

**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:

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

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 to electrical outlets and/or fixtures
- Additions/deletion or changes to plumbing pipes or fixtures
- Openings in exterior walls, windows, or doorways
- Lawn area
- Porch
- Windows
- Brick
- Siding
- Parking lot
- Sidewalk
- Basements (refinishing)
- Structural changes

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

- Painting (refer to Paint Policy)
- 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 started.

Signature _____

Date _____

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.

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, and their property 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's Signature

1. An Installation/Alteration Permit is required and must be approved prior the installation of the central air.
2. The condenser unit must be placed in an area approved by the Cooperative.
 - a. Condenser unit must be placed within the privacy fence area of townhomes with cooperative owned privacy fences.
 - b. No condenser unit will be allowed in the front of the townhome.
3. Any townhome with a Highlands privacy fence that has the condenser unit outside of the fenced area is grandfathered until one of the two events occur:
 - a. Current condenser unit needs replaced or
 - b. Membership is sold or transferred to another member
4. The condenser unit must be surrounded by a maintenance strip. The size of the maintenance strip will be determined based on the location of the condenser unit. See Maintenance Strip Policy for specifications.

The maintenance strip must be installed within 10 days of the installation of the air conditioner.

Any existing condenser unit that was approved and installed prior to March of 2007 is not required to have a maintenance strip installed, unless the weeds/grass around the unit are not cut on a regular basis and kept below a height of 5 inches, then the unit will be required to be in a flowerbed or maintenance strip.

5. It is the Member's responsibility to change the furnace filter during the cooling season. If this is not done, the evaporator coil on the furnace could ice up and leak water into the furnace unit. This could result in damage to the furnace and will be the responsibility of the Member to make the necessary repairs, up to and including replacement of the furnace. Filters may be purchased from the Office.
6. If the exterior condenser of the air conditioning unit is damaged, it can cause low freon pressure. This can cause the evaporator coil to ice up and leak water into the furnace unit. This could result in damage to the furnace and will be the responsibility of the Member to make the necessary repairs, up to and including replacement of the furnace.
7. Any upkeep of the condenser unit is the responsibility of the Member. The Cooperative has no liability regarding the air conditioning unit.
8. If the condenser unit is removed, the furnace and any holes in the brick/mortar are to be restored to an acceptable condition as approved by the Cooperative.

Member's Signature

9. The Member shall be responsible for maintaining the condenser unit 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, and their property resulting, in any way, from the installation and/or existence of the air conditioner.

Member is responsible for sealing where the line set comes through the brick exterior, so that bugs or rodents cannot enter through the opening.

10. 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.

11. The Cooperative reserves the right to require the condenser unit 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, utility work required, building structure repairs. 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.

12. If the condenser unit needs to be removed, there will be an additional expense to the Member for restoring the area.