

**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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Miss Dig Reference # \_\_\_\_\_  
Installation Date \_\_\_\_\_ Time \_\_\_\_\_

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 \_\_\_\_\_

Due to the direction needed to receive a signal, not all Members may have the ability to install a satellite dish.

1. An Installation/Alteration Permit must be submitted and an installation date must be scheduled.
2. A site inspection will need to be done at the time of installation.
3. Miss Digg must be contacted and the ticket number must be written on the Installation/Alteration Permit.
4. A professional installer must be used to ensure that the satellite dish is installed correctly.
5. The satellite dish will not be allowed to be attached to the building, roof, porch, porch railings, or Cooperative owned privacy fences.
6. The hole for the wiring entering the building must be in the mortar not the brick. It must go through the sill plate. The size of the hole can only be large enough to accommodate the wiring. The hole needs to be sealed with silicone caulk, after the installation of the wiring to prevent water damage to the building.
7. Any exposed wire running up the building must be in conduit and secured to the building.
8. The dish must be properly grounded, preferably on the exterior of the building.
9. The color of the dish must be black or gray.
10. One stationary, satellite dish will be allowed per townhome. To preserve the aesthetics of the property it is recommended to purchase the smallest dish needed to serve your needs.

Exception: An additional stationary, satellite dish may be allowed if unable to receive signals that cannot be received on a single dish.

- Additional dish will only be allowed in the back of the townhome only.

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

Date \_\_\_\_\_

- Additional dish must be mounted directly above or below on the same single upright pole. No portion of the top dish can exceed lowest windowsill height.
  - Written verification must be provided that two dishes are necessary.
11. Management must do an inspection once the dish has been installed.
12. The location of the dish cannot be changed without another site inspection.
13. If at any time the location, installation method, satellite dish does not comply with the approved Installation/Alteration Permit, or is not in use, the dish and pole will be required to be removed immediately.
14. When referring to the building and /or townhome, it is understood it is referring to the townhome of the Member making the request.
15. The location of the satellite dish must be placed in a flowerbed, on a deck/patio , or in a maintenance strip:
- a. The pole must be placed no farther than 24 inches from the building. The pole must be driven down into the ground at least 24 inches.
  - b. The wiring from the dish to the building must be buried under ground, mulch, stone, etc.
  - c. To prevent damage to the root system of the shrubs no holes can be dug around the shrubs.
  - d. The top of the dish may not extend above the lowest windowsill on the townhome.
  - e. If the dish is put on the side of a building, without a window, the top of the dish cannot exceed the lowest windowsill on the front of townhome.
  - f. Landscaping may need to be done in front of the pole to help preserve the building's esthetic appearance.

Additional provision based on location:

**Flowerbed**

- a. Flowerbed must be a clearly defined flowerbed i.e. plastic border, railroad ties, rocks, etc. Flowerbed must extend at least 12 inches in front of the dish.

NOTE: If a satellite dish is placed in any flowerbed, the Member will become responsible for all maintenance to the flowerbed and shrubs. If

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

Date \_\_\_\_\_

any work needs to be done within the flowerbed by the Cooperative and/or contractors, the dish may need to be removed each time work is done.

**Deck**

- a. The dish may not be attached to the top of the deck railing.
- b. The dish may be placed in front of the deck in a flowerbed.
  - Flowerbed must extend at least 12 inches in front of the dish.  
Note: The total width of the flowerbed may not exceed the bottom step of the deck.
  - All wiring must be underground or underneath the deck.

If approval of the installation of the satellite dish is given, the Member agrees to hold the Cooperative harmless for any personal or physical damage to property or persons as a result of the installation of the satellite dish i.e. foreign objects thrown from lawn mowers, weed whips, destruction or theft by unknown persons, etc.

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.

The Cooperative reserves the right to make modifications in the location of the satellite dish to preserve the aesthetics appearance of the building as well as eliminate any possible safety hazards.