

**DECORA PARK  
HOME OWNERS ASSOCIATION  
ALTERATION/MODIFICATION REQUEST**

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DATE \_\_\_\_\_ UNIT NO. \_\_\_\_\_

Co-owner Name \_\_\_\_\_

Co-owner Address \_\_\_\_\_

Co-owner Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

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**REQUESTED MODIFICATION**

- |   |  |
|---|--|
| <input type="checkbox"/> Painting                 | <input type="checkbox"/> Landscaping             |
| <input type="checkbox"/> Exterior Appearance      | <input type="checkbox"/> Common Elements         |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Limited Common Elements |
| <input type="checkbox"/> Other _____              |  |
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**EXPLANATION OF MODIFICATION**

Please note that you **MUST** submit drawings and/or photos for modifications such as a deck, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2 inch = one (1) foot. Photos should clearly show what you're planning to do or install. Please list sizes and materials to be used.

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If painting, circle sheen to be used:                      FLAT                      SATIN

If painting, include color code and name (SW0000): \_\_\_\_\_

This work will be performed by: \_\_\_\_\_

(List addresses and telephone if outside contractor is to be used.) \_\_\_\_\_

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Anticipated start date of the project: \_\_\_\_\_

Anticipated duration of the project: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

<b>E-mail directly to the Board...</b>  board@decorapark.org	<b>...Or mail to Kramer Triad:</b> <b>Kramer-Triad Management Group</b> <b>Attn: Lori Almasy, Decora Park Association</b> <b>320 East Big Beaver Rd, Suite 190</b> <b>Troy, Michigan 48083-1238</b>
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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. A licensed builder who is insured will perform any actual construction. 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 them.
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. Decks **cannot** be installed over a drainage swell. 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 Association's satisfaction.
7. 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.
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 it.
9. I (we) understand that if the modification required digging into the ground, or accessing any other common element, that utility lines or other common elements may be encountered. We, the undersigned, hereby accept financial responsibility for repair of any damage that may be incurred in connection with the proposed modification.
10. If the modification project is not started within six (6) months of date of approval, a new modification request must be submitted to the Board for review and approval. Once the project has begun, the project is to be completed within the time frame indicated by the Co-Owner.
11. 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

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