

**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.

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Signature

Date

An Installation/Alteration Permit must be submitted and approved before the work can begin. The Installation/Alteration Permit must include in the description the size and type of material to be used for the patio as well as the border.

“Miss Digg” must be contacted and the ticket number must be on the permit when submitted.

The Member shall be responsible for maintaining the patio 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 patio.

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 patio must start at the building and can extend up to ten feet out. The width cannot be wider than the width of the townhome. The shape must be square or rectangular. The floor of the patio cannot exceed 4 inches above ground level. A site review will be done to determine exact size/height allowable.

Acceptable materials would be pea stone, wood chips, patio blocks, wood, or concrete. It is recommended to use a weed cloth to minimize weed growth.

If concrete is used, an additional site inspection must be done prior to pouring the concrete. Colored/painted concrete must be approved, and a color sample must be provided with the Alteration permit.

If wood is used, it must be treated wood or an approved wood grain poly decking. Treated wood must be sealed with a clear sealant or an approved colored stain must be applied the year following installation by mid-June.

Broken/damaged patio blocks, bricks, wood, or cracked concrete must be repaired or replaced in a timely manner.

The patio area must have a border to keep the above-mentioned items confined. The border cannot exceed 4 inches above ground level. Borders are limited to concrete blocks, rocks, landscape timbers or plastic edging.

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Signature

Date

If shrubs are required to be removed or are being added, the placement of the shrub(s)/shrub type must be approved.

Items that are acceptable to be stored outside are items that are designed for outdoor use (i.e., grills, pools, lawn/patio furniture, etc. Refer to the appropriate policies for details.)

Items being stored must be kept neat and orderly. Nothing can be stored above window height. The Board of Directors reserves the right to limit the number or type of items being stored outside of the townhome.

The patio must be kept weed free at all times.

The Cooperative reserves the right to require the patio 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 patio is not removed or moved as required by the Cooperative, the Cooperative will remove the patio, restore the area, and charge the Member for the cost.