

Villas of Northridge
Owner Modification Request Form
Procedure
Revision #1 - May 6, 2020

Steps:

1. Any modification that alters the exterior appearance of your home, paint color, the addition of any new landscaping (except annual flowers to existing or previously approved beds), new hardscaping (such as patios, paver bricks, decks or the addition of any concrete or stones) or any structural additions require a Villas of Northridge Modification Request Form to be submitted.
2. The form is found on the In Rhodes (The current Property Mgt. Company) web site located at InRhodes.com. Once on the home page, go to the menu and click on “Forms” and then select “Modification Requests”. Scroll down till you come to the name Villas of Northridge and click there.
3. Print out the form and fill it out completely. Be sure to read fully the requirements located in the body of the form.
4. Please include all necessary drawings, sketches, pictures, and layouts needed to substantiate your request. If you have a contractor, they can help you with creating these documents.
5. Send the complete package to In Rhodes Management at:

In Rhodes Management
3252 University Dr. #145
Auburn Hills, MI 48326

or
email to reception@inrhodes.com
6. In Rhodes will send the package to the BOD’s Modification Lead and the remaining BODs.
7. The BOD’s Modification Lead will schedule a site visit to review the request in detail at his and the homeowners’ earliest convenience.
8. Following the site visit, The BOD’s Modification Lead will review the information with the Board and a decision will be made to approve or disapprove.

9. The BOD's Modification Lead will notify In Rhodes of our decision and In Rhodes will in turn notify the homeowner.

Note:

1. Please note that if you apply for a permit at the Township, you will need an approved modification form from the HOA.
2. You cannot proceed with installation, painting, or construction until you have both the approved modification form and permit (if needed).
3. If you start before approval and any amendments, changes must be made, the cost will be the homeowner's responsibility.
4. If partway through installation/construction changes need to be made, that part of the project must cease, and revisions must be documented on the Modification Form and approved in writing.

VILLAS OF NORTHRIDGE
MODIFICATION REQUEST FORM- Revised May 26, 2020

(Board of Directors approval is required prior to the commencement of **any** modification)

Co-Owner Name(s): _____ **Phone #:** _____

Address: _____ **Lot #:** _____

Requested Modification:

- Exterior Appearance (deck)
- Landscaping (flowers in existing beds do not require approval) -Hardscaping (patio, pavers, concrete)
- Structural
- Other

Explanation of modification (if applicable, a picture, site plan or manufactures brochure may be necessary):

This work will be performed by: _____

By signing this form, I agree to the following:

1. I have read and understand all sections of the By-laws and Rules & Regulations that are applicable to this modification.
2. All applicable codes, township ordinances and regulations will be followed, and all necessary permits will be obtained at my expense.
3. All maintenance required for this modification will be performed at my expense.
4. Should any legal regulatory agency, at any time in the future, require modification to this variance, the future modification will be done at my expense.
5. Any maintenance cost incurred by Villas of Northridge as a result of this modification will be paid by me.
6. I understand it is my responsibility to advise future assigns or owners of this unit of their responsibility for this modification.
7. If partway through installation/construction changes need to be made, that part of the project must cease, and revisions must be documented on a Modification Form and approved in writing.
8. After the completion of this approved modification, I agree to allow a follow-up inspection to assure compliance.
9. If the "as built" modification does not match the approved Modification Request, the owner is responsible for correcting.
10. I hereby certify all of the above information is truthful and accurate.

Signature of Co-owner: _____ **Date:** _____

Send copy to:

InRhodes Management Inc., 3252 University Dr. #145, Auburn Hills, MI 48326 or
reception@inrhodes.com

APPROVED___ **DENIED**___

By _____ **Date:** _____

Reason for denial: _____