

Meadow Pointe Alteration/Modification Request

Date _____

Please Print Your Name and Address:

Home Phone: _____

Business Phone: _____

Requested Modification

- ☐ Exterior Appearance
- ☐ Structural Parts of Unit
- ☐ Landscaping
- ☐ Driveway/Walkway
- ☐ Other _____

Explanation of Modification

Please note that you MUST submit a drawing for any modification that is not a direct replacement, such as decks, landscape modification, etc. The drawing should be on a site plan and the scale should be ½" one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____

List Name, 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 governing documents, 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, medications to this variance, they will be done at my/our expense.
5. Decks cannot be installed over a drainage swale. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Community Association's satisfaction. Any maintenance costs incurred by the Community Association, because of this variance, will be at my/our expense.
6. If the construction will occur in a Common or Limited Common area, the owner must contact Leadership Management, Inc. (810)735-6000 to obtain the sprinkler company's name and phone number. Prior to submitting a drawing of a proposed deck/patio for approval by the Community Association, the owner 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, if applicable. Should any sprinkler head have to be relocated, this will be done solely at the owner's expense.
7. The alteration/variance/modification is subject to all the requirements of the governing documents, occupancy agreements and other applicable regulations at the Community Association's discretion.
8. 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.
9. All the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED.

Date

Signature of Owner

Date

Signature of Owner

When complete and accurate information is received, requests will be completed at the earliest opportunity. Please note that the response time depends on the availability of the Community Association's Board of Directors, but at no time will take more than thirty (30) days. For any questions or concerns, please call Leadership Management, Inc. at (810)735-6000.

Approved by _____

Date _____

Please return this Form by mail or email:

Leadership Management, Inc
Meadow Pointe
P.O. Box 146
Gaines, MI 48436
melissa@leadershipmanagement.us