



CENTENNIAL

Centennial Condominium Homeowners Association

6312 Stadium Drive, Kalamazoo, MI 49009 • (269) 488-0133

centennialhoavicksburg@gmail.com

www.centennialhoavicksburg.com

MODIFICATION REQUEST FORM **Architectural Committee Review**

Per Article IV. Section 4.4 of the Condominium Bylaws, any Co-Owner who wishes to make a modification, alteration, improvement, etc. to the exterior structure or yard of their Unit is required to first obtain written approval from the Architectural Review Committee. It is the responsibility of the Board of Directors to ensure that any modifications made within the Association meet the appropriate esthetic and necessary integrity that is in the best interest of the community.

All exterior structural modifications to the Unit or landscaping must be similar and like to what is consistent throughout the Community and must be in strict accordance with the Master Deed, Bylaws and Rules of the Association along with any required municipality. All Co-Owner requests for modification and/or replacement of elements or areas that are visible from the exterior or structurally alter the unit must have The Centennial Condominium Homeowners Association Board of Director's approval before any work is completed. **Co-Owner initial in agreement with this section:** _____

The Centennial Condominium Homeowners Association Board is not required to approve all modifications; each request will be considered on an individual basis. Any permit required for the requested modification must be furnished to the Association Board before any work is started. If the modification is approved, a fully signed permit must be provided once the work is completed. **Co-Owner initial in agreement with this section:** _____

The cost to provide any and all necessary information regarding the requested modification will be the Co-Owner's sole responsibility. If a licensed or professional opinion is required for the Board to investigate the modification request and provide a response, the cost for those services will be the Co-Owner's sole expense.

Co-Owner initial in agreement with this section: _____

If the Association finds maintenance and/or upkeep of the modification is lacking, the Association may perform such maintenance or upkeep at the Co-Owner's sole expense. **Co-Owner initial in agreement with this section:** _____

In the event the Unit to which the approved modifications are made is sold to another, the current Co-Owner is required to notify any new Co-Owner of the existence of the approved modification and that new Co-Owner assumes complete responsibility for maintenance and upkeep of the approved modification. The Co-Owner is required to provide notice to any future Co-Owner of any modifications that has been made to the Unit.

Co-Owner initial in agreement with this section: _____

Once approved, the modification constitutes an "improvement" to the existing structure, and the Co-Owner is solely responsible for insuring the modification against all perils. The Association assumes no liability for maintenance, repair, replacement, or insurance of the modification, including damage to the improvement/modification due to the failure of a common element or other item for which the Association is insured. In the event the modification is damaged due to the repair, replacement or removal of a common element, the removal, repair or replacement of the modification will be performed at the Co-Owner's sole expense and shall be performed by the Owner or their approved contractor.

Co-Owner initial in agreement with this section: _____

I, _____ (Co-Owner) that resides at _____,
would like to submit this specific modification request including a detailed scope of work and explanation to
confirm all work that will be completed along with a rendering or diagram and/or photos (if applicable) that I
would like The Centennial Condominium Homeowners Association Board to consider for approval:



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I have attached the complete scope of work and all necessary supporting information along with proof of insurance from my preferred contractor (if applicable).

I understand that when applicable, I am required to provide confirmation of any permits that may be needed as to which permits and who will pull them, if Miss Dig will be contacted and who will contact them, who will be responsible for any damage that is caused by the work completed, what equipment will be used to complete the project and what restoration efforts will be completed if necessary.

I understand that I am not permitted to make any modification until I have written approval from the Association Board and will provide any further information requested by the Board if needed. I understand that the Board has up to 30 days of receipt of this request to provide a response. By signing this request form, I am agreeing to all of the terms detailed on this request form:

Signature of Co-Owner

Date

Co-Owner Email

Co-Owner Phone Number

BOARD RESPONSE TO THE MODIFICATION REQUEST

To: _____

We are in receipt of your modification request for the above-mentioned condominium unit. Your request for approval has been considered by the Board of Directors of the Association and the following action has been taken:

____ Your request as defined in the material provided to the Board has been approved. Please review any specific requirements that may be required in conjunction with the approval:

____ Your request has been denied for the following reason(s):

____ No action has been taken on your request pending receipt of the following information:

THE CENTENNIAL CONDOMINIUM HOMEOWNERS ASSOCIATION BOARD

BY: _____

DATE: _____

President/Agent of The Centennial Condominium Homeowners Association Board