

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:

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:

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

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.

Member Signature _____

Date _____

1. An Installation/Alteration Permit is required and must be approved prior to starting the project. "Miss Digg" must be contacted and the ticket number must be on the permit when submitted.
2. The construction of the deck must meet or exceed the established Deck/Architectural Specifications.
3. The wood on the deck must be treated wood, approved composite material, or a combination of the two. The treated wood must be stained with a clear sealer or selected colored stain that must be applied the following year after construction. A sample of the selected colored stains is available at the Office.
 - i. A sample of the stain to be used must be submitted with the Installation/Alteration Permit.
 - ii. NOTE: When using composite material, no open ends of the material can be exposed.
4. The deck must be free standing. THE DECK CANNOT BE ATTACHED TO THE BUILDING.
5. The deck footings must be cemented 42 inches below the ground surface or an approved base must be used.
6. The width of deck must not exceed the width of the townhome, and may not extend more than 8 feet from the building. The step portion may exceed the 8 foot limitation up to two feet.
 - i. The steps must be on the front of the deck unless Management grants a waiver. The stair steps must have a minimum run of 9 inches and a maximum rise of 8 inches. The steps must have railings on both sides, consistent with the deck railings. The width of the opening for the steps must be between 24 inches and 72 inches.
7. The bottom portion of the deck must be completely enclosed with lattice. Solid treated wood or composite can be used in place of lattice if the bottom portion of the deck has a clearance of 12 inches or less at any one point. Any material used must be permanently attached.
 - i. Nothing may be stored underneath the deck.

Member Signature

Date

8. Regular upkeep of the deck and its surrounding areas including the removal of all grass/weeds around the lattice, repairing loose or broken wood, and periodic staining/sealing, etc. is the responsibility of the Member. Necessary staining and sealing must be done by the second week of June of each year. The grounds staff will not weed whip close to the lattice. The Board of Directors determines satisfactory condition of a deck.
9. If shrubs must be removed or moved in order to install a deck, a shrub removal form must be submitted for approval. Management must approve the placement of any shrubs.
10. The deck must have a railing on all open sides. The railings must be completed with vertical railing boards (no wider than 2 inches), not to be spaced greater than 4 inches apart. The railing height must be between 36 inches and 42 inches from the floor of the deck. Any deck 30 inches or more above ground level requires a rail height of 42 inches. Vertical railing boards must be attached to the deck floor or to a separate board parallel to the floor. The railing support posts can be decorative and/or have decorative post toppers. If decorative posts or post toppers are used, they must be approved prior to installation.
11. Privacy fences can be incorporated with the deck installation. Maximum height cannot exceed six feet from deck floor. Any privacy fence between four and six feet must be constructed according to the Privacy Fence Policy. Privacy fences up to four feet may be constructed using lattice and attached to the inside of the railing.
12. The deck/railings must be constructed in such a way as not to interfere with access to outside faucets (large enough for a person to work), electrical meters, or other utility meters or equipment.
13. The deck must be 1 inch below the threshold of the back door. You cannot remove the back steps and porch without prior permission.
14. Deck should have $\frac{1}{4}$ inch per 4 foot slope away from the building for proper drainage.
15. A gate may be installed on the deck. The gate must be consistent with the deck railing.

Member Signature

Date

16. The Member shall be required to carry liability insurance. 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.

17. The deck must be completed within 30 days of the start date. After completion of the work, the deck will be inspected. If it is in violation of the Deck/Architectural Specifications, it must be corrected or removed within 14 days of notification from the Cooperative.

NOTE 1: "Miss Digg" must inspect and mark the area prior to any work on installing the deck. This is the Member's responsibility.

NOTE 2: One bedroom townhomes with side doors may be required to install the deck on the rear of the building due to the location of the townhome.

NOTE 3: Some townhomes may not be allowed to install a deck based on the required location of the deck.

NOTE 4: 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.

NOTE 5: If the deck is more than 30 inches above ground level at any one point, a building permit is required. It is the Member's responsibility to obtain any necessary permits from the City of Lansing.

Deck must comply with all city codes.

Any consequences resulting from not obtaining the required permit or complying with city codes will be the sole responsibility of the Member.

NOTE 6: The Cooperative reserves the right to require the deck to be removed or moved for any reason and/or require the area restored to its original condition. If the Cooperative should require it to be removed or moved and it is not removed or moved, the Cooperative will remove the deck and restore the area and charge the Member for the cost.

NOTE 7: The Cooperative is not responsible for any damage to the deck and/or lattice from the lawn mower or weed whip.