

**SANDALWOOD SOUTH CONDOMINIUM ASSOCIATION
ALTERATION/MODIFICATION REQUEST FORM**

Page 1 of 3

DATE: _____ UNIT NUMBER: _____

CO-OWNER NAME _____

CO-OWNER ADDRESS: _____

CO-OWNER HOME PHONE: _____ BUSINESS PHONE: _____

CO-OWNER CELL PHONE: _____

CO-OWNER EMAIL ADDRESS: _____

REQUESTED MODIFICATIONS:

| | |
|--|------------------------------|
| ____ Exterior Appearance | ____ Landscaping |
| ____ Interior/Exterior Structure of Unit | ____ Common Elements-Limited |
| ____ Common Elements-General | ____ Other _____ |

DETAILED EXPLANATION OF MODIFICATIONS

(Use additional sheets and attach diagrams and pictures as necessary)

CONTRACTOR PERFORMING WORK: _____

ADDRESS: _____

BUSINESS PHONE: _____ **CELL PHONE** _____

E-MAIL: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. All applicable sections of the Associations By-Laws must be read before considering this modification and will be adhered to.
2. The Board of Directors must approve any additions or changes to the common Elements, Landscaping, Interior/Exterior Structure or Exterior Appearance before work begins.
3. All maintenance, repairs, replacement and insurance of this Alteration/Modification become the responsibility of the Co-Owner and future Co-Owners. The Association retains the right to require you to maintain the modifications to the standards of the Association as determined by the Board.
4. I/We understand that it is my/our responsibility to advise future owners of the unit of this modification and of their responsibility for the same.
5. If any Co-Owner fails to properly maintain any approved change, the maintenance will be done by the Association and will be charged back to the Co-Owner.
6. The Association may remove unauthorized changes and the costs charged back to the Co-Owner.
7. The Board of Directors must be notified when the modification is completed.
8. In the event during or after the modification, an injury is reported as a result of modification, the Co-Owner cannot hold the Board of Directors or the Association liable.
9. A licensed builder, who is insured or Co-Owner/family will perform actual construction/repairs. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
10. A copy of the Contractor's insurance, license and a copy of the signed contract for the work to be performed must be furnished to the Board of Directors.
11. Any maintenance costs incurred by the Association, as a result of this variance will be at Co-Owners expense.
12. The Board discussions for Modification requests are at the monthly board meeting. Please allow up to 45 days for Board decisions.
13. The builder/Co-Owner is responsible for repair/clean up to any damage of common ground.
14. It is suggested that the following take place when heavy equipment is to be used in the delivery of material:
 - a. Take pictures of the driveway before and after delivery
 - b. Don't sign any paper work until the equipment has been moved off the driveway and inspected for cracks
 - c. If the concrete is damaged it is the Co-Owners responsibility for dealing with the supplier and suppliers insurance company.
 - d. If the supplier or supplier's insurance does not pay for the repair then it is the responsibility of the Co-Owner

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED

DATE

SIGNATURE OF HOMEOWNER

DATE

SIGNATURE OF CONTRACTOR

THIS REQUEST, IF NOT ACTED ON, IS NULL AND VOID IN SIX (6) MONTHS

RETURN COMPLETED FORM TO:
Sandalwood South Condominium Association
 C/O In Rhodes Management, Inc.
 3252 University Drive – Suite 145
 Phone: (248) 652-8221
 Fax: (248) 652-0662
 E-mail: reception@inrhodes.com

Satellite Dishes cannot be installed on the roof

IN RHODES CHECKLIST FOR FILE

Co-owners name: _____

Unit Number/Address _____

CHECK IF OBTAINED:

_____**DATE:**_____ **1. Appropriate License(s) for specific modifications.**

_____**DATE:**_____ **2. Builder Insurance (including liability, workman's comp)**

_____**DATE:**_____ **3. County/Township permit (Safety requirements)**

_____**DATE:**_____ **4. Start/Stop Dates**

_____**DATE:**_____ **5. Builder/Co-Owner responsibility for repair/clean up to any damage of common ground.**

.....

_____ **APPROVED** _____ **UNAPPROVED** **DATE:** _____

Board member signature _____

Name Printed: _____

UNAPPROVED (Explanation):

