

## Alteration /Modification Request

**Just complete this form. Submit your form with payment to our offices  
and your approval and can be received by mail, fax or email.**

**Date:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Your Community Name:**

**Home Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I would like to receive my response by (circle one) mail, fax or email

### **Requested Modifications**

#### **Exterior Appearance**

##### **Common/Limited elements**

##### **Landscaping**

##### **Satellite dish**

##### **Structural part of unit**

##### **Other**

### **Explanation of Modifications:**

Please note that your **MUST** submit a drawing for any modification which alters the exterior appearance of your unit, such as a deck, landscaping modification, satellite dish, etc. The drawing should be on a site plan and the scale should be 1/2"=one (1) foot. Please list sizes and materials to be used.

Describe alterations/modifications in space below:

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The work will be performed by: \_\_\_\_\_  
List address and phone number of outside contractor to be used:

Address:

Phone:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the governing documents and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Decks cannot be installed over a drainage swale. In the event the deck does interfere with the surface drainage I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Community Association's satisfaction. Any maintenance costs incurred by the Community Association, as a result of this variance, will be at my/our expense.
6. If the construction will occur in a Common or Limited Common area, the owner must contact Avesta Management, LLC, to obtain the sprinkler company's name and phone number. Prior to submitting a drawing of a proposed deck/patio for approval by the Community Association.
7. This alteration/variance/modification is subject to all the requirements of the governing documents, occupancy agreements and other applicable regulations at the Community Association's discretion.
8. I/we understand that it is my/our responsibility to advise the future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. Please remit a check in the amount of    \$25.00    for architectural review.

\_\_\_\_\_  
Signature of Applicant/date\_\_\_\_\_

Please make payable and mail to:

Avesta Management  
31355 W. 13 Mile Rd. # 101  
Farmington Hills, MI 48334