

ARBOR HILLS HOMEOWNER ASSOCIATION
Alteration / Modification Request Form

Please fill out this form if your proposed alteration/modification meets one or more of the following:

- If you are required to apply for a permit from the City of Ann Arbor
- If your modification will exist within three feet of your lot line
- If modifications or alterations affect the exterior to your house
- If your modification will impact drainage, streetlights, mailbox stands, sidewalks, easements, roads, and any common elements.

Date: _____ Lot Number: _____ Owner Telephone Number: _____

Owner Name: _____

Owner Address: _____

REQUESTED MODIFICATION: _____

Work will be preformed by: _____

Modification plans must be discussed with all next-door and back door neighbors before this form can be submitted. Approval is not contingent on your neighbors' opinion, but the Board will take any concerns into account. Additional opinions may be solicited at the Board's discretion.

Signature of next-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Signature of next-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Signature of back-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Please attach a copy of the modification plan. Please also attach a copy of your mortgage survey, clearly showing the position of the proposed modification in relation to your home and lot.

Number of attached pages: _____

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Please read the following Rules & Regulations closely before signing below:

1. No modification may occur outside your property line. Fences may not lean or extend over one's property line. Decks must end at least three feet from one's property line.
2. You must present an approved copy of this form to obtain your city building permit for a deck or fence.
3. Construction safety is the homeowner's responsibility. All applicable codes and regulations must be followed. Any necessary permits will be obtained at the homeowner's expense prior to start of construction.
4. All maintenance to this alteration/variance/modification will be performed at the homeowner's expense.
5. Any maintenance costs incurred by the Association or by a legal regulatory agency as a result of this work being performed will be the responsibility of the homeowner.
6. This alteration/variance/modification is subject to all the requirements of the By-laws, occupancy agreements, and any other applicable regulations at the Board's discretion.
7. I have read the Association By-laws and am aware of my property easements and restrictions.
8. I understand that it is my responsibility to advise future occupants and/or homeowners of this modification and of their above responsibilities.
9. All of the above information is truthful and accurate.

Signature of Homeowner: _____ Date: _____

No work shall commence until written approval is received and all work must be completed within one year of approval. Completed Form must be mailed or faxed to:

Select Management, LLC.
2455 S. Industrial, Suite A
Ann Arbor, Michigan 48104
Office: 734-663-1900 Fax: 734-663-0809

Approved By: _____ Date: _____

Comments: _____

Not Approved Reason: _____