

**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

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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.

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Member Signature

Date

Flowers may be planted within flowerbeds in the front, back or side of the townhome. The care of the flowers is the Member's responsibility.

An Installation/Alteration Permit must be submitted to the Office and approved prior to:

- installing a new flowerbed
- increasing or decreasing the size of an existing flower bed
- adding or removing any existing plantings (excluding annual flowers) and perennial plants that die off in the fall/winter months

All flowerbeds in the back or side of the townhome must be marked with some type of border (rocks, landscape timbers, etc).

All plantings in front of the townhome, underneath windows, must be kept at an acceptable height.

Gardening tools (rake, shovel, garden weasel) are available from the Office, but they must be returned on the same day they are borrowed. A copy of the Member's driver's license must be left at the Office while the tools are on loan.

The Cooperative maintains the front flowerbeds. The Cooperative provides the following services automatically unless a written request (exemption form) from the Member is submitted to the Office to be exempt from all provided services. The services are as follows:

- Wood chips are replenished once a year (as needed) normally in the fall.
- Shrubs trimmed (as needed). When shrub trimming is done, the staff and /or contractors will do their very best not to damage any flowers or planting in the flowerbed, however some shrubs need to be trimmed during the flower growing season.
  - Deciduous (drop the leaves in the fall)
  - evergreens
- Weed control program: contractor provides 3 to 5 treatments beginning in March or April. Once flowers or Member owned plants (perennials) appear in the flowerbed, no more weed control applications will be done and it is the Member's responsibility to keep the flowerbed free of weeds.

There are three different ways the front flowerbeds are to be maintained:

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

Date \_\_\_\_\_

**No flowerbed border and the Member does not want to be responsible for maintaining the flowerbed.**

The Cooperative will automatically provide the following services:

- wood chips (as needed)
  - Wood chips will not be put in any flowerbed when perennials or annual flowers are present.
- trim shrubs (as needed)
- weed control program

**There is a flowerbed border and the Member does not want to be responsible for maintaining the flowerbed.** A border can be stone, brick, wood timbers, plastic, etc. This border must completely surround the flowerbed area.

The Association will automatically provide the following services:

- trim shrubs (as needed)
- weed control program – only if wood chips are used

If a Member would like wood chips, the Member will be required to contact the Office each year once they receive a flier that woodchips are going to be done in their area. Wood chips will not be put in any flowerbed when perennials or annual flowers are present .

**The Member takes full responsibility for maintaining the flowerbed. (Exempt)**

The Member will be responsible for keeping the flowerbed weed free as well as trimming the shrubs properly at the appropriate time of year and keeping all flowerbed material at an acceptable height.

An exemption form will need to be signed. Each year a new form will be sent to any Member who was exempt the year before. This form will need to be signed and returned to the office to remain exempt.

No services will be provided unless the Member contacts the Office to make arrangements. If a request is made, the work will be done at the appropriate time of the year.

If a Member would like wood chips, the Member will be required to contact the Office each year once they receive a flier that wood chips are going to be done in their area. Wood chips will not be put in any flowerbed when perennials or annual flowers are present.

No weed control will be done.