

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.

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 City of Lansing code.
3. The wood must be treated wood or approved grain poly decking. If wood is used, it must be sealed with a clear sealant or approved colored stain must be applied the year following construction by mid-June. A sample of the stain must be provided with the Alteration permit.
 - i. 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 OR PORCH.
5. The deck footings must be 42 inches below the ground surface or an approved base must be used.
6. The width of any part of the deck or privacy fence must not exceed the width of the townhome, and may not extend more than 10 feet from the building.
7. The steps must be on the front of the deck unless Management grants a waiver. The stair steps cannot have more than a 9.5-inch run 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 36 inches and 72 inches.
8. The bottom portion of the deck must be completely enclosed with lattice, womanized or compost decking material.
9. Border material along the ground or flowerbed in front of the lattice is recommended to prevent damage from the lawn equipment. Any material used must be permanently attached. The Cooperative is not responsible for any damage to the deck and/or lattice from the lawn mower or weed whip.
10. Nothing may be stored underneath the deck.

Signature _____

Date _____

11. Regular upkeep of the deck and its surrounding areas including the removal of all grass/weeds around the deck, repairing loose or broken wood, and periodic staining/sealing, etc. is the responsibility of the Member. Necessary staining and sealing must be done by mid-June of each year. The Board of Directors determines satisfactory condition of a deck.
12. 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 moved or new shrubs.
13. The deck must have a railing on all open sides according to the City of Lansing Building Codes. 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.
14. Privacy fences can be incorporated with the deck installation that run perpendicular to the building. Maximum height cannot exceed the bottom of the building soffit. Any privacy fence over four foot in height must be constructed according to the Privacy Fence Policy. Privacy fences up to four-foot-tall may use lattice. All privacy fences must be attached to the inside of the railing or comply with the Privacy Fence Policy. The method of installation must be approved by the Board of Directors
15. 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.
16. A gate may be installed on the deck. The gate must be consistent with the deck railing.
17. 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 or the deck must be removed.
18. The deck must be completed within 30 days of the start date. After completion of the work, the deck will be inspected by Management. If it is in violation of the City of Lansing code, it must be corrected or removed within 14 days of notification from the Cooperative.

Signature _____

Date _____

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. Modifications to the size of the deck or location of the steps may need to be made. This will be determined by the Board of Directors at the time the Installation/Alteration permit is reviewed.

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 be removed or moved, and/or require the area be restored to its original condition, for any valid 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 deck is not removed or moved as required by the Cooperative, the Cooperative will remove the deck, restore the area, and charge the Member for the cost.