

**VILLAS AT NORTHVILLE HILLS  
CONDOMINIUM ASSOCIATION  
ALTERATION/MODIFICATION REQUEST**

DATE \_\_\_\_\_

LOT NO. \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

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**REQUESTED MODIFICATIONS**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Exterior Appearance      | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Pool/Fence  |
| <input type="checkbox"/> Other _____              |                                      |

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**EXPLANATION OF MODIFICATIONS**

Please note that you **MUST** submit a drawing for any modification which requires same such as a landscaping modification, 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.

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This work will be performed by: \_\_\_\_\_  
(List address and phone if outside contractor is to be used) \_\_\_\_\_

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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. Actual construction will be performed by a licensed builder 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 Declaration of Covenants, Conditions & Restrictions 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. Structural changes, including, but not limited to: windows/garage doors will require detailed specifications which must include style, color, material, etc. and must comply with the Declaration of Covenants, Conditions & Restrictions.

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6. Any maintenance costs incurred by the Association, as a result of this variance will be at my/our expense.
7. This alteration/variance/modification is subject to all the requirements of the Declaration of Covenants, Conditions & Restrictions, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
8. Homeowner agrees that all future maintenance, repair and replacement is at cost of the Co-owner.
9. Homeowner understands that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
10. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE  
UNTIL WRITTEN APPROVAL IS RECEIVED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-owner

**RETURN COMPLETED FORM TO:**

**Villas at Northville Hills Condominium Association**  
**C/o KRAMER-TRIAD MANAGEMENT GROUP, L.L.C.**  
555 Briarwood Circle, Suite 140  
Ann Arbor, MI 48108  
[customerservice@kramertriad.com](mailto:customerservice@kramertriad.com)

Approved by \_\_\_\_\_ Date \_\_\_\_\_