

**WHISPERING MEADOWS
SUBDIVISION ASSOCIATION
ALTERATION/MODIFICATION REQUEST**

DATE _____ BLDG.NO. _____ UNIT NO. _____

Owner Name _____

Owner Address _____

Owner Phone _____

REQUESTED MODIFICATIONS:

- Exterior Appearance
- Landscaping
- Structural Parts of Unit
- Common/Limited Common Elements
- Satellite Dish-Select one: Pole mount in flower bed or deck mount
- Other _____

EXPLANATION OF MODIFICATIONS:

Please note that you **MUST** submit a drawing for any modification that requires the 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.

This work will be performed by:

(List address and phone if outside contractor is to be used.)

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 Bylaws 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. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. Prior to submitting a drawing of the proposed deck for approval by the subdivision Association, the Co-owner must contact Krysta Cleary, the Property Manager at KC Property Service, LLC, to obtain the sprinkler company's name and phone number. The homeowner will need to obtain a letter from the contractor who installed the sprinkler system stating that the proposed deck modification will not interfere with the sprinkler system. Should any sprinkler heads have to be relocated; this will be done exclusively at the owner's expense.
7. I/we further understand that responsibility for any damage to the plantings, lawn, trees and/or landscaping belongs to the homeowner.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
9. I/we understand 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 Homeowner Signature of Homeowner

**RETURN COMPLETED FORM TO:
Whispering Meadows Subdivision Association
c/o KC Property Service, LLC
26711 Woodward Ave. #310
Huntington Woods, MI 48070
P) 248-586-9700 F) 248-586-9704**

Approved by: _____ Date: _____

Printed: _____ Title: _____