at the next scheduled meeting: \_\_\_\_\_  
Your attendance at the meeting is not required.

The installation and/or alteration has been approved. The installation and/or alteration is considered a personal improvement (as/is) and is the responsibility of the Member to maintain. At the time of any future membership transfer, the incoming Member would have to accept the improvement or it must be put back to its original condition at the expense of the current Member. The approval was given with the following stipulations:

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The installation and/or alteration was not approved for the following reason(s):

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\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

No alterations can be made to the interior or exterior of the townhome without receiving an approved Installation/Alteration permit. This includes but is not limited to:

- additions/deletions or changes of electrical outlets and/or fixtures
- additions/deletion or changes of plumbing pipes or fixtures
- openings in exterior walls, windows or doorways
- lawn area
- porch
- windows
- brick
- siding
- parking lot
- sidewalk

Alterations that can be made without an Installation/Alteration Permit are:

- Painting, wallpapering, stenciling, etc.
- Carpeting
- Flooring coverings (i.e. vinyl, carpet, etc.)
- Floor trim
- Interior doors or closet doors

Any additions, deletion, or changes made prior to the submittal and approval of an installation/alteration will require the Member to immediately restore the townhome to its original condition, regardless of the cost for the restoration.

No increase in transfer value will be given from the Cooperative for alterations of any kind. A Member may, however, attempt to sell any changes/additions directly to the next Member.

If additions or changes are removed, the Member will be responsible for restoring the alteration to its original condition.

Any alterations made must comply with the current City of Lansing and/or State of Michigan building codes at the time of the alteration. Any permit(s) required must be obtained and a copy of the permit(s) must be submitted to the Office before any alterations are done.

If there is a Highlands Cooperative policy that references the type of alteration to be done, the policy must be followed and a signed copy of the policy must be attached to the Installation/Alteration permit at the time of the request.

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

The Board of Directors has the right to reject or grant a variance to this policy if it determines it is in the best interest of the Cooperative.

All alteration permits expire 30 days after approval. If alterations have not been completed within the 30-day period, a new Installation/Alteration Permit must be submitted for approval.

The Member shall be responsible for maintaining all alterations in a safe, clean, and sanitary condition. The Member must also use due care to avoid damaging any community property, including, but not limited to, the telephone, water, plumbing, electrical or other utility conduits and systems. The Member shall be responsible for any damages or costs to the Cooperative, or to other Members, guests, agents, or invitees, resulting, in any way, from the installation and/or existence of the alteration(s). The Member shall be required to carry liability insurance, in an amount acceptable to the Cooperative, to cover such damages and costs. Proof of such insurance must be provided with the Installation/Alteration Permit and updated by the Member each year thereafter, by providing proof of renewal to the Cooperative.

The Cooperative reserves the right to require any alteration to be removed or moved, and/or requires the area be restored to its original condition, for any legitimate reason, including, but not limited to, non-compliance with the provisions of this policy. After reasonable notice, if the alteration is not removed or moved as required by the Cooperative, the Cooperative will remove the alteration, restore the area, and charge the Member for the cost.

If you are unsure if an Installation/Alteration Permit is necessary, call the Office and inquire.

## AIR CONDITIONERS - WINDOW UNITS

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

1. An Installation/Alteration Permit is required and must be approved by the Board of Directors prior to the installation of the air conditioning unit.
2. No structures or objects, other than the back of the air conditioner itself, may protrude from the window. If bracing is required, it must be approved prior to the installation.
3. The air conditioner should not set directly on the window track. This could damage the window track making it difficult to re-install the window. Any cost incurred to repair or replace the window would be at the Member's expense.
4. The opening in the window caused by the width and height of the air conditioner must be filled with a clear, rigid material, such as plexi-glass or pane glass.
5. To preserve energy during the winter months (November 1<sup>st</sup> thru March 31<sup>st</sup>), the air conditioner must be removed and the original window must be put back in. If the air conditioner is not removed by November 1<sup>st</sup>, a \$20 per window air conditioner monthly charge will be assessed for every month that the air conditioner(s) remains in the window(s).
6. The original Installation/Alteration Permit will continue to be in effect from the original installation but must abide by the current policy and all future revisions.
7. The Member shall be responsible for maintaining the air conditioner in a safe, clean, and sanitary condition. The Member must also use due care to avoid damaging any community property, including, but not limited to, the telephone, water, plumbing, electrical or other utility conduits and systems. The Member shall be responsible for any damages or costs to the Cooperative, or to other Members, guests, agents, or invitees, resulting, in any way, from the installation and/or existence of the air conditioner. The Member shall be required to carry liability insurance, in an amount acceptable to the Cooperative, to cover such damages and costs. Proof of such insurance must be provided with the Installation/Alteration Permit and updated by the Member each year thereafter, by providing proof of renewal to the Cooperative.
8. The Cooperative reserves the right to require the air conditioner be removed or moved, and/or require the area be restored to its original condition, for any legitimate reason, including, but not limited to, non-compliance with the provisions of this policy. After reasonable notice, if the air conditioner is not removed or moved as required by the Cooperative, the Cooperative will remove the air conditioner, restore the area, and charge the Member for the cost.